



Accommodation Shop  
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## PROPERTY MANAGEMENT AGREEMENT

**PROPERTY ADDRESS:**

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**REGISTERED OWNER:**

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**ID NUMBER / VAT REGISTRATION NUMBER:**

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**TEL NO:**

**FAX NO:**

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**CELL NO:**

**EMAIL:**

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**ADDRESS FOR STATEMENTS:**

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**BANKING DETAILS: BANK**

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**BRANCH**

**ACC NO**

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**MANAGING AGENTS:**

**TEL NO:**

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**COPY OF BODY CORPORATE RULES SUPPLIED:**

**YES / NO**

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**COPY OF INVENTORY SUPPLIED:**

**YES / NO**

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**MAY WE EXHIBIT "TO LET" BOARDS?**

**YES / NO**

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**MAY WE SHARE YOUR PROPERTY WITH ASSOCIATE AGENCIES? YES / NO**

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The Accommodation Shop CC and its appointed agents hereby undertake to observe and perform its duties and obligations in accordance with the Rental Housing Act No 50 of 1999 and all other prescribed practices.

1. The Agent shall:

- 1.1. show the premises to prospective Tenants and make all arrangements necessary to effect same;
- 1.2. screen and process all Tenants' applications;

- 1.3. **negotiate and enter into Lease Agreements on behalf of the Owner and shall further ensure that all formalities including but not limited to the provisions of the Stamp Duties Act, are complied with;**
  - 1.4. **ensure that no person takes occupation of the premises before a Lease Agreement in respect of the premises is properly executed.**
2. **The Agent shall furthermore:**
  - 2.1. **collect from the Tenant timeously all deposits required in terms of the Lease Agreement and shall hold same in an interest bearing account for the benefit of the Tenant as prescribed by the Rental Housing Act;**
  - 2.2. **conduct all incoming and outgoing inspections of the premises as prescribed in the Rental Housing Act and prepare such reports of defects and damages as may be required;**
  - 2.3. **attend to all queries and complaints as may be raised by the Tenant, timeously;**
  - 2.4. **attend to the day-to-day management of the premises during the entire period of the Lease Agreement, including any extensions;**
  - 2.5. **inform the Owner promptly of any complaints or issues of a material or serious nature arising from or in connection with the letting of the premises, including but not limited to material breaches of the Lease Agreement by the Tenant.**
3. **The Agent shall collect the rental amount due from the Tenant each month on due date as prescribed in the Lease Agreement.**
4. **The Accommodation Shop CC shall keep proper books of accounts in respect of the letting of the premises and shall issue receipts in compliance with the provisions of the Rental Housing Act for and in respect of all monies received from or on behalf of the Tenant.**
5. **The Accommodation Shop CC may list any defaulting Tenant as it deems fit, on behalf of the Owner, with a credit bureau.**
6. **The Owner authorises The Accommodation Shop CC and its appointed agents to incur such reasonable expenses relating to the general upkeep of the premises for which the Owner may be liable in terms of the Lease Agreement and to offset such expenses against monies collected by The Accommodation Shop CC on behalf of the Owner, from time to time.**
7. **It is expressly agreed that the reasonable maintenance expenses referred to in Clause 6 above shall be limited to R500.00 plus VAT per single expense. In the event that any expense is reasonably expected to exceed this sum, payment of such expense must be expressly authorised by the Owner, on presentation of a quotation from an appointed contractor.**

8. The Owner shall pay The Accommodation Shop CC commission equal to 20% plus VAT of the monthly rental amount actually received and collected from the Tenant for the duration of the Lease Agreement, including any extension thereof, which commission shall be payable monthly in arrears.
9. It is expressly agreed that the Agent's commission together with VAT shall be offset against monies collected by the Agent on the Owner's behalf in accordance with the Lease Agreement.
10. The Accommodation Shop CC shall pay over to the Owner all monies collected from Tenants, save for all deposits and after deduction, all fees, VAT, disbursements and expenses.
11. Upon termination of a Lease Agreement, the Agent shall ensure that all deposits received from Tenants in the course of the Lease period are dealt with as prescribed in the Rental Housing Act.
12. No variation of this agreement shall be of any force or effect unless recorded in writing and signed by both parties hereto.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 200

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OWNER

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 200

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ON BEHALF OF THE ACCOMMODATION SHOP CC