



## **Rental Provider Instructions Form**

**Luxe Property Group Pty Ltd**  
1348 Malvern Road, Malvern, VIC 3144  
(03) 9978 8500



**Rental Property**

Address

**Rental Provider/s**

Name

Company Name

ACN

Address

Telephone (H)

Telephone (B)

Fax

Mobile

Email

**Emergency Contact Details (only used in the event of an emergency)**

Name

Address

Telephone (H)

Telephone (B)

Fax

Mobile

Email

**Payment Details**

Account Name

Bank

Branch/BSB Number

Account Number

Other Information

**Repairs**

Authority to spend the following without referring to me/us (Over and above warranty items)

Please select

\$200

\$300

\$400

**Authority to spend up to \$2,500 for URGENT REPAIRS (Legislated)**

Under the Residential Tenancies Act, your tenant has the authority to spend up to \$2,500 in the case of an Urgent Repair eg. Burst hot water service, gas leak etc. We request you also allow us this right, to ensure that reputable & insured tradespeople are used on your investment.

I/we agree to indemnify Luxe Property for any claims made for unpaid repair/maintenance accounts authorised in accordance with my/our instructions.

**Please make the following payments on my/our behalf**

Council Rates will be paid in installments

☐

Rental funds may be held over if required.

Water Rates will be paid in installments

☐

Rental funds may be held over if required.

Owners Corporation Charges and Levies

☐

Rental funds may be held over if required.

**Owners Corporation Contact Details**

Owners Corporation Manager

Address

Phone

Email

\*\*Maintenance of gutter cleaning and any other annual service can be arranged upon written request (Please instruct your Property Manager in writing each time you require this service).

Luxe Property is hereby authorised to collect rentals due and issue receipts for rent, bond and other monies collected on my/our behalf.

Luxe Property is hereby authorised to serve notices upon renters and exercise my/our right to terminate tenancies and leases in accordance with the provisions of the Residential Tenancies Act 1997, and attend Tribunal hearings (if applicable) on my/our behalf.

**Tribunal Fees**

I/We hereby acknowledge that the charges for attendance at the Tribunal are:

Application fee	\$75.00 (or as incurred)
Registered mail	\$10.00 (or as incurred)
Preparation & attendance fee	\$99.00 inc gst per hour
Parking at VCAT	As incurred

**Landlord (Rental Provider) Insurance Information****Building insurance**

Please attach a copy of the current policy for your home or building cover.

\*If you own an apartment, the Owners Corporation insurance will only cover the building and common areas.

**Landlord's insurance**

A comprehensive policy should provide cover for the following:

- Common contents e.g. Window furnishings, floor coverings, light fitting etc.
- Public Liability inside your apartment/house
- Malicious damage, default of rent, and theft by tenants

To ensure complete cover for your investment property, we recommend implementing a Landlord insurance policy which will cover you for Common contents (window furnishings, floor coverings, light fittings), Public liability and Default of rent etc.

**\*\*Please complete the Landlord insurance information below.**

Our office has been appointed as a Distributor of Terri Scheer Landlord Insurance Products. Terri Scheer Insurance Brokers Pty Ltd ACN 070 874 798 holds an Australian Financial Services License (No. 218585), and is authorized to provide financial services in relation to general insurance products to clients.

As your Property Manager we are duty bound to ensure you are aware of the unique risk exposures you face as a landlord and the availability of insurance to protect these risks.

Losses can occur at any time. We have sought early protection of your valuable rental income and can arrange immediate landlord insurance cover with Terri Scheer Insurance Brokers.

You are in no way obligated to accept this protection, you may wish to organise your own insurance and you are certainly free to do so.

If you choose to proceed with this protection, the annual premium cost to you will be approx \$359.00/PA and this will be debited from your rental income.

A Product Disclosure Statement and Financial Services Guide will also be provided to you. In addition, you are entitled to a 30 day cooling off period.

Details of the cooling off period and the dispute resolution facility are included in the Terri Scheer Financial Services Guide.

**\*\*To avoid any misunderstanding, please confirm your instruction below in relation to Landlord insurance cover**

- ☐ I/We wish to use Terri Scheer Insurance for Landlord protection of our rental property. Please arrange this on our behalf immediately.
- ☐ I/We would like to make our own arrangements for landlord Insurance and understand that Luxe Property Group will not be responsible for any losses that may occur as a result of this.
- ☐ I/We acknowledge that our Property Manager has informed us of the risks associated with owning a rental property and the associated insurance requirements.

## Safety and Compliance Obligation

The safety-related obligations for Rental Providers under the Victorian Residential Tenancies Act are now in force and include:

- Smoke alarm servicing each year including testing, battery replacement and positioning checks
  - Gas safety checks every 2 years on all gas fixtures & fittings such as heaters, cooktops, water heaters and the mains gas line
  - Electrical safety checks every 2 years of all electrical appliances, fixtures & fittings such as switchboards, power points and light switches
- Gas and electrical checks are specialist services requiring licensed tradespeople who need to complete the services in accordance with the regulations. Additionally, record keeping obligations are extensive and we are required to disclose a range of matters relating to these services to tenants at lease commencement and/or upon request.

### Compliance Provider Options:

We have you covered! Luxe Property have sourced two companies who conduct smoke alarm, gas & electrical compliance checks in accordance with the regulations.

*Information about these two companies can be found below:*

## Detector Inspector

Detector Inspector is offering bundled, discounted, subscription plans to our clients. The Safer Home Package is tailored to the needs of each property, but importantly, ensures compliance with the legislation and protection for you across all three safety checks.

Pricing for the Safer Home subscription plans is tailored to each property:

### Safer Home Subscription

Annual recurring service fee.

#### **YEAR 1**

All prices are excluding GST

#### **2 gas appliance - \$399**

**Plus** setup fee \$299.00 (first year only) Smoke alarm, Electrical, Gas (2+)

#### **1 gas appliance only - \$229**

**Plus** setup fee \$235.00 (first year only) Smoke alarm, Electrical, Gas (1)

#### **No gas appliances - \$379**

**Plus** setup fee \$135.00 (first year only) Smoke alarm, Electrical

#### **YEAR 2 ONWARDS**

All Prices are excluding GST

#### **2 gas appliances - \$429/year**

Smoke alarm, Electrical, Gas (2+)

#### **1 gas appliance only - \$349/year**

Smoke alarm, Electrical, Gas (1)

#### **No gas appliances - \$239/year**

Smoke alarm, Electrical

## Mylo Property Solutions

Mylo Property Solutions provides licensed technicians that will attend your property to conduct the necessary gas, smoke alarm and electrical safety checks to ensure your property is compliant under the legislation.

Pricing for the Mylo Property Solutions subscription plans is tailored to each property:

\*All prices are excluding GST - pricing is a 2 year lock in contract.

### Gas Appliances Plan - \$290/year

Plus set up fee \$99 (first year only)

Smoke alarms, Electrical, All gas appliances

### No Gas Plan - \$170/year

Plus set up fee \$99 (first year only)

Smoke alarms, Electrical

### **\*\* Please indicate below your instruction regarding Safety and Compliance Obligations**

#### Detector Inspector

*By selecting a Safer Home plan for your property(ies) above, I agree to be bound by the Terms of Service ([www.detectorinspector.com.au/terms-conditions/](http://www.detectorinspector.com.au/terms-conditions/)) (as modified from time to time).*

#### Mylo Property Solutions

*By selecting Mylo Property Solutions for your property(ies) above, I agree to be bound by the Terms of Service (<https://mylopropertysolutions.com.au/wp-content/uploads/2022/11/Annual-Services-Terms-and-Conditions-Mylo-1.pdf>) (as modified from time to time).*

#### Opt Out

*By selecting "Opt out" above, I acknowledge and understand that I am responsible to ensure my property(ies) meet the safety & compliance obligations set out by law (and amended from time to time), including my obligations under Victoria's Residential Tenancies Act and that I have obligations that may include (but may not be limited to) (a) arranging the carrying out of electrical, gas and smoke alarm services in line with all applicable laws and standards; (b) providing compliance reports in respect of all properties to my agent and/or to my renters upon request, including the licence number of the qualified tradesperson who carried out the works; (c) providing all smoke alarm manufacturer guidelines and instructions to the renter prior to commencing the lease; and (d) notification to the renter prior to moving into a property stipulating the requirement for no tampering with smoke alarms.*

## **Signatures:**

**Signature:**

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**Print Name:**

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**Date:**

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**Signature:**

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**Print Name:**

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**Date:**

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