



# Letting Authority Form

To help you to let your property so please provide us with the following information. Phone us on 09 444 7851 if you need any assistance with this form. We look forward to being of service to you.

Property Owners Name .....  
Contact Ph Numbers .....  
Contact Email: .....  
Bank Account Number: .....  
Bank/Branch: Acc Name: .....

This is for Buildcorp Management Ltd to deposit any rents collected on your behalf

Address of Rental Property .....

Required Rent .....	Date Available .....
Maximum Number of Tenants: .....	Parking: .....
Number of Bedrooms: .....	Number of Bathrooms:.....
Ground Maintenance.....	Tenant ..... Landlord .....

Chattels: .....

Special Conditions .....

Are there any conditions specific to the property that all tenants must be made aware of. eg water included in the rent, tenants not to park on grass

I/We own the above rental property and hereby appoint Buildcorp Management Ltd

1. To promote this property, interview tenants, check tenant references and tenant credit check.
2. To use its best endeavours to select a suitable tenant.
3. To sign a Tenancy Agreement on my behalf after first having the tenant approved by the owner.
4. We confirm that all information supplied and the contents of this form are correct to the best of our knowledge, and that the property has no leaks that we are aware of. We confirm that the property is not on the market.

I/We understand that Buildcorp Management Ltd shall not be personally liable for any loss, default in payment of rent, of any damage caused to my property, vacant or occupied, by any tenant or otherwise, whether or not a tenancy is arranged by Buildcorp. We confirm that all details supplied above are accurate and we indemnify the agent to that effect. The undersigned, if not the sole owner of the property, warrant and represents that they have the authority of all the owners to make this appointment.

**Signed** .....(Owner) .....(Date)

**BUILDCORP MANAGEMENT LIMITED**

P O Box 100-30, North Shore, Auckland 0745, New Zealand. Telephone: 09 444-7851, Fax 09 444-7352  
Office: 77Barbados Drive, Unsworth Heights, North Shore 0632. Email: [admin@buildcorp.co.nz](mailto:admin@buildcorp.co.nz)