

# Management authority instructions

Unsigned preparation draft - review the complete document before use.

Blank W form - enter reviewed information only.

Prepare management scope and commercial terms.

## Contact

Your full name

Contact email

Contact phone

## Property

Property address

Suburb

State or territory (VIC / NSW / QLD / WA / SA / TAS / ACT / NT)

Postcode

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## Property

Property type

## Agency

Agency legal entity

Trading name

ABN

Estate-agent licence number

Agency email

Agency phone

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## Appointment

Management and letting services

## Commercial terms

Management fee including GST

Letting fee including GST

Other fees and expenses including GST

## Operations

Proposed nonurgent repair approval limit

Proposed inspection frequency

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## Operations

Urgent repair arrangements

## Commercial terms

Rebates or benefits to disclose

## Appointment

Term and termination instructions