



MANDATE FORM – TENANT INTRODUCTION

Address of the Property:.....
 Full Description:

 Date available for tenancy.....
 Owner's Full Name:
 Contact Tel No: (H)..... Bus No:
 Cell No:Email:
 Address of Correspondence.....

If Owner is out of the country: Details of Person representing him:
 Name:
 Address:
 Contact Tel No: (H)..... Bus No:
 Cell No:Email:

Remittance after Payments:

Account Name:.....
 Name of Bank:.....
 Bank Account Number:.....
 Branch/ Sort/ Swift Code:.....

I hereby appoint **RUBY AUCTIONS REAL ESTATE REAL ESTSTE** to find a tenant in respect of the above -mentioned property with effect from.....until further notice. Should I choose to terminate the mandate before a tenant has been secured, I am liable for paying to RUBY AUCTIONS REAL ESTATE all the costs incurred for advertising and other administration costs pertaining to the property.

In terms of **REIZ** Scale of Fees, the following are the fees payable to **RUBY AUCTIONS REAL ESTATE REAL ESTATE**: Single residential premises including semi - detached houses and agricultural properties, Blocks of flats, town or terrace houses managed as collective units under one ownership or Commercial or Industrial buildings - 5% of the gross annual rental

OWNER SIGNATURE:..... **DATE:**.....

AGENT'S NAME AND SIGNATURE:.....
DATE:.....

Services include:

1. **Tenant Vetting** - We carry out a thorough tenant vetting process that includes the use of credit bureaus to ensure that we have much background information as we need to be able to make an informed decision.
2. **Access to our Tenant database** - In order to minimise the search for tenants we have developed a database that enables us to immediately contact vetted potential tenants when a vacant property arises.
3. **Property Advertising** - We will advertise your property in the local press at frequent intervals as well as upload the property information online.
4. **Property Viewing** - We will coordinate the viewing to ensure minimum interruptions.
5. **Lease Agreement** - We will draw up the lease agreement for the successful tenant.
6. **Deposit And Rental Collection** - The deposit and rent will be collected on your behalf and deposited into your account after deduction of our fee.
7. **Property Inspection** - We will carry out the initial inspection with the tenant and submit the documentation for your files.
8. **Property and Key Handover** - RUBY AUCTIONS REAL ESTATE will facilitate the handing over of the property and keys and submit the documentation for your files.