



Distinct[®]

FEE FOR SERVICE

EXCLUSIVE MANAGING AGENT'S AGREEMENT

Schedule 1: Parties to the Agreement

Please note that all owners of the property must be noted as Principals and each Principal must sign this agreement. Details supplied **MUST** exactly match details on the most recent property Rates Notice.

Principal Name: (Property Owner)			
ABN/ACN:			
Principal's Address**:			
Contact Details:	W	H	M
Email: (required)			
Preferred Contact	☐ Email ☐ Mobile ☐ Home ☐ Work		

Principal Name: (Joint Property Owner)			
ABN/ACN:			
Principal's Address**:			
Contact Details:	W	H	M
Email: (required)			
Preferred Contact	☐ Email ☐ Mobile ☐ Home ☐ Work		

**Please ensure the Principal's address (above) is not the same as the address of the property to be managed.

Agent:	Distinct Property Management Pty Ltd	
ABN/ACN:	23 147 076 882	ACT Real Estate Licence 18401636
Licensee:	Brooke Scullin	ACT Licence 18401635 NSW Real Estate Licence 20006270
Trading as:	Distinct Property Management	
Contact Details:	PO Box 4721, Kingston ACT 2604	P: 02 6140 5900 E: hello@distinctproperties.com.au
Office Hours	9.00am to 5.00pm Monday to Friday, excluding public holidays	

Schedule 2: Details of **Property** to be Managed ("The Premises")

Full Address:		
	Block:	Section:
Complex Name:		Unit Door #:
Strata Manager:		Strata No.:
EER:		
<i>It is an offence in the ACT to advertise a property without the EER where an EER Report has been produced</i>		

Schedule 3: **Accounts & Disbursements**

Rent to be disbursed into the following account	
Bank/Institution:	BSB:
Account Name:	Account:
Please disburse funds to me on the following cycle: ☐ Fortnightly (funds settled every second Thursday) ☐ Monthly (last business day of the month)	
The following disbursements indicated are to be paid by Distinct Properties on behalf of the Principal(s):	
☐ Rates and Land Tax ☐ Principal/s will pay all of their own accounts	Rates Account Number: _____ ☐ Register for Land Tax ☐ The property is already registered for Land Tax
Paid by Distinct Properties from rent received into Trust Please confirm which accounts you would like redirected to Distinct Properties. This means your bills will go straight to Distinct Properties and they will pay on your behalf from your rental income. If gardening, gutter cleaning, heating/cooling service, pest treatment and/or pool maintenance are selected, the Principal/s understand they are authorising the agent to organise on their behalf - subject to quote approval.	☐ Electricity - ONLY applies to properties with solar panels ☐ Gardening/Lawn Mowing - As Required ☐ Gutter Cleaning & Roof Inspection - Annual ☐ Heating & Cooling Service - Annual ☐ Icon Water ☐ Pest Treatment ☐ Pool Maintenance & Repair ☐ Rates & Land Tax ☐ Strata Levies (Monthly disbursement cycle ONLY) ☐ Trade Invoices for Repairs/Maintenance ☒ Distinct Properties as per Schedule 6: Fees ☐ Terri Scheer Landlord/Contents Insurance ☒ Smoke Alarm Service

Schedule 4: Emergency Contact & Referral Source

If I (the Property Owner) am unable to be contacted after trying each of the nominated contact methods, I request that you contact the following person who is authorised by me (the Principal) to act on my behalf in regard to instructions for the nominated property. I acknowledge that if I do not nominate an alternate contact and I cannot be contacted after reasonable attempts to do so, Distinct will take appropriate action in my absence on my behalf in accordance with the governing legislation and industry best practice.

Name:			
Address:			
Contact Details	W	H	M
Email:			
How did you hear about Distinct?			

Schedule 5: Agent's Appointment

The Principal(s) hereby appoints the Agent exclusively to lease and manage the Property in accordance with this agreement. It is agreed that the Agent may from time to time delegate to the Agent's employees all or any of the authority vested in the Agent.

Date of Appointment		
Minimum Tenancy Term to be offered	☐ 6 months ☐ 12 months ☐ Other If other please specify: _____	
Maximum Tenancy Term to be offered	☐ 6 months ☐ 12 months ☐ Other If other please specify: _____	
At the end of each tenancy, the Agent is authorised to:	☐ Re-lease the Property as per the above agreed minimum and maximum durations ☐ Review the rent when in the opinion of the Agent such a review is appropriate ☐ Refer to the Principal for instructions prior to re-letting the property	
Desired Rental	\$ 1494	Per Week collected, fortnightly or calendar monthly in advance
Repairs Approval Limit	Distinct may approve repairs up to \$ _____ for any one item without asking me first. Above this amount Distinct will ask me first, except in an emergency (clause 12d).	
Rental Bond	Equivalent to 4 weeks' rent in respect of each tenancy.	
Groups (3 or more persons on tenancy)	☐ Group tenancies are not preferred.	

Schedule 5: Agent's Appointment

The Principal(s) hereby appoints the Agent exclusively to lease and manage the Property in accordance with this agreement. It is agreed that the Agent may from time to time delegate to the Agent's employees all or any of the authority vested in the Agent.

Pets	ACT Legislation now requires Property Owners to apply to ACAT for approval to refuse consent for the keeping of a pet at the property. All properties are advertised as 'Owner's consent is required to keep a pet'. <i>ACAT Fees will apply for applications to refuse consent.</i>
Endorsed Clauses	Please select all additional clauses that you would like included in your lease. It is REQUIRED that any additional clauses are advertised. ☐ Fair Posting Clause Required Requires a formal posting order to be effective. ☐ Solar Panel Clause Electricity account remains in the owner's name and tenants are invoiced for consumption and supply. <i>The following clauses can be included; however, they must be endorsed by ACAT to ensure they are enforceable. A Power of Attorney is required to be completed. ACAT Fees will apply.</i> ☐ Mattress Cleaning Clause The Tenant is required to have the mattress professionally cleaned at the end of the tenancy and a receipt must be provided as evidence. ☐ Exclusion Clause* The property has areas that are excluded from the lease and are not available for the tenants' use or access: storage shed, under house, garage. <i>*Please note that items left at the property by the Principal are generally not covered by most insurance providers. Tenants are not responsible for any damage or loss. Access to these areas may be required in order to address maintenance issues. These areas are excluded from routine and final inspections. We do not recommend storing items at the property.</i> ☐ Electricity Clause For heating & cooling that is billed separately ☐ Other additional clause/s ☐ No additional clauses
Special Conditions	(examples: Alarm Code, On-Site Building Manager details, Please use the following tradesperson for plumbing issues) Distinct reuses the existing photos of the property, digitally furnishes the empty rooms and adds a Matterport 3D tour to the listing, all at no charge.

Schedule 6: Fees

Please select which services you would like included & initial.

Letting Fee	A letting fee upon leasing the Property, at the time of a vacant possession, of 1 week's rent. The Agent's Letting Fee is due and payable by the Principal when a tenant enters into possession of the Property or signs a residential tenancy agreement or pays rent, whichever occurs first. If the property has been listed as available for rent and the owner withdraws or cancels management before a tenant is secured the letting fee is due and payable based on the last advertised rental price prior to cancellation. <i>*Where the Principal has sourced and approved their own Tenant and the property has not been advertised the letting fee is reduced to ½ week's rent plus GST.</i>	1 week's rent + GST ☐ Initials _____
Lease Renewal/ Variation Fee	A <i>lease renewal fee</i> upon the renewal or extension of an existing tenancy agreement. A <i>lease variation fee</i> is charged where there is a change in tenants that requires a new lease to be signed.	½ week's rent + GST ☐ Initials _____
Management Fee	A management fee of 7.7% of all monies collected on behalf of the Principal. The monthly management fee covers: → Access to the online systems → Open Houses → Rental Appraisals → Creative Copy for Listing → Listing on www.distinctpm.com.au → Rental Arrears Management → Monthly and End of Financial Year Statements → Property Inspections (routine and end of lease) → Maintenance Management* → Tenant Enquiries → Accounts Processing** → Application Management and Screening → Tenant Reference Checking <i>*Excludes some property upgrades, renovations or projects. These will be quoted separately.</i> <i>**This outlines the procedure for managing Rates & Land Tax, Water/Sewerage, Trade Invoices, Smoke Alarm Service, and Strata Levies.</i>	7.7% Incl. GST ☐ Initials _____
Monthly Banking Fee	A Bank Fee/Merchant Fee of \$9.90 per month for processing funds through the Trust Account.	\$9.90 per month ☐ Initials _____

Schedule 6: Fees

Please select which services you would like included & initial.

Advertising Package*	domain.com.au* allhomes.com.au realestate.com.au - Premier listing* distinctpm.com.au ☐ Zango* - \$199 Rental Property Marketing Services <i>*Includes: Zango Rental Property Listing: Outside CBR & QBN, Rental Homepage Hero, Rental Homepage Top 3, Rental New Listing Feature, Rental Regional Listing Feature, Rental Suburb Listing Feature, Boosted Social Ad and Region Property Guide, Rental Listing</i> ☐ "Top Spot" badge to boost exposure - \$165 per week <i>* Fees are subject to change. * If a property has the management terminated and has been advertised on the websites, the fee for the advertising is due before cancellation.</i>	\$499.00  Scan the QR code to view the marketing aspects ☐ Initials _____
Marketing Material	☐ Matterport Provides a 3D virtual tour	\$375.00 ☐ Initials _____
Photography	Professional photography Includes minimum 8 photos. <i>*Subject to change. If professional photography has been carried out for the property and payment is pending, you are responsible for covering the outstanding photography fees.</i> ☐ Property Styling Photos (up to 3 images) - \$99	\$250.00 ☐ Initials _____
Signage	☐ For Lease sign <i>*Subject to complex regulations and terrain suitability.</i>	\$99.00 ☐ Initials _____
Inventory & Condition Report (ICR)	Inventory and Condition Report A new ICR is required the first time Distinct Property Management Pty Ltd manages the property through a vacant possession. If a property is already tenanted a new ICR is not required until the current tenants vacate and new tenants are sourced. 1 - 2 bedroom \$199.00 3 - 4 bedroom \$349.00 5 bedroom \$399.00 <i>Furnished = Additional \$100.00</i> \$99.00 ICR Update - Change of Tenancy	☐ Initials _____

Schedule 6: Fees

Please select which services you would like included & initial.

Tribunal Fees (ACAT, NCAT)	Tribunal Preparation and Attendance In the event that Distinct Property Management Pty Ltd is required to attend at the ACT or NSW Civil and Administrative Tribunal this fee will apply. The fee will be charged for all work performed in relation to the hearing including the initial submission, preparation of evidence and attendance in support of any claim or defence. In the event that Distinct Property Management Pty Ltd is found by the Tribunal to have been in breach and that this breach resulted in the claim, Distinct Property Management Pty Ltd will not charge a fee for services rendered relating to that specific hearing.	\$150/hour (minimum of 2-hour charge) <i>ACAT or NCAT Application Lodgment Fees are charged at the prescribed rate (acat.act.gov.au or ncat.nsw.gov.au/forms-and-fees/fees-at-ncat)</i> ☐ Initials _____
Smoke Alarm Service	Maintaining smoke alarms is essential for tenant safety and legal compliance. It ensures a secure living environment and fulfils your obligations as a landlord under the relevant legislation. This fee covers the upkeep and compliance of smoke alarms in your rental property as mandated by the "Residential Tenancies (Smoke Alarms) Legislation" in the ACT and the "Residential Tenancies Act 2010" in NSW. It includes installation, annual checks, battery replacements, electrician services, and quick repairs. <i>*Subject to changes with service provider. Any changes will be provided in writing. If the smoke alarm maintenance has been completed and payment is outstanding, you are responsible for settling the associated costs.</i>	\$109.00 per year for ACT ☐ Initials _____
Smoke Alarm + Water Efficiency Compliance Services (FOR NSW ONLY)	Smoke alarm compliance service. Annual water efficiency flow rate testing for: → No leaking taps or toilets → Shower heads and internal cold taps maximum flow rate of 9L per minute → All replaced toilets to be dual flush (from 23 March 2025) <i>*Water efficiency testing completed in accordance with NSW standards, testing only, no repairs included</i> ☐ <i>*Blind Cord Compliance Service can be added for \$25 inc GST per year</i>	\$139.00 per year ☐ Initials _____
Insurance	☐ Distinct can organise landlord and contents insurance on your behalf. <i>Scan QR code to view pricing.</i>	 ☐ Initials _____
Termination Fee	30 days' notice to be provided in writing	NIL charge ☐ Initials _____
Sale of Property	If owner sells through Distinct \$1,000 will go towards marketing costs which will be deducted at settlement	\$1,000 credit ☐ Initials _____

Distinct Property Management Pty Limited Managing Agency Agreement

1. Principal(s)

See Schedule 1: Parties to the Agreement.

2. Property

See Schedule 2: Details of Property to be Managed.

3. Agent

Distinct Property Management Pty Ltd
(ABN 23 147 076 882)
PO Box 4721, Kingston ACT 2604
ACT Real Estate Licence No. 18401636
NSW Real Estate Licence No. 20006270

4. Agent's Authority

The Principal warrants that the Principal has authority to enter this agreement and authorise Distinct Property Management Pty Ltd to exclusively lease and manage all or part of the property.

5. Appointment

This authority:

- a. Commences on the Date of Appointment in Schedule 5;
- b. Can be terminated by either party giving not less than 30 days' written notice without prejudice to either party's rights accrued or obligations incurred prior to the effective termination;
- c. Is vested in Distinct Property Management Pty Ltd by this agreement and is deemed to be vested in its employees from time to time;
- d. If a property listed for rent has the management terminated before securing a tenant, the letting fee (per property) is due based on the last advertised rental price before cancellation;
- e. If a property has the management terminated and has been advertised on the websites, a fee of \$499.00 for the advertising is due before cancellation. Subject to change;
- f. If the smoke alarm maintenance has been completed and payment is outstanding, the Principal is responsible for settling the associated costs of \$109.00;
- g. If professional photography has been carried out for the property and payment is pending, the Principal is responsible for covering the outstanding photography fees of \$250.00; and
- h. If an inventory and condition report has been completed and payment is outstanding, the Principal is responsible for ensuring the settlement of the fees of up to \$399.00 for unfurnished properties or up to \$499.00 for furnished properties.

6. Assignment

Distinct Property Management Pty Ltd may assign its rights and obligations under this agreement to another licensed estate agent ("the assignee") by giving written notice to the Principal. If the Principal does not object within 14 days of receipt of Distinct Property Management Pty Ltd's notice, the assignee is deemed to hold this agreement as if the assignee was Distinct Property Management Pty Ltd in this agreement and was the agent that provided all the notices and disclosures set out in this agreement.

7. Rent Statements

Distinct Property Management Pty Ltd shall render a statement accounting for monies received and expenses incurred on behalf of the Principal and for fees and charges retained in respect of the services provided on a monthly basis. The balance, less disbursements, shall be remitted to the Principal by way of payment specified in Schedule 3. If at any time amounts payable exceed the balance of the Principal's account, the Principal agrees to immediately pay the excess amount to Distinct Property Management Pty Ltd upon request.

8. Letting

Distinct Property Management Pty Ltd is authorised to lease the Property on the following conditions:

- a. The term of the tenancy agreement is to be twelve (12) months (or as otherwise instructed in writing);
- b. The rental terms are specified in Schedule 5;
- c. The rental bond is the equivalent of 4 weeks' rent for each property;
- d. This appointment is for the initial leasing of the Property, subsequent re-leasing to the initial tenant, and each subsequent leasing to a new tenant as detailed in Schedule 5;
- e. Distinct Property Management Pty Ltd shall endeavour to verify references from any prospective tenant; and
- f. At the end of each tenancy agreement or in the event of vacancy, Distinct Property Management Pty Ltd is authorised to re-let the property from the end of the tenancy or vacancy by the tenant, for an amount specified in Schedule 5 or another amount specified by the Principal.

9. Warranties

The Principal warrants that the Property and the fittings and fixtures at the property are not in a dangerous condition and that if any dangerous condition comes to the Principal's knowledge, the Principal will notify Distinct Property Management Pty Ltd immediately of such dangerous conditions. If any damage occurs to any person because of the dangerous condition of the Property, the Principal will indemnify and hold harmless Distinct Property Management Pty Ltd and any sub-contractors against all legal claims and proceedings which may arise because of such dangerous conditions. The Principal will indemnify and hold harmless Distinct Property Management Pty Ltd in relation to any claim arising from the Principal's failure to repair a dangerous condition in the Property of which the Principal is aware, or of which the Principal has received notice from Distinct Property Management Pty Ltd, the tenant or any official body.

10. Release from Rent Control

The Principal agrees that the Property is not subject to any form of rent control pursuant to the Landlord and Tenant (Amendment) Act 1948.

11. Fees and Charges

For the provision of Property Management, Leasing and ancillary services, Distinct Property Management Pty Ltd will be entitled to the fees and reimbursements as detailed in Schedule 6: Fees. These fees are payable before any rent or other monies are payable to the Principal. These are fees for services and are non-refundable (without limiting consumer rights). Fees (excluding the monthly management fee) are subject to change with 30 days' written notice. Any fees due and payable to trades that have not been paid by the Principal by the invoice due date may be paid by Distinct Property Management Pty Ltd on behalf of the Principal.

12. Authority

Distinct Property Management Pty Ltd is authorised to carry out the following duties on the Principal's behalf:

- a. Obtain references from prospective tenants, arrange inspections of the Property by prospective tenants and choose a tenant;
- b. Enter into and sign a Tenancy Agreement;
- c. Undertake inspections of the Property;
- d. Effect repairs to and maintain the Property, or engage tradespersons to do so, provided that the expenditure in excess of the Repairs Approval Limit in Schedule 5 for any one item will not be incurred by Distinct Property Management Pty Ltd without obtaining the Principal's approval, except where it is Distinct Property Management Pty Ltd's opinion that because of an emergency, the repairs are necessary for the protection of the property or the supply of essential services to the tenant;
- e. Pay disbursements and expenses incurred in connection with Distinct Property Management Pty Ltd's management of the Property as set out in Schedule 3 and Schedule 6: Fees;
- f. Collect rent;
- g. Forward to the Principal copies of any documents signed by Distinct Property Management Pty Ltd on behalf of the Principal;
- h. Receive, claim, collect, distribute, lodge and refund rental monies and rental bond monies;
- i. Serve notices for breach of the tenancy agreement;
- j. Undertake the necessary steps to obtain vacant possession and recover any money owing to the Principal in relation to the tenancy of the Property;
- k. Represent the Principal in any Tribunal or Court proceedings in respect of the tenancy of the Property;
- l. Pay accounts for amounts owing in relation to the Property (e.g. water rates and charges, council rates, maintenance expenses and owners corporation levies), as set out in Schedule 3 and Schedule 6: Fees;
- m. Advertise the Property for letting or re-letting;
- n. Review the rent at the end of tenancy;
- o. Periodically review the rent when considered appropriate;
- p. Allow prospective tenants to inspect the Property by appointment, accompanied by a representative of Distinct Property Management Pty Ltd;
- q. Issue receipts for monies received;
- r. Do such lawful things as directed by the Principal in writing from time to time; and
- s. Update addresses for notices on behalf of the Principal.

13. Notices in Writing

The Principal agrees to receive written notices and official correspondence via email. Any notices provided by Distinct Property Management Pty Ltd that are emailed are agreed to have been provided 'in writing'.

14. Distinct Property Management Pty Ltd's Indemnity and Liability

The Principal guarantees to indemnify and safeguard Distinct Property Management Pty Ltd. This means they will protect and cover any issues, legal matters, or costs that might arise while Distinct Property Management Pty Ltd is doing their job under this agreement. This protection includes covering any legal problems, claims, or expenses related to things like putting up "For Lease" signs, even if someone gets hurt or there's damage as a result.

15. Disputes

The Principal is entitled to have any dispute the Principal may have with Distinct Property Management Pty Ltd determined by an appropriate authority such as the ACT and NSW Civil and Administrative Tribunals in the ACT or NSW, respectively.

16. Privacy

Distinct Property Management Pty Ltd uses personal information collected from or about the Principal to act as the Principal's agent and to perform Distinct Property Management Pty Ltd's obligations under this agreement. If the Principal would like to access this information they can do so by contacting Distinct Property Management Pty Ltd at the address and contact details included in this agreement. The Principal can also correct this information if it is inaccurate, incomplete or out-of-date. Real estate and tax laws require some of this information to be collected and reported on.

17. Financial and Investment Advice

Any financial or investment advice offered by Distinct Property Management Pty Ltd to the Principal is general in nature. This advice doesn't consider the Principal's specific circumstances, goals, financial situation, or needs. It's recommended that the Principal consults with their independent financial and/or investment adviser.

18. Disclosure of Rebates, Discounts or Commissions in Respect of Expenses

In respect of any expenses to be incurred by the Principal or Distinct Property Management Pty Ltd on behalf of the Principal pursuant to this agreement, Distinct Property Management Pty Ltd discloses that it may receive rebates, discounts or commissions from third parties as specified in a separate document to this, if applicable.

19. Third Party Involvement

We may from time to time engage third party specialist professionals and other public practitioners, where warranted to obtain the advice you need or to assist us to provide our service to you. These may include cloud service providers and outsourced service providers. The nature and extent of the services that we utilise are as follows: Balance Rec N Roll - accounts & invoices. Acceptance of our services in conjunction with this engagement document indicates your acceptance of the use of outsourced services as described above.

20. Landlord Insurance

It is a condition of this agreement that the Principal will ensure that the Property is continually covered by a Landlord Insurance Policy and that this policy shall not lapse while this agreement is in place.

- ☐ The Principal/s understand and acknowledge, if they are paying their own Insurance renewals, a copy must be provided for Distinct to have on file.

21. Legislative Compliance

The Principal warrants that the Property complies with the relevant Council, State/Territory and Federal Legislation applicable to the leasing of a property. This may include, but is not limited to, the installation of smoke detectors, water efficiency measures and electrical compliance.

22. Disbursements

Refer to Schedule 3.

23. Copy of Agreement

The Agent and the Principal acknowledge and confirm that prior to the signing of this agreement both parties have read and understood and agreed to the terms and conditions. The Principal acknowledges they will be served with a copy of this agreement.

24. Special Instructions or Additional Information

Refer to Special Conditions in Schedule 5.

25. Smoke Alarm Testing

Legislation in the ACT (from Aug 2017) requires Property Owners to install and maintain smoke alarms. This includes annual routine scheduled maintenance. The Principal agrees to the Agent engaging a suitably qualified Smoke Alarm company to install and conduct regular maintenance on any smoke alarms (existing or new) at the property.

Signed as an agreement and authority to act

Signature of Principal (1): _____

Print Name: _____ Date Signed: _____

Signature of Principal (2): _____

Print Name: _____ Date Signed: _____

Signature of Principal (3): _____

Print Name: _____ Date Signed: _____

Signature of Principal (4): _____

Print Name: _____ Date Signed: _____

Signed by Distinct Property Management Pty Ltd

Signature: _____

Print Name: Brooke Scullin Date Signed: _____

Position: Principal Licensee
ACT Real Estate Licence 18401635
NSW Real Estate Licence 20006270

Asbestos Declaration

Please note that fines and penalties exceeding AUD\$1M apply for the provision of false or misleading declarations relating to the presence of asbestos at a property.

Please refer to www.act.gov.au/asbestos for further information. Please tick each statement that applies.

☐ 1. After conducting reasonable checks, we are not aware of the use or presence of any asbestos or related asbestos products in the Property.

☐ OR 2. We believe it is possible or likely that there is asbestos or asbestos related products in the Property.

AND

☐ i. We have had the property professionally inspected for asbestos and no evidence of asbestos was found. A copy of the inspection report is attached as evidence in support of this claim.

☐ OR ii. We have had the property professionally inspected for asbestos and evidence of asbestos was found and appropriate remedial action has been completed.

☐ OR iii. We have had the property professionally inspected for asbestos and evidence of asbestos was found. No remedial action was required.

☐ OR iv. We have not had the property professionally inspected.**

☐ OR v. The Property has been identified as having had loose-fill asbestos insulation (sometimes referred to as 'Mr Fluffy'). *Note: Properties containing Mr Fluffy asbestos are now classified as unfit for habitation under the Dangerous Substances Act 2004 (ACT) and cannot be tenanted.*

I/We make this declaration to the best of our knowledge, having made reasonable attempts to ensure its accuracy and validity.***

Signature of Principal (1): _____

Print Name: _____ Date Signed: _____

Signature of Principal (2): _____

Print Name: _____ Date Signed: _____

**** If you believe there may be asbestos or asbestos related products at the property and it has not been professionally inspected, an inspection can be arranged through Distinct Properties by contacting our office.**

***** A copy of this declaration will be made available to tenants on request.**



Distinct Property Management Pty Ltd
T/A Distinct Properties
PO Box 4721, Kingston ACT 2604
ABN 23 147 076 882

Please complete the below if you have nominated Distinct Properties to receive and pay Rates & Land Tax for your property.

ACT REVENUE

Dear Sir/Madam

RE: AUTHORITY TO REDIRECT RATES & LAND TAX

Could you please forward all Rates & Land Tax notices for:

Account Number:		
Property Owners:		
Property Address:		
Block:	Section:	Unit:

Property Owner's Signature:

Date:

To

Distinct Property Management

Email: accounts@distinctproperties.com.au

Please add this account to our online self-service portal. Note: If the owner has a current direct debit payment established, please ensure it is cancelled and that all future accounts are emailed to Distinct Properties as per the attached request.

Sincerely

Property Manager
Distinct Properties



Request to redirect your water and sewerage invoices

If you would like your water and sewerage invoices to be managed by your agent, simply fill in this form, print, sign and send your request back to us using one of the preferred methods as listed below.

Please complete below information:

Account details

Water account number		Water account name	
Contact telephone		Email	

Agent details

Agent name (e.g. Real Estate)	Distinct Property Management Pty Ltd		
Property manager	Distinct Properties	Contact telephone	02 6140 5900

Redirection details

Redirection postal address	PO BOX 4721 Kingston ACT 2604
	PO BOX 4721 Kingston ACT 2604
Agent's email	accounts@distinctproperties.com.au

Send my invoices electronically to the above Agent's email address?

☐ Yes ☐ No

Authorisation

I hereby authorise Icon Water to forward all future notices for the above account to the Real Estate stated.

Owners Signature

**MUST BE SIGNED BY
THE ACCOUNT HOLDER**

Please Note:

Change of ownership can take up to three months following settlement. Icon Water is unable to action this request until this process has been completed.

All requests can be emailed/faxed or posted:

Fax: 02 6248 3244

Email: yourbill@iconwater.com.au

Post: GPO BOX 366, Canberra ACT 2601

Icon Water takes your privacy seriously. We take many steps to protect your privacy and keep your personal information secure. The information you give us will never be provided to third parties or used to send unsolicited emails. Our Privacy Policy is available on our website.



Distinct Property Management Pty Ltd
T/A Distinct Properties
PO Box 4721, Kingston ACT 2604
ABN 23 147 076 882

To the Strata Manager

RE: APPOINTMENT OF MANAGING AGENT

Property Address:

Property Owners:

Distinct Properties have been appointed as the Managing Agent for the above property.

- ☐ I will continue to pay the levies directly. Please ensure a copy of all other correspondence is sent to accounts@distinctproperties.com.au
- ☐ Distinct will pay the levies on my behalf. Please forward all invoices and correspondence directly to accounts@distinctproperties.com.au

Could you please forward a copy of the 'House Rules' for this Units Plan to Distinct so they can keep these on file and ensure they are provided to any new tenants.

Kind regards,

.....
Property Owners

Date:

Insulation Status

* Required

Please follow this link to Access Canberra's factsheet:

<https://files.accesscanberra.act.gov.au/legacy/5222/202205-Fact+Sheet-Thermal-roof-and-cavity-insulation.docx>

Is the Property required to comply with the Minimum Ceiling Insulation Standard? *

- ☐ Yes
- ☐ No
- ☐ The Property is exempt (Evidence will need to be provided)

What is the insulation status of the property?

- ☐ Compliant (Please provide proof)
- ☐ Non-compliant (Please provide proof)
- ☐ Awaiting confirmation
- ☐ Unsure (Please book an inspection)

If the property is a unit, do you hold a unit title rental certificate?

Link for info on Rental certificate: <https://www.act.gov.au/housing-planning-and-property/renting/unit-title-rental-certificate>

- ☐ Yes, I will provide you with a copy
- ☐ No, please contact my strata to organise
- ☐ No, I have ordered & will provide when received

Does the property have an embedded network?

- ☐ No
- ☐ Yes, I will provide further details

Material Facts Disclosure

Please select any and all that apply.

- ☐ Subject to a bushfire in the last 5 years
- ☐ Subject to flooding from a natural weather event in the last 5 years
- ☐ Subject to significant health/safety effects not apparent to a reasonable person on inspection of the premises
- ☐ Premises are listed on the Loose-fill Asbestos Insulation Register
- ☐ Premises have been the scene of a serious, violent crime within the last 5 years
- ☐ Premises have been used for manufacture/cultivation of prohibited drug/plant in the last 2 years
- ☐ The tenant shares a driveway or walkway with others as legally entitled
- ☐ Premises have ongoing maintenance
- ☐ The lessor intends to sell within 6 months or has an active sale
- ☐ No material facts to declare

Is the building in which the Premises are located subject to any notice, order, or application relating to the rectification of external combustible cladding, including:

- a notice of intention to issue, or an issued Fire Safety Order;
- a notice of intention to issue, or an issued Building Product Rectification Order; or
- a Development Application or Complying Development Certificate application lodged for the rectification of external combustible cladding? *

☐ Yes

☐ No

Is there a swimming pool located on the Property? *

☐ Yes

☐ No

Please confirm if you will be dropping off keys for your rental property to our office.

**Our office is open 9.00am to 5.00pm, Monday to Friday.*

☐ Yes, I will be dropping off keys.

☐ No, I do not have keys.

☐ I have already provided keys

Signature of Principal (1): _____

Print Name: _____ Date Signed: _____

Signature of Principal (2): _____

Print Name: _____ Date Signed: _____

PROPERTY DETAILS

The information collected below will be used for future reference and advertising purposes

Advertising Date to List Property			
Vacancy Date	☐ ASAP or Date:		
Number of	Bedrooms:	Bathrooms:	Parking Spaces:
Please confirm if the property will be ☐ Unfurnished ☐ Furnished ☐ Partially Furnished ☐ To be decided		Property Type: ☐ Apartment ☐ Duplex ☐ House	
Property Status	Please confirm how Distinct Properties will be taking on this new management. ☐ No lease but I will be occupying the property during the advertising. ☐ No lease. The property is vacant. ☐ Lease in place BUT tenants have provided a vacate notice. ☐ Lease in place with tenants in property.		
Security System	☐ Working Alarm system	Alarm Code:	

Please provide the following details if your property is an apartment unit:

Unit floor:		☐ Lift ☐ Stair access
Carpark location:		
For more than one space please confirm:	☐ Side by side ☐ Tandem ☐ Separate	
Is visitor parking available at the property?	☐ Yes ☐ No	
Driveway/access point location:		
Storage cage location:		
Amenities available:		
Mailbox location:		

Number of	Living areas:	Dining areas:
Living/Dining Area Features	☐ Study Nook ☐ Other features:	
Bathroom/s Features	☐ Shower ☐ Bathtub ☐ Spa ☐ Toilet ☐ Vanity ☐ Other features:	
Kitchen	☐ Electric Cooktop ☐ Induction Cooktop ☐ Gas ☐ Microwave included ☐ Fridge included ☐ Dishwasher included ☐ Other:	
Bedrooms	☐ WIR to master ☐ BIR to all bedrooms ☐ BIR to some bedrooms ☐ Other features:	

Separate Toilet	☐ Toilet ☐ Vanity ☐ Other features:
Laundry Features	☐ Separate ☐ European Style ☐ Other: ☐ Washing Machine ☐ Dryer ☐ Other features:
Heating and Cooling	What type of heating and cooling is at the property?
General	☐ Electric Front Door Lock: Please provide code and instructions for end of tenancy ☐ Shed ☐ Pool ☐ Spa ☐ Sauna ☐ Fire Pit ☐ BBQ ☐ Fully fenced backyard ☐ Gardening included ☐ Shared Backyard Area ☐ Tenants REQUIRED to use Dehumidifiers. ☐ Under House storage ☐ Other:

Notes

[illegible]