

managed.

PROPERTY MANAGEMENT AUTHORITY FOR AIRBNB AND HOLIDAY ACCOMMODATION

Address of property to be managed:

Unit #:

Street #:

Street Name:

Area:

(If applicable)

Preferred move in date:

Owner Details:

Owner Name:

Company/Trust name (if applicable):

Owner Street Address:

Owner Email Address:

Owner Phone Number:

Secondary Owner Details (if applicable):

Owner Name:

Company/Trust name (if applicable):

Owner Street Address:

Owner Email Address:

Owner Phone Number:

Insurance:

Landlord Insurance:

Yes

No

Excess for tenants: \$

Insurance Company:

Policy Number:

Type of Insurance: House / Contents / Other (please specify):

Owner Street Address:

Owner Street Address:

General Property Details:

Is the property on the market, or will it be going to the market in the next six months?

Yes ☐ No ☐

Date chimney last swept (if applicable):

Do all external doors and all windows open?

Yes ☐ No ☐

Is the property a legal dwelling?

Yes ☐ No ☐

If Yes, please provide details:

How many bedrooms does the property have:

How many smoke alarms does the property have:

Have the gas fixtures been used in the last six months (if applicable)?

Yes ☐ No ☐ Date last serviced:

Date heat pump last serviced (if applicable):

Is the property consented?

Yes ☐ No ☐

Are there any matters that may adversely affect the management of the property?

Yes ☐ No ☐

Is there a fire extinguisher at the property? Yes ☐ No ☐

Location of fire extinguisher:

Repairs and Maintenance:

Do you want to be contacted before any repairs are carried out? Yes ☐ No ☐

Authority for managed. to spend up to \$ including GST

Do you have any preferred contractors? Yes ☐ No ☐

If Yes, please provide the contact details to managed.

Who is responsible for arranging maintenance for the lawns and gardens?

Managed ☐ Owned ☐

Who is responsible for arranging maintenance and checks for heating, smoke alarms, chimneys?

Managed ☐ Owned ☐

AirBnB Fee:

Is this short term?

Yes ☐ No ☐

If Yes, for what period?:

Initial nightly rate discussed: \$

Agreed with managed.?

Yes ☐ No ☐

Managed. fee: 20% plus GST of all rent collected

Desired weekly rental amount for short term lets: \$

Do you have a property name for your AirBnB listing?

When is your property available for bookings?

Signed:

First applicant's signature _____ Date: _____

Second applicant's signature _____ Date: _____

Third applicant's signature _____ Date: _____

Lynn Property Management trading as managed.

Additional Contact Information:

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