



Annexure A

(part of the General Tenancy Agreement 18a)

1. **RENT PAYMENTS** – All rent must be paid ON OR BEFORE the due date into our Trust Account, Swan Family Trust: BSB 084-307 Account 587 154 139. Please be aware the some bank transfers may take up to 3 days. It is your responsibility to have it paid and visible in our account by the due date eg: All rent must be paid prior to that rental week.
2. **RENT IN ARREARS** – This will NOT be tolerated. You will be reminded if you are 3 days late and breached if you are 7 days late. Please refer to form 17a or the RTA website (www.rta.qld.gov.au) for consequences.
3. **RENTAL BOND** – Your Bond is held by the RTA. It is for security purposes only and MUST NOT be used for rent at any time, including the last month of the Tenancy.
4. **BREAKING OF LEASE** – Should you wish to break your lease for whatever reason, please be aware of the following costs will be incurred by yourself. Break Lease fee is 1 weeks rent + GST, Advertising administration fee for the new tenant is \$88.00 and all/any rent between your departure and the new tenant starting.
5. **PERIODICAL LEASES** – There are NO periodical leases. You MUST advise the Property Manager in writing a minimum of 14 days prior to your lease expiring of your intention to leave or renew.
6. **SUB-LETTING OF UNITS** – PROHIBITED
7. **APPROVED OCCUPANTS** – Only those named on the Lease are to reside on the premises.
8. **USE OF COMMON AREAS** – eg: Pool, Gym and Outdoor entertainment area. Tenants using common areas must ensure that they are left in a clean and tidy condition after use. All rubbish associated with tenants use is to be removed and deposited into the bins supplied.
9. **SMOKING** – PROHIBITED in all common areas and inside the units.
10. **ALCOHOL/DRUGS** – Alcohol may NOT be consumed in any common areas at all, this includes the Pool, Gym and Outdoor entertainment area. Illegal drugs within the complex, whether inside your unit or any common area will result in Police involvement.
11. **CLEANLINESS OF UNITS** – It is your responsibility to maintain a state of cleanliness and tidiness at all times. Regular inspections will enforce this, and it will be your responsibility to have the unit cleaned to a professional standard (receipts to be supplied if applicable) at the end of your tenancy or when/if directed after routine inspection.
12. **CARPETS/FINAL EXIT CLEAN** – Carpets are your responsibility at all times during the tenancy. You MUST have the carpets ‘professionally cleaned’ by a licenced carpet cleaner (receipts to be supplied) at the end of your tenancy or where directed after routine inspections.
13. **WALLS WITHIN THE UNITS** – Tenants may hang paintings/pictures on their internal walls, however to a maximum of one painting/picture per wall. One-nail hook is to be used and it will be the responsibility of tenant to repair the wall on departure.
14. **REPAIRS & MAINTENANCE** – Please report any maintenance issues to the property manager asap. Maintenance request forms are available at the office. After hours emergency repairs, please refer to the RTA website (www.rta.qld.gov.au). Any damage caused by tenants and /or their guests will be at the tenants expense.

15. **DAMAGE & REPAIRS** –Wilful damage or damage caused through unacceptable behaviour will be repaired/replaced at the tenant’s expense. Any damage/breakage MUST be reported to the property manager within 24hours.
16. **Electricity** – “Metered Energy” is the only electrical company supplying electricity to our complex. You will be given a “Metered Energy Application Form” in your entry packs. You will already have power to your unit but please contact “Metered Energy” on PH 1300633637 to transfer the account into your name.
17. **SECURITY KEYS/REMOTES** –You were issued with keys and remotes as per your signed unit checklist. Should any be lost, please speak to the property manager. If a ‘change of lock’ is required, you need to advise the property manager who will arrange a locksmith at your expense.
18. **DISPOSAL OF RUBBISH** –Two bins have been supplied to each unit. RED top bins are for general rubbish and the yellow top bins are for recycling. Collection day is on Monday, so please place bins out the front of the unit.
19. **MAIL** –Please ensure you collect your mail on a regular basis.
20. **PETS** – Strictly no pets are allowed in the complex or units at any time for any reason.
21. **LOCK-OUTS** –Should you lock yourself out during business hours we are happy to assist when available, please contact the property manager. Between the hours of 7pm to 8am you will incur a \$110.00 fee. At any time if we are unavailable, please call a locksmith at your expense but please inform the property manager of the situation in working hours.
22. **CAR PARKING** –Each unit has a designated space. Visitor car parks are for VISITORS ONLY. Should you have a visitor for more than 2 nights please advise the property manager to avoid being towed away. NO PARKING is allowed on roads, gardens or the grass. Offenders will be breached and towed away.
23. **ROADS** – Please abide by the speed limit within the complex.
24. **DISRUPTIVE BEHAVIOUR/NOISE** –It is everybody’s right to enjoy peaceful living conditions. Behaviour such as abusive language, loud music, violence, bullying or harassment will not be tolerated. This includes TV, stereos, audio systems, musical instruments. BREACH notices will be issued. Tenants are expected to call the Police if it persists, especially after 10pm.
25. **PARTIES** –Are considered potential ‘noise’. Tenants are reminded they are responsible for their guests’ behaviour also. All residents are directed to call the property manager and the Police directly should this activity cause a disturbance to you.
26. **VISITORS** –Residents are responsible for their visitor’s behaviour and should make them aware of the regulations in this complex. A number of ‘Visitor parks’ are available and are strictly for visitors only.
27. **AFTER HOURS CONTACT** –Property Manager mobile is 0407 644 744 in ‘Emergency Only’ otherwise please send a text message.
28. **IN CASE OF EMERGENCY** –RING 000 for FIRE BRIGADE, POLICE or AMBULANCE immediately.