



Tel: 757290/1; 700300
 Realty Centre: 56 Edmonds Avenue,
 Belvedere, Harare
 Email: info@southbay.co.zw
 Web: www.southbay.co.zw

PROPERTY MANAGEMENT MANDATE FORM

PLEASE COMPLETE THIS FORM AND DELETE WHATEVER IS NOT APPLICABLE

1. PREMISES

Full address of the Property:

.....

Full Description:

.....

.....

Are Premises Occupied: Yes No

If Occupied Name and Full Details of the
 Occupant/s

.....

TELEPHONE

CELL

2. Owner's Full Names:

Contact Tel No (H) Bus No: Cell No:

..... Fax No.

Address for Correspondence.....

.....

If Owner is out of the Country; Details of Person with Power of Attorney (if applicable):

Name:Address:

Tel No Home: Bus: Cell:

3. Which accounts would you want us to pay from the rentals?

1. Insurance Yes No

Insurer: Policy No:

2. Mortgage Bond Yes No Bond Holder:

Account No:

3. Rates/Taxes Levy Yes No

Remit the Balance of Rental after Payments made to

Account Name 1.....
Name of Bank
Bank Account Number

4. I hereby appoint **SOUTHBAY REAL ESTATE (PVT) LTD** t/a REALTY PEOPLE to act as managing agents in respect of the above-mentioned properties with effect from..... until further notice. When necessary secure tenants and enter into lease agreements. I am aware that this is subject to the controls of the 1982 Rent Regulations. In the event of the tenant defaulting the payment of rental, I authorise you to instruct legal practitioners to take the necessary action in law to recover any monies outstanding and to obtain an eviction order. I understand that any charges will be debited to my account and that in the event of cost not being recovered I accept the responsibility and shall have no claim against the managing agents.

MANAGEMENT SERVICE

Defined below are the services which we will perform on your behalf.

- a. Collection of all rentals payable by tenants into the client's account by the 5th of the same month
- b. Payment of all accounts, outgoings and expenses as required such as rates, insurance, repairs, service contracts etc out of rental income and account to the client for such expenditure.
- c. Producing quarterly inspection reports on the buildings and to make all necessary recommendations to the client regarding repairs, dilapidations, alterations and maintenance agreements.
- d. Carrying out day to day management of the property and deal with all problems as they arise.
- e. Recruiting, supervising, paying and controlling all employees employed by the client in connection with the leased property.
- f. Negotiating and maintaining agreements with organisations employed to maintain, repair & secure the leased properties.
- g. In terms of Insurance SOUTHBAY REAL ESTATE will play an advisory and facilitating role. This is in respect of paying the required premiums as to the Landlord's instruction. SOUTHBAY will charge the Lessor if he requires a thorough valuation for the property.
- h. Undertaking rent reviews when appropriate and permitted.
- i. Taking on instructions from the client in matters pertaining to the property as may be necessary in the general management of the property.
- j. Selection of new tenants in consultation with landlord.
- k. Prepare and send all the statement of accounts to the landlord.
- m. In the event that the current tenant vacates, the Agent will assess and advise the landlord on necessary course of action with regard to security of the property and immediately seek new tenant.

MANAGEMENT FEES

In terms of the REAL ESTATE INSTITUTE of Zimbabwe scale of fees, the following are the fees payable to **SOUTHBAY REAL ESTATE**.

- a. Single residential premises including semi-detached houses & agricultural properties – 10% of the gross rental inclusive of VAT
- b. Blocks of flats, town or terrace houses managed as collective units under one ownership - 15 % of the gross rental
- c. Commercial or Industrial buildings – 10% of the gross rental plus 15% VAT on the fee
- d. Introduction of a tenant – 7.5% of the lease period value plus 15% VAT on the fee

This mandate may be terminated by either party upon giving two calendar months notice. Upon termination of the Mandate the owner shall assume full responsibility for collection of rentals including arrears and all claims against the tenant or former tenant.

.....
CLIENT'S SIGNATURE

.....
DATE

.....
AGENT'S SIGNATURE

.....
DATE