



MAXIMISING

Your Property Investment Returns

Lodge
City Rentals Ltd MREINZ

www.lodgecityrentals.co.nz

Company Details

Company:	Lodge City Rentals (Ltd)
Managing Director:	David Kneebone
Directors:	David Couch Jeremy O'Rourke David Kneebone Jason Waugh
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Email:	davidk@lodgerentals.co.nz
Website:	www.lodgecityrentals.co.nz
Solicitor:	Tompkins Wake Westpac House 430 Victoria Street Hamilton
Accountants:	WHK Gosling Chapman 418 Lake Road Takapuna Auckland
Auditors:	KPMG KPMG Centre

Maximising YOUR Investment

Lodge City Rentals was established as a specialist property management business in 1982 to take the hard work away from landlords, and to protect and maximise landlords return on investment.



Lodge City Rentals has dedicated premises and employs a team of specialist property managers. The company's size and team approach gives Lodge greater market intelligence providing you with better tenants paying the best possible rents with fewer vacancies.

Our total management service goes way beyond just collecting the rent. We offer expert knowledge of the Residential Tenancy Act and up to date market intelligence.

This provides more than just occupancy rates and rents, keeping you abreast of the effects of taxation and legal changes that might affect your property.

If you are new to property investment, or have been managing a property yourself, we can take all the stress and hassle out of the process for you.

If you already have an agent, it might be time to make a change and experience the Lodge City Rentals difference.

We are absolutely committed to delivering you better returns, with less stress, all the time backed by our renowned 8 point performance plan.



Minimum Stress

- Effective, accurate feedback and advice.
- Highest quality tenants.
- Highest possible return.
- Comprehensive account management.
- A dedicated single point of contact.
- Efficient tradespeople with an exceptional service record and highly competitive rates.



The Numbers Tell The Story

- Over \$400 million of assets under management.
- Over 900 satisfied landlords.
- Eight specialist property managers with three experienced back up and support staff backed by Hamilton's largest real estate group.
- Properties managed throughout Hamilton, Cambridge and Te Awamutu.
- Over 1000 tenant enquiries per month.
- Around 30 properties let per week.
- Over 1700 properties under management.
- Hamiltons largest residential property management company.



Our People Make The Most Difference

David Kneebone

Managing Director

"There are better things to do with your time."

David joined Lodge City Rentals as a shareholder and business development manager in 1997. Prior to this he founded and ran a successful travel agency which had a reputation for exceptional destination knowledge and customer service. David has instilled this same relentless pursuit of customer service excellence in Lodge City Rentals.

This has produced not only strong growth but property managers recognised by their peers as the top in the industry. When quizzed about the success of the property managers David points to the specialist focus of the company as its strategic advantage. "The property managers are solely focused on maximising returns for clients. It is all they do. There are no distractions in selling property. That is left to our sister company

At Lodge City Rentals we believe every manager should be great at what they do and be totally involved in maximising their clients portfolio.

We believe it is our responsibility to provide the very best resources, systems and support for our staff to ensure they can meet your expectations.

One team, one agency, with one point of responsibility.

Lodge City Rentals expertise ensures that your investment produces maximum returns and is hassle free.



Lodge Real Estate. In that way we have been able to develop specialty systems to assist property managers rather than try and adopt sales systems which don't cope well with the nature of property management."

The company has also developed specialty expertise under David's leadership to provide clients with insightful market intelligence in changes to rent, legal or accounting matters.



Jason Waugh Director

“Actions speak louder than words.”

Jason joined Lodge City Rentals in 2003. His open, warm personality has quickly established a strong rapport with his landlords. Jason's background in the construction industry gives the team insight into the most efficient way to add value to properties. There have been many instances where Jason has worked with landlords to upgrade their properties in order to achieve higher returns. Jason was recognised by the industry during 2004/2005 being awarded the top Property Manager for the Waikato/BOP and Gisborne region with nominees coming from over 75 offices in the region.



Clinton Beaumont Property Manager

Clinton joined Lodge City Rentals in 2002 after a successful career in sales and sales management for renowned companies such as Noel Leeming and Bond and Bond. These roles not only sharpened his attention to customer service but also made him acutely aware of the importance of systems in the execution of excellence. He observes “We are constantly improving our systems particularly in tenant selection. We have proved that better tenants provide healthier returns for clients.”



Simon Briggs Property Manager

Simon joined Lodge City Rentals after, nine years in the demanding procurement and supply chain industry. The role required Simon to manage multi-million dollar budgets whilst ensuring he negotiated the best possible value for his clients. Strong organisational skills coupled with meticulous attention to detail were critical and have assisted Simon's transition to property management. As an active investor Simon has a natural interest in property management and an acute awareness of the care landlords expect of their investment.



Gordon Griffin Property Manager

With over 14 years in residential sales with Lodge Real Estate as a salesperson, Gordon brings a wealth of real estate experience to Lodge City Rentals. Much of his selling was conducted in the residential investment segment so he has invaluable insight into investors' needs. This insight allows him to provide constructive, pro-active advice to landlords. Gordon with his enthusiastic, conscientious, reliable and honest approach, has become a respected professional in the Real Estate industry. Gordon's commitment is to provide every landlord and every tenant alike with caring and individual attention, whilst remaining focused on achieving the best possible investment return for landlords.



Noel Guthrie Property Manager

“Be prepared to change or you will become extinct.”

After almost 30 years with Lodge City Rentals, Noel has seen many changes in the Hamilton market. Technology has evolved and dramatically enhanced the effective management of investment property. The internet is the latest phase of change that is altering the way we communicate with landlords and the way we let properties to tenants. However, Noel points out “it does not change what we have always set out to achieve, maximum returns for clients.”

Noel has a loyal landlord base, managing many properties for clients who started with him in 1976. However, today's rent returns far exceed the \$22 per week average rent back then!



Kyly Haynes *Property Manager*

Kyly joined the Lodge City Rentals team in July 2007 after holding managerial roles in the retail industry. During her time with Lodge City Rentals she has displayed a positive and energetic approach to her dealings with tenants and landlords alike and aims to make every tenancy as smooth and hassle-free as possible. Friendly, good-natured and approachable, Kyly's strong work ethic and determination make her a valuable team member.



Jane Kelly *Property Manager*

Jane held a number of frontline customer service positions with notable companies such as KPMG and Asset before joining Lodge. She took a role as a receptionist simply to get her foot in the door of an industry she was passionate about. Lodge witnessed in Jane a highly capable and enthusiastic person who was always interested in going the extra mile. These personal values had her promoted into property management where her 'can do' personality has cemented her as an invaluable team member.



Jo McCurdy *Property Manager*



Jo has five years property management experience joining Lodge City Rentals in 2000, she was an instant success. Jo secured two REINZ awards of excellence in property management in 2002 and 2003, recognition for the exceptional service she provides to clients.

Prior to joining Lodge Jo worked for both Tenancy Services and the Department of Courts. This background in legal systems and indepth knowledge of the Residential Tenancies Act 1986 gives the team insight into how to utilise the law to a landlords benefit without breaching any tenants rights.



Kim Sadler *Property Manager*

Kim joined Lodge City Rentals after working as a Personal Assistant for one of Lodge Real Estate's leading sales agents. She returned to New Zealand 2 years ago after spending nearly 5 years in the UK. During her time away she worked in the recruitment industry where she gained skills in assessing people, follow up and attention to detail that are equally applicable to her role as a property manager.



The Complete Process

Starting Out

Typically a new landlord meets with the Business Development Manager who will discuss your personal requirements and appoint a property manager appropriate to your portfolio. If you are currently using another property management company simply sign a management authority with us and we'll take care of the rest including moving the paperwork and informing the other agent and tenant.

Renting

Once you have signed the management authority we begin implementing a market strategy to offer your property to potential tenants.

We ensure all prospective tenants inspecting your property are escorted by a member of our team.

All interested tenants are thoroughly checked using our five stage screening process:

- Tenant application
- Landlord reference check
- Inter-agency reference check
- External tenancy tribunal check
- Personal interview

Management

Once let, the property will be managed day to day by your property manager. The property manager will take care of all maintenance work, rent reviews, tenant management, inspections and any other issues relating to your property. The property manager will communicate with you regularly and be your principle point of contact.



Our Services

- As property managers our job is to monitor each tenancy to ensure the rent is being paid on time and the tenants are fulfilling their obligations to keep your property clean and tidy.
- We will advise you when maintenance is needed to keep your property at a tenantable standard.
- We will handle all repairs and maintenance at competitive rates from selected trades people to a predetermined expense level.
- We will monitor market trends and any legislative changes that might affect your investment and keep you informed of these changes.
- We will ensure you get the most out of your investment and that it is as hassle and worry free as possible.



Communicating

Initial consideration of the factors affecting your property can keep unnecessary communication at a minimum. At Lodge City Rentals we customise our communication to the individual but at a minimum, it will include:

- Statements, once a month to keep you up to date on the status of your investment.
- A written property inspection report every six months for houses and annually for blocks of flats.
- A quarterly newsletter for the latest information for investment property owners.

Buying & Selling

Should you at any point decide to restructure your portfolio or simply update the values of your portfolio we can help. Our associate company Lodge Real Estate is Hamiltons largest residential sales business with a reputation of securing outstanding results for clients.

Talk to us first and we can discuss your next step.

The Lodge City Rentals

8 point performance plan

At Lodge City Rentals we believe actions speak louder than words. It's very easy to make promises but our commitment is to 100% guarantee our performance in writing. When you engage our services we guarantee an eight point performance plan:

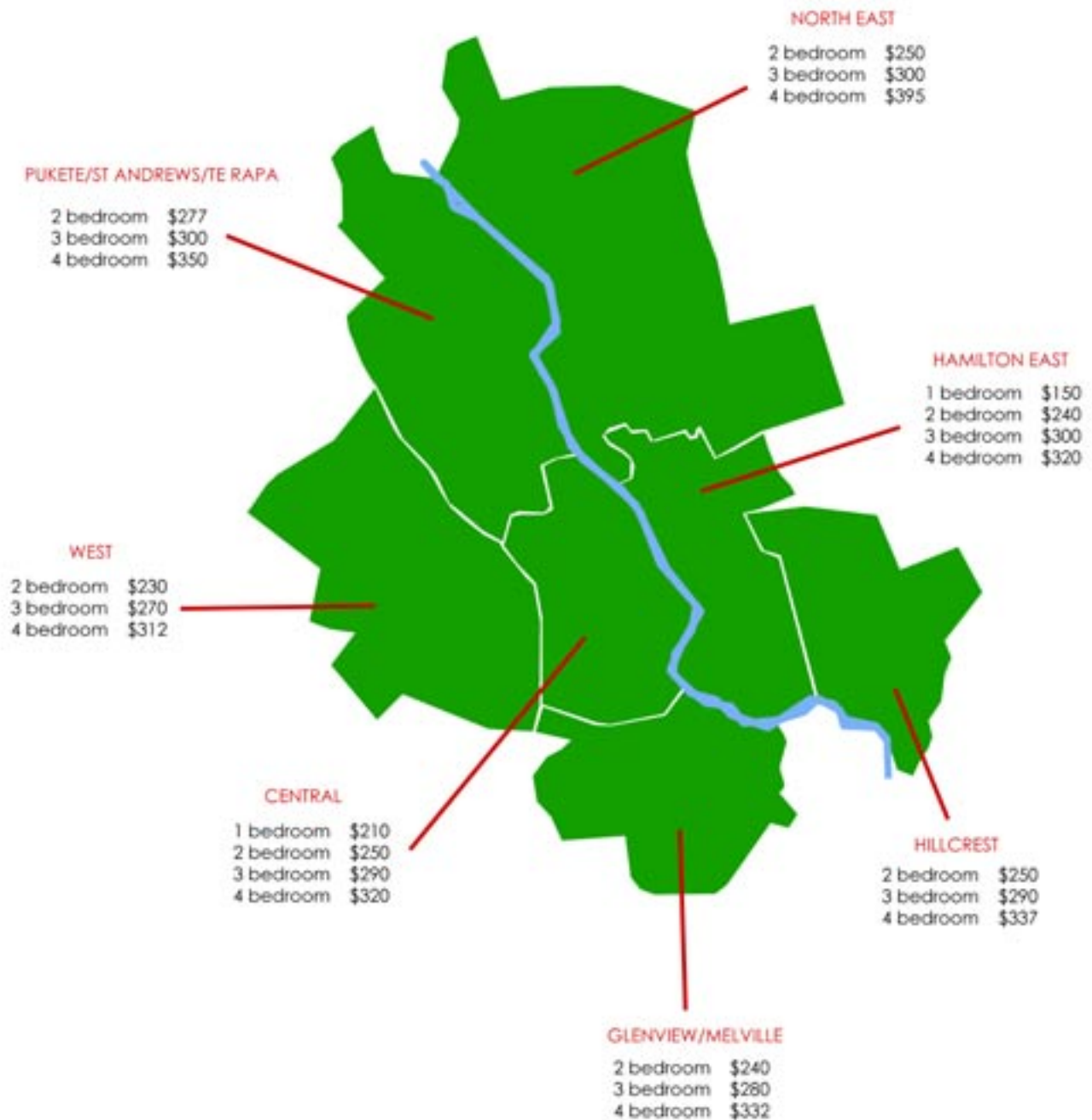
1. Every prospective tenant is interviewed in person.
2. Your property is inspected regularly and you will receive an annual written report detailing conditions and a recommended maintenance programme
3. We check your rental payments weekly.
4. All in going tenants prepare a "Statement of property condition" form.
5. All our payment records are computerised and available for your inspection at any time during office hours.
6. Rentals will be direct credited to your bank account after the end of the month (but more often if requested).
7. All tenant bonds are lodged with the Bond Centre the Government's Tenancy Services.
8. A full property inspection is undertaken at the completion of each tenancy. Any tribunal disputes are handled on the Landlords behalf.

We offer you a "money back guarantee" of three months fee if the service you receive falls short of the 8 point performance plan.



Hamilton Median Rental Prices

Last six months ending March 2007



Source: Tenancy Services Bond Centre/Real Estate Institute of New Zealand

APPLICATION FOR RENTAL ACCOMMODATION

ADDRESS APPLIED FOR: _____

FULL NAME: _____ DATE OF BIRTH: _____

PH: _____ MOBILE: _____ EMAIL: _____

SPOUSE'S NAME: _____ DATE OF BIRTH: _____

SMOKER / NON SMOKER NO OF CHILDREN: BOYS _____ GIRLS _____ AGES _____

VEHICLE: MAKE _____ MODEL _____ REGN _____ COLOUR _____

EMPLOYER: _____ HOW LONG: _____

ADDRESS: _____ PH: _____

SPOUSE'S OCCUPATION: _____ PH: _____

RENTING? Y / N OWN YOUR HOME? Y / N OTHER? _____

PRESENT ADDRESS: _____

LANDLORD NAME: (IF APPLICABLE) _____

ADDRESS: _____ PH: _____ MOBILE: _____

REFERENCES

NAME: _____ ADDRESS: _____

PH: _____ MOBILE: _____

NAME: _____ ADDRESS: _____

PH: _____ MOBILE: _____

OTHER INTENDED OCCUPANTS

NAME: _____ DATE OF BIRTH: _____ PH: _____

EMPLOYER: _____ ADDRESS: _____ PH: _____

NAME: _____ DATE OF BIRTH: _____ PH: _____

EMPLOYER: _____ ADDRESS: _____ PH: _____

NAME: _____ DATE OF BIRTH: _____ PH: _____

EMPLOYER: _____ ADDRESS: _____ PH: _____

I CERTIFY THAT THE ABOVE DETAILS ARE CORRECT:

DATE: _____

Cautions and Information drawn to your attention in terms of the Privacy Act 1993 before you complete the application form on the reverse.

- This application collects personal information about you.
- This information is being collected by the Landlord/Property Manager.
- The intended recipient of this information is the Landlord/Property Manager and with your consent another Landlord/Property Manager.
- This information is required to assess your merit as a tenant.
- This information is required to assess whether you are a minor and able to enter this contract without the approval of the Tenancy Tribunal.
- The tenant consents to the Landlord or Landlords authorised Agent LODGE CITY RENTALS obtaining any information that may be necessary to evaluate the tenants credit rating. The tenant also consents to the passing of information to credit agencies if the tenant fails to meet their financial commitment.
- You are entitled to access to and correction of this information.
- If you fail to provide any of information requested you may not be selected as the best applicant for the tenancy.

I, the person named on the "Application for Tenancy" on the reverse declare that the above information about my rights under the Privacy Act 1993 was brought to my attention before I completed the Application for Tenancy Form.

Applicant:

Date:

TENANCY AGREEMENT



DATE: _____

ADDRESS OF PREMISES: _____

ADDRESS FOR SERVICE: _____

TENANTS FULL NAME: _____ D O B: _____

_____ D O B: _____

_____ D O B: _____

IDENTIFICATION: _____

PHONE NUMBER: _____ MOBILE: _____ EMAIL: _____

SOURCE OF INCOME: _____

VEHICLE MAKE: _____ MODEL: _____ REGISTRATION NO: _____

NEXT OF KIN NAME, ADDRESS AND PHONE NUMBER: _____

COMMENCEMENT DATE OF TENANCY: _____

A fixed term of tenancy terminating on _____ (date) A period of tenancy with no fixed term

RENT: \$ _____ weekly/fortnightly in advance. Maximum number of persons: _____

CHATELS: Stove Floor coverings nets/drapes light fittings keys Alarm

*Washing machine *dryer *heater(s) *fridge/freezer *remote control(s) *dishwasher

*These appliances may be repaired/replaced or not at the owners discretion

extras to be added or attached: _____

SPECIAL CONDITIONS: *Any monitoring of alarm is at tenant's expense.

PETS PERMITTED: Nil NON SMOKING CLAUSE:

I / We offer to rent the premises on these terms and conditions: (signed tenant/s)

Accepted on behalf of the owner

YOUR PROPERTY MANAGER IS:
Landlords full name:
Address:
Phone:

BOND	
LESS:	
advanced or transfer from	
Bond Centre Tenants contribution	_____
First rent payment	_____
Letting Fee (Inc.. GST)	_____
TOTAL DUE	_____
DEPOSIT	_____
BALANCE DUE	_____

STATEMENT OF CONDITION: The tenant acknowledges receipt of the "Statement of Condition" Form. This is to be completed and returned to LODGE CITY RENTALS LTD within 7 days of the commencement date of this tenancy. A copy of this form is to be retained by the tenant. If this form is NOT returned WITHIN 7 DAYS then the tenant accepts the premises and chattels herein to be in a clean and undamaged condition.

GENERAL CONDITIONS FOR RESIDENTIAL TENANCIES

(Any alteration should be recorded under "special conditions")
THE PROVISIONS OF THE RESIDENTIAL TENANCIES ACT 1986 APPLY TO ALL RESIDENTIAL TENANCIES

NOTICE:

The Tenant must give 21 days written notice to terminate a periodic tenancy.

RENT INCREASE:

The Landlord must give the Tenant at least 60 days written notice of a rent increase but no such increase can take effect earlier than 180 days since the commencement of tenancy or the date of the last rent increase.

BOND:

The bond shall be paid to the Tenancy Services and the Bond will be refunded to the tenant on the termination of this tenancy after deduction to compensate the landlord for any loss or damage resulting from the tenants failure to observe and perform the Tenants obligations under this agreement.

BOND INCREASE:

The Landlord may, on lawfully increasing the rent, require payment by way of Bond of a further sum not exceeding the amount by which the rent payable for four weeks has been increased.

OUTGOINGS:

The Tenant shall pay all charges for electricity, gas and excess water (being charges for water in excess of the Local Authority's minimum charge for water, if any) supplied to the premises and any telephone connected to the premises. It is the Tenants responsibility to notify the appropriate authority in respect of telephone, gas, or electricity when the tenancy commences and terminates.

MAINTENANCE:

The Tenant shall keep the premises in a reasonably clean and reasonably tidy condition and free from any accumulation of rubbish. The Tenant shall keep gardens and grounds of the premises in a reasonably tidy condition, and regularly cut the lawns (if any). Any cost of repairs to appliances caused through misuse or negligence by the Tenant shall be paid by the Tenant. The repair of all broken windows shall be the sole responsibility of the Tenant.

THE TENANT shall observe the following regulations:

(a) City Council By-laws allow 3 cubic feet of rubbish per unit/flat. Rubbish left in receptacles other than acceptable containers will not be collected. The tenant will at all times use acceptable containers (i.e. reinforced paper bags or plastic bags as approved by HCC).

(b) Off street parking is provided for only one motor vehicle per dwelling, and the Tenant shall observe this at all times.

RENOVATIONS:

The Tenant shall not make any renovation, alteration or addition to the premises nor affix any blu tack, cellotape, nails or pins to any of the walls.

RESIDENTIAL USE:

The Tenant shall ensure that the premises are occupied principally for residential purposes and shall ensure that anything done or omitted to be done does not disturb, annoy or cause a nuisance to any of the neighbours, or prejudice any insurance policy which may be held in respect of the premises.

PARKING:

The Tenant shall ensure the vehicles are parked in the parking area and not on any other part of the premises. Visitors cars must not enter on to the property. In a complex, provision has been made for 1 vehicle per flat.

ASSIGNMENT:

The Tenant shall not assign, sub-let or part with possession of the premises and the chattels (if any) or part thereof during the term of tenancy.

CHATELS:

The Tenant shall not remove any chattels from the premises and shall replace any damaged or lost chattels with others of like value.

KEYS:

The Tenant shall deliver the keys for the premises to the Lodge City Rentals (or as the Landlord may otherwise direct) by no later than 12 noon on the day the premises are vacated by the Tenant. Rent will be charged for the late return of keys.

NOTIFICATION OF DAMAGE:

The Tenant shall notify the Landlord as soon as possible after discovery of any damage to the premises or the need for any repairs to be carried out.

FEEs:

The Tenant shall pay the letting fee or charge for services rendered by Lodge City Rentals Ltd or any solicitor relating to the grant of this tenancy. THE TENANT hereby authorises LODGE CITY RENTALS LTD to pay monies received from the Tenant to the Landlord or appropriate authority forthwith.

DEFINITIONS:

For the purpose of the Residential Tenancies Act 1986:

- * the Tenants address for service shall be the address of the premises; and
- * the Owner shall be deemed to be the Landlord except where the premises are managed by Lodge City Rentals Ltd in which Lodge City Rentals Ltd shall be deemed to be Landlord.

PRIVACY ACT:

The tenant consents to the Landlord or Landlords authorised Agent LODGE CITY RENTALS obtaining any information that may be necessary to evaluate the tenants credit rating. The tenant also consents to the passing of information to credit agencies if the tenant fails to meet their financial commitment.

COST:

The tenant shall pay any cost incurred by the Landlord in recovering overdue rent or outgoings that are payable under this agreement as per the Fair Trading Act of 1986.

STATEMENT OF CONDITION

Property		Phone	
Landlord			
Tenant			
Date Inspected			

Lounge/Dining	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Bedroom 1	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Bedroom 2	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Bedroom 3	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Kitchen/Laundry	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
Bath/Toilet	Floor Coverings	
	Ceilings/Doors/Walls	
	Light Fittings/Power Points	
	Drapes/Curtains	
General	Gates/Fences	
	Letterbox	
	Driveway	
	Grounds	
	Clothesline	
	Outbuildings	
Furniture	If Applicable	

Please Note: If this statement of condition is not completed and returned to Lodge City Rentals within 7 days, it will be taken that you, the tenant, have accepted the above premises and chattels in a clean and undamaged condition.

Signed: _____



Tax Invoice

GST: 56-354-751



Account name(s)

Sample Trust
PO Box 1234
Hamilton

Account	12345
Statement from	29 Sep 2006
Statement to	31 Oct 2006
Statement number	6

2006	Details	Debit	Credit	Balance
	Balance brought forward			\$0.00
	<u>123 Sample Street</u> <u>Hillcrest, Hamilton \$300.00 per week</u>			
	J Doe, Paid to: 13 Oct 2006 (\$270.00 in credit); Vacating: 4 Feb 2007			
	Rent 16 Sep 2006 to 14 Oct 2006 (Credit \$270.00)		\$1,300.00	\$1,300.00
4 Oct	36847 * K Thomas INV#894154, Lawns	\$55.00		\$1,245.00
	<u>123A May Street</u> <u>Hillcrest, Hamilton \$250.00 per week</u>			
	C Spencer, Paid to: 3 Nov 2006			
	Rent 7 Oct 2006 to 3 Nov 2006		\$1,000.00	\$2,245.00
31 Oct	* Management fee	\$129.39		\$2,115.61
16 Oct	37519 Payment to owner (Sample Trust) (Sample Trust, The National Bank of New Zealand Limited, 12 123456789 00)	\$1,077.49		\$1,038.12
31 Oct	39286 Payment to owner (Sample Trust) (Sample Trust, The National Bank of New Zealand Limited, 12 123456789 00)	\$1,038.12		\$0.00
	Totals at end of period	\$2,300.00	\$2,300.00	\$0.00

Total expenses on this tax invoice includes GST of \$14.39
Total expenses on attached tax invoices includes GST of \$6.11

* indicates taxable supply

CHATELS

Lounge: _____

Dining Room: _____

Kitchen: _____

Bathroom: _____

Bedroom 1: _____

Bedroom 2: _____

Bedroom 3: _____

Garden Equipment: _____

Other: _____

Lodge
City Rentals Ltd
MREINZ

Property Management Authority & Instructions

Property Managers ... Letting Agents ... MREINZ

Phone (07)856 4500, Fax (07)856 4585
Email: rentals@lodgereal.co.nz
431/33 Grey Street, Hamilton East,
P O Box 4172, Hamilton East, New Zealand.

THE OWNER

WIFE _____ HERE BY AUTHORISE

Lodge City Rentals Ltd to act as my agent on the terms and conditions hereinafter set forth with respect to management of the property owned by me and described in the schedule hereina, and I agree to pay you a fee of 7.5% (plus GST) of the gross rents collected & maintenance charges arranged & paid by you on my behalf.

I HEREBY INSTRUCT YOU:

1. To collect all rents owing from time to time and pay them out as hereinafter directed
2. To arrange new tenancies as the necessity arises and to sign tenancy agreements on my behalf.
3. To act as my Agent in the event of a Tenant Dispute or Tenancy Tribunal Hearing.
4. To carry out and pay for on my account:
(a) any repairs which you in your sole and absolute discretion consider is or are necessary or expedient OR
(b) Such repairs which either myself or my attorney or nominee have authorised.
(c) Such repairs and maintenance work to be carried out by work people selected by you or employed by you or by an organisation in which you have an interest provided however that at all times the charges and workmanship are reasonable.
5. To pay on my account such regular outgoings as are described hereafter.
6. To arrange for and supervise any major repairs and renovations to the property authorised by me in writing.
7. To deduct your proper charges and reimbursements for monies expended on my account from rents and other monies by you on my account.

THE AGENT

It will be a condition of us accepting your instructions to manage your property that no responsibility rests with us in relation to injury to persons and/or damage to property arising out of the condition of the premises or any hazard in or about the premises.

It will be a further condition of Lodge City Rentals Ltd accepting you instructions to manage your property that while we shall use our best endeavours to ensure continuity of rental and any other payments to be made by the tenant and also the maintenance of your property, no liability rests with us for any default in rental or other payments due by the tenant or for any damage or loss sustained by you or the property whether caused by the tenant or otherwise and whether or not the tenant has been arranged by us.

This authority may be terminated by either you or me by the giving of one weeks notice in writing.

THE SCHEDULE

ADDRESS OF PROPERTY:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

RENTS COLLECTED TO BE PAID AS FOLLOWS:

Bank & Branch: _____

Account No.: _____

Monthly Statement to: _____

REGULAR OUTGOINGS TO BE PAID AS FOLLOWS:

OWNERS FULL NAME AND ADDRESS **TELEPHONE NUMBER**

Solicitor _____

Accountant _____

Insurance Co. & Policy Number _____

Dated this day _____ day of _____ 20 _____

Signature _____