

PREMIUM[®]

TENANT GUIDE



Welcome...

Welcome to your new home. The information in this booklet will provide you with summary of how to be a great tenant and help you settle in quickly. If you have any questions or concerns please contact your Property Manager.

PREMIUM.CO.NZ | RENTALS

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Tenancy Agreement Explained

- i) The tenancy agreement is between you (the tenant) and the owner of the property (the landlord). Premium Executive Rentals may be appointed as an agent to the landlord and will act on their behalf.

- ii) The terms of the agreement describe how many tenants may live at the property and who they are, our expectations around caring for the property, if you are allowed pets and the conditions around keeping a pet and any special conditions agreed by you and the landlord.

- iii) A move-in condition report forms part of the agreement. It is a photographic record of the condition of the property before you move in and records things such as existing marks or damage to walls and carpet. This report should be completed by you and the landlord and signed by both parties. In signing this you are agreeing to the condition of the property at the time you move in.

Maintenance Responsibilities

Your landlord is responsible for:

- (1) Providing you with a working oven and any other appliances provided with the property such as a dishwasher, range hood or heat pump.
- (2) Making sure all the electrical outlets are working and are safe. This includes power points and light sockets.
- (3) Maintaining the roof so it does not leak.
- (4) Providing a working fire alarm or smoke detector.
- (5) Maintaining the plumbing in good working order.

You are responsible for:

- (1) Replacing or repairing any damage by residents or visitors.
- (2) Replacing the light bulbs.
- (3) Replacing smoke detector batteries.
- (4) Keeping the property free of ants, cockroaches, mice, rats or other pests.
- (5) Keeping the lawns and garden tidy (unless your landlord has agreed to do this).
- (6) Disposing of rubbish so it does not build up on the property.
- (7) Keeping any other terms in your agreement.

If you need any repairs or maintenance carried out on your property please contact your Property Manager.

Payments – Bond, Rent and Water

i) Bond

A bond of a maximum of four weeks rent will need to be paid to the Premium Executive Rentals Trust Account before you can move into the property. This bond will be lodged with Tenancy Services and you will receive a confirmation letter from them with your bond number on it.

When you leave the property the bond money will be refunded if you have left it clean and tidy and there is no damage. The refund and any deductions needs to be agreed by both you and the landlord.

ii) Rent

The rent must be paid in advance, either weekly or fortnightly. Your rent will be reviewed annually and you will receive a letter telling you of any change 60 days before the change is due to be made.

Your rent must be paid on time. Please call your property manager immediately if you are unable to make a payment on time.

iii) Water

Water charges are billed to your landlord each month. Premium will send you an invoice for your part of the charges. A copy of the water bill will be attached so you can see your usage level.

Property Inspections

Your property manager will inspect the property at intervals selected by the landlord. These can be no more than once a month but are usually every three or four months. You will be notified of an inspection at least 48 hours before it takes place. You do not need to be home during the inspection.

Moving Out

- a) If you wish to end your tenancy you must give us 21 days written notice that you will be moving out. If you are on a fixed term tenancy you will be responsible for the rent payments until the end of your term unless the landlord agrees to let you out sooner than the fixed date.

- b) When you leave the property there will be an out-going condition report. If there is any damage to the property at the end of your tenancy the cost of repair will be deducted from the bond. All bond deductions must be by mutual agreement.

Contact Us

If you have any problems or concerns about your property please contact your Property Manager or our office.

Premium Executive Rentals Ltd

111 Hurstmere Road

PO Box 33 420

TAKAPUNA 0740

Phone 09 916 6000

Your Property Managers details:

Name: _____

Mobile: _____

Email: _____

Your Rights

Your rights as a tenant are protected under the Residential Tenancies Act 1986. If you have any questions or concerns you can contact Tenancy Services on:

DBH.govt.nz/tenancy-index

Bond information: 0800 73 76 66

Tenancy advice: 0800 83 62 62



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