

# PRO FORMA LETTER FOR LANDLORD or PROPERTY MANAGER

Apartment: .....

Tenancy Start Date .....

I have provided the incoming tenants full copies of:

1. The Body Corporate Rules
2. A Fire Evacuation Procedure

I have inducted incoming resident tenants into all aspects of living at Aitken Street Apartments including:

1. Reminding incoming residents that they are living in a medium density residential complex and their actions have impacts on other residents in that complex.
2. Informing them that it is the Body Corporate aim to build on the Apartment complex's reputation to be a desirable place for people to want to live; residents are expected to ensure that their behaviour does not tarnish this reputation.
3. Reinforcing to the incoming residents, the expectation of the Body Corporate that the Property Manager /Landlord shall be required to formally follow up on any reported or proven breach of the Body Corporate Rules or published policies by either the incoming residents or their guests.
4. Identification to all incoming residents of the complex's rubbish & recycling rules & policies.
5. Identification to incoming residents access to point to emergency stairs and their exit of the building to safety.
6. Identification to incoming residents as to the location of the apartment's water and electrical services control and instruction to isolate these services in case of emergency.
7. Identification to incoming residents as to the location of the apartment's smoke alarms and the operation of the alarms "quiet" or "hush" button.

## Landlord/Property Manager Declaration

I confirm that all the tenants have been given an apartment and complex induction as noted in the identified above, and all residents have been advised to adhere to both their Residential Tenancy Agreement and the Body Corporate Rules. The occupiers have been provided with all copies of the Body Corporate documentation, including the website URL.

Signed: .....  
Landlord / Property Manager:

Date: .....

**Resident Tenants Declaration**

I/we confirm that I/we have been provided copies of the Body Corporate Documentation and have been an apartment and complex induction as noted in the identified above.

I/we understand their obligations placed upon me/us living in an apartment complex

I/we confirm that I/we will abide by the Body Corporate Rules as part of the Body Corporate Rules as part of my/our Residential Tenancy Agreement

**Tenant 1**

Name (Print) .....

Signed: .....

**Tenant 2**

Name (Print) .....

Signed: .....

**Tenant 3**

Name (Print) .....

Signed: .....

**Tenant 4**

Name (Print) .....

Signed: .....

Once signed by all resident tenants, please email to [aitken.bm@administrate.co.nz](mailto:aitken.bm@administrate.co.nz)