



(A REGISTERED REAL ESTATE COMPANY)

MANDATE TO MANAGE IMMOVABLE PROPERTY

FULL NAMES OF PROPERTY OWNER

Passport/ I.D No Email Contact No.....

REPRESENTATIVE (If not locally based) NAME

ID No..... Email Contact No.....

I/ We authorize Homelink (Pvt) Ltd (hereinafter referred to as the Agent) to manage the subject property in line with the Estate Agents Council of Zimbabwe’s regulations. I/We authorize the Agent to deduct management commission at the rate of 10%, or as amended by Council from time to time, of the gross rent received.

STAND/PLOT NUMBER TITLE

STREET ADDRESS

LEASE COMMENCEMENT DATELENGTH OF LEASE

PREFERRED LEASE OPTION: Lessee (tenant) to pay electricity plus all Council bills

Lessee to pay electricity plus all council bills except rates

IN ADDITION:

Lessee to do internal & external repairs and pay insurance (F.R.I)

Lessee to do internal repairs only

RENTALS REQUIRED (MONTHLY)

AUTHORISED LIMIT FOR REPAIRS WITHOUT PRIOR REFERENCE \$

BANK ACCOUNT DETAILS FOR RENT REMITTANCE

Name of Bank.....Branch.....Swift Code.....

Account Number Branch Code.....

SPECIFIC INSTRUCTIONS FOR RENT REMMITANCE (if any) e.g

Mortgage Loan Account NumberBank/Building Society

Insurance Company..... Policy Number.....

Other

EMAIL ADDRESS FOR STATEMENTS/REPORTS

ANY OTHER COMMENTS

SIGNED: _____ DATE: _____

Owner/ Representative

WITNESS: _____ DATE: _____

MANAGEMENT SERVICES

Defined below are the services which a Managing Agent performs on behalf of the Lessor:

- (a) Collection of all rentals payable by tenants into the Trust Account by the 7th of every month and then disbursement into the Lessor's account(s).
- (b) Payments of all accounts, outgoings and expenses as required such as rates, insurance, repairs, service contracts etc out of incoming rentals.
- (c) Carrying out third/quarter yearly property inspections and producing inspection reports on the immovable and movable property (for chattels) with recommendations to the Lessor and Lessee regarding repairs, dilapidations, alterations and maintenance.
- (d) Carry 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 clients 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 & records of all rent reviews, lease expiry dates and some such inherent information.
- (h) Undertaking rent reviews when appropriate and permitted.
- (i) Taking on instructions from clients in matters pertaining to the property as may be necessary in the course of the general management of the property.
- (j) Selection of new tenants in consultation with the Lessor.
- (k) Preparation and sending of all Statements of Accounts to the Lessor.

LEASE AGREEMENT FEES OF 10% OF THE FIRST MONTH'S RENTAL IS PAYABLE TO THE AGENT ON A 50%-50% BASIS BETWEEN THE LESSOR AND THE LESSEE (SCALE 17: Real Estate Institute of Zimbabwe SCALE OF FEES)

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