# AUTHORITY TO MANAGE PROPERTY – OFFICIAL MANDATE

**FULL NAME OF:**

## LANDLORD/ COMPANY:……………………………………………………………………

**POSTAL ADRESS:………………………………………………………………………………**

**CONTACT TELEPHONE NUMBER: …………………………………EMAIL ADDRESS:………………………………………**

**NAME OF REP: …………………………………………………… TELEPHONE NO: ………………**

**TO: EAGLE ESTATE AGENTS (Pvt) LTD**

## SHOP 2 MURRAY’S BUILDING

**93 HERBERT CHITEPO STREET**

**P. O. BOX 1099 (**[**eagle@syscom.co.zw**](mailto:eagle@syscom.co.zw)**) TELEPHONE: 63892 FAX: 62533**

**MUTARE**

**This is to authorize you to manage the property under notice subject to the terms and conditions as listed on the back of this mandate form. I undertake to notify you in writing should l wish to repossess the property at the end of the lease, notwithstanding the Lease Agreement provisions.**

**STAND / PLOT NUMBER: …………………………………..STREET ADRESS: ……………………………………………………**

**DATE OF AVAILABILITY…………………………………………………………………………**

**TYPE OF LEASE: ……………………………………………………………………………….**

**BOND: $. …………………………SOCIETY/BANK:…………………………………………..**

**RENTAL REQUIRED $:………………………………………………………………………….**

**ACCOUNT NO. FOR RENTAL REMITTANCE : ………………………………………………**

**ADRESS FOR STATEMENTS: …………………………………………………………Email address ………………………………**

**LENGTH OF LEASE: ……………………….months**

**COMMENCING ON:……………………………………………………………………………**

**INSURANCE COMPANY & POLICY NUMBER: …………………………………………….**

**AUTHORISED LIMIT FOR REPAIRS WITHOUT PRIOR REFERANCE: $ ………………..**

**SIGNATURE: ……………………………………DATE: ……………………………………….**

**PROPERTY MANAGER: ………………………DATE: ……………………………………….**

**OUTSTANDING RATES AMOUNT ……………………………………………. MONTHLY RATES AMOUNT**

**………………………………………………...RATES MONTHLY CHARGES SHALL BE PAID FROM THE RENTALS /LANDLORD. (DELETE INAPPLICABLE)**

## OUR MANAGEMENT SERVICE

Defined below are the services which a managing agent performs on behalf of the landlord;

(a) Collection of all rents payable by tenants into the client’s account by the 7th of the same month.

(b) Payment of all accounts, outgoing and expenses as required such as rates, insurance, repairs, service contracts etc out of rental income and to the client for such expenditure.

(c) Producing an annual inspection report 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 organizations employed to maintain, repair, insure and secure the leased property.

(g) Maintaining a property register and records of all rent reviews, lease expiry dates and other information relevant to the property.

(h) Undertaking rent reviews when appropriate and permitted.

(i)Taking on instruction from the client in matters pertaining to the property as may be necessary in the general management of the property.

(j) Selection of the new tenants should be done in consultation with landlord.

(k) Prepare and send all the statement of accounts the landlord.

(l) Termination of this agreement is subject to **2 calendar months notice** is applicable from either party.

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 scale of fees of the REIZ and of the Estate Agents Council’s Minimum Scale of Fees, the following are the fees payable to **Eagle Estate Agents (Pvt) Ltd**.

(a) Single residential premises including semi – detached houses and agricultural properties - 15% of the gross rental.

(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.

# SPECIAL POWER OF ATTORNEY

# I, …………………………………………………………………………. the undersigned,

Do hereby nominate, constitute, and appoint **EAGLE ESTATE AGENTS** represented herein by DIDYMUS KABAIRA, I.D.No. 50-026044 J 50**or any other Staff of Eagle Estate Agents**.

Signature…………………………………….

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The agent is specifically given the power and authority to:

1. To sign all documents necessary for erasing lease agreements, instituting or defending legal proceedings instituted on my behalf or against myself, in the Magistrate or High Court of Zimbabwe.
2. Thus done and signed at Mutare on this Day of 2019

…. ………..………..……………………………

# LANDLORD

Signed Before: -

……………………………………………….

**COMMISSIONER OF OATHS**