



AGENCY NAME: Harcourts 360 Degrees Realty
ADDRESS: Shop 10, 7-15 Bunker Rd Victoria Point Qld,4165
POSTAL ADDRESS: PO Box 5175 Victoria Point Qld, 4165
PHONE: [07] 3820 5999
FAX: [07] 3820 5988
EMAIL: enquiries@harcourtsvictoriapoint.com.au

TENANCY APPLICATION

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- One Application is to be completed per adult over 18years of age that will reside at the property.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Documents are to include a Drivers Licence, Passport or 18+ CARD with the original required for verification if your application is approved.

100 POINTS – OPTION LIST					
Drivers Licence	40 points	Other Photo ID	30 points	Current vehicle registration	10 points
Passport	40 points	Recent Wage Advice	30 points	Bank/Credit Card Statement	10 points
Birth Certificate	40 points	Previous Tenancy History-Ledger	30 points	Telephone/Electricity/Gas Acct	10 points
18+ Card	30 points	Previous four rent receipts	20 points	Pension/Health Care Card	10 points

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by BPay to Harcourts 360 Degrees Realty. Cash payments are not accepted for this payment and EFT POS/Credit Card facilities are not available-so please ensure that you are given the BPay Biller Code # and a DEFT reference # to include in the BPay payment. . Please be aware that this 2 week payment will be receipted as rent and is non refundable if you choose to terminate your application after acceptance.
- Our payment method for rent is the DEFT payment systems Bpay option. With BPay you can pay your rent conveniently and securely anywhere and anytime. Pay from your bank account or credit card. Pay by Internet or Phone.

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 100 or more points of ID

- Proof of Income, payslips, letter of offer, employment agreement etc.

- Motor Vehicle Registration Certificate for each vehicle to be parked at the property

- Copy of rates notice (if current property is owned by the applicant)

- Inspected the Property both internally and externally

- Completed the Application form fully; including the Privacy Disclosure Statement and Privacy Consent, Special Terms & Conditions – Annexure A

- Completed the Pet Application & Agreement form if pets are to reside at the Property

HOW DID YOU FIND OUT ABOUT THIS PROPERTY

- Website: www. Newspaper Agency contact Sign Referral Office Window Other

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Application received | <input type="checkbox"/> Proof of Income |
| <input type="checkbox"/> Original ID signatures same as Application | <input type="checkbox"/> Vehicle Registration Papers |
| <input type="checkbox"/> 100 Points or more of ID received | <input type="checkbox"/> Annexure A is signed and initialled |
| <input type="checkbox"/> Application is completed including Consent | |

Initial: _____

PROPERTY ADDRESS FOR RENT

Address:

APPLICANT'S DETAILS

Given Name:

Middle Name:

Surname:

PERSONAL DETAILS

Date of Birth:

Place of Birth:

Drivers Licence No.

Expiry:

State:

Passport No:

Passport Country:

APPLICANT'S CONTACT DETAILS

Home

Mob

Business

Email

AUSTRALIAN CITIZEN Yes No: Please attach copies of Passport and Visa to this application

Visa Expiry Date:

CURRENT ADDRESS Rent Owner Occupied

Current Address

Postcode

Rent per week \$

Period of occupancy

Years

Months

Agent/Landlord Name

 Business

Fax

Do you expect the Bond to be refunded in full

 Yes NoIf No *Why*:

Why are you leaving this address:

PREVIOUS ADDRESS Rent Owner Occupied

Address

Postcode

Rent per week \$

Period of occupancy

Years

Months

Agent/Landlord Name

 Business

Fax

EMPLOYMENT

Current Employer

Employer's Address:

Postcode

 Full Time Part Time Casual Contract

Occupation

Length of Employment

Years

Months

Payroll / Manager's Name

Fax

 Business

Total Net Income (after tax) \$

week / fortnight / monthly (circle frequency)

PREVIOUS EMPLOYMENT

Previous Employer

Employer's Address

Postcode

 Full Time Part Time Casual Contract

Occupation

Length of Employment

Years

Months

Payroll / Manager's Name

Fax

 Business

Total Net Income (after tax) \$

week / fortnight / monthly (circle frequency)

Initial: _____

IF SELF EMPLOYED [ACCOUNTANTS LETTER IS TO BE ATTACHED INCLUDING LAST YEAR'S TAX RETURN OR EXPECTED SALARY]

Company Name		Trading As	
Address		ABN	
Period self employed	Years	Months	Industry/ Nature of Business
Total Net Income: \$			<i>Attach income statement by Accountant or ATO Return</i>
Accountant Name		☎ Contact Number	

IF A STUDENT, NOT CURRENTLY EMPLOYED OR ON PENSION

Student ID #	Institution	Faculty	Course	Duration
Pension #	Pension Type			
<input type="checkbox"/> Currently not employed, a Student or Pensioner. Please attach documents to this application that verify your source of income.				
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Other

DETAILS OF ALL VEHICLES TO BE KEPT AT PROPERTY

Registration No	Model	Colour	Owned / Hire Purchase
Registration No	Model	Colour	Owned / Hire Purchase
Registration No	Model	Colour	Owned / Hire Purchase
Registration No	Model	Colour	Owned / Hire Purchase

OCCUPANCY DETAILS OF ALL PERSONS TO RESIDE AT PROPERTY, INCLUDING CHILDREN

Name	Address	Age	Relationship to Applicant
1			
2			
3			
4			
5			
6			

PETS No Yes: Please complete the pet details below

ITEM	PET 1	PET 2	PET 3
TYPE OF PET/S			
NAME/S			
AGE			
DESEXED			
COUNCIL REG #			
DESCRIPTION			
INSIDE/OUTSIDE			

Please note the following: The tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, and the Tenant accepts full responsibility and indemnifies the Lessor and Lessors Agent for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pets, and regardless of their approval status- please refer to page 3 of the Annexure A for further details of the pets.

Initial: _____

PERSONAL REFEREES

Name	Relationship	Business Hours Contact
1.		Mob Work
2.		Mob Work
3.		Mob Work

EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVES WHO WILL NOT BE RESIDING WITH YOU

1. Name	Relationship	2. Name	Relationship
Address		Address	
{ H	{ W	{ M	
		{ H	{ W { M

DECLARATIONS – APPLICANT TO COMPLETE AND PROVIDE DETAILS AS REQUIRED

Have you ever been evicted by any Lessor or Agent? No Yes:

Are you in debt to another Lessor or Agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? (if no list in notes below) Yes No:

Notes: _____

Was the Property in a satisfactory condition when you inspected it? If not, list requests below Yes No:

Notes: _____

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records or other Institutions as required. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on ____/____/____.

I understand that if the nominated Applicant is advised this Application is approved, then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as a deposit, which is non-refundable, if I choose to terminate after acceptance the Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agents preferred payment method for rental payments is BPay.

With BPay you can pay your rent conveniently and securely anywhere and anytime.

Pay from your bank account or credit card.

Pay by Internet or Phone.

Payments made by BPay from your cheque or savings account are free and payments made by credit card have a merchant surcharge fee payable

BPay payments can be paid as you go or by automatically scheduled payments deducted on any day of each week, fortnight or month as you choose.

I understand that by submitting this application, I have viewed the property and accept its condition/features regardless of any advertisement wording.

MOVING IN COSTS

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid within 24 hours of Application approval and is non-refundable if I choose to terminate after acceptance
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond must be paid prior to taking possession of property
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

Initial: _____

Fast, Simple, Free!



GPO Box 4778 Melbourne VIC 3001
Phone: 1300 854 478 Fax: 1300 854 479
enquiries@myconnect.com.au
www.myconnect.com.au

Please complete all sections of this application to enable us to connect your utilities.

APPLICANT DETAILS

Family / Surname:.....
Given Name/s:.....
Date of Birth:..... Home Phone Number:.....
Work Phone Number:..... Mobile Phone Number:.....
Email Address:.....
Drivers Licence Number:..... State:..... Expiry:.....
Passport Number (if applicable):..... Country..... Expiry:.....
Concession Number (if applicable):..... Type:..... Expiry:.....
Agent: Harcourts 360 Degrees Realty Property Manager:.....

CONNECTION

Please circle the utilities required:

Electricity Phone Internet Gas Pay TV

New Property Address:.....
.....

Move in date:..... Connection date:.....

DECLARATION

By signing this application, I:

consent to the disclosure of information on this form to myconnect ABN 34 121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signature.....

Date.....

Initial: _____

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators including Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators including Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner/agency of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

DECLARATION

I hereby offer to rent the property from the owner/agent under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord/managing agent. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises, I am not bankrupt and that the weekly rent is within my means.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants;
- Other sources supplied on this application

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations contact me
- Lodge/claim/transfer to/from a Bond Authority
- Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with TICA (Tenancy Information Centre of Australasia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, then the agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Harcourts 360 Degrees Realty**. I authorise Harcourts 360 Degrees Realty to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Harcourts 360 Degrees Realty** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **Harcourts 360 Degrees Realty** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	

SPECIAL TERMS & CONDITIONS

ANNEXURE "A"

1. PAYMENT OF RENT

The tenant/s agree;

- a) The Initial payment of Rent & Bond is to be made by BPay.
All Rent is then to be paid using the DEFT payment systems BPay option.
With BPay you can pay your rent conveniently and securely anywhere and anytime.
 - Pay from your bank account or credit card
 - Pay by Internet or Phone.
- b) That the rent is to be paid in advance at all times. Please refer to the Harcourts 360 Degrees Realty "Rent Arrears Procedure" form.
- c) If at any time you are experiencing difficulties, please contact us immediately.
- d) One of our Property Management team will help you set up your DEFT payment systems BPay option at the signing of your General Tenancy Agreement.
- e) That payments made by BPay from your cheque or savings account are free and payments made by credit card have a merchant surcharge fee payable.
- f) That they are responsible to ensure that their DEFT reference number is included in all BPay payments.
- g) To cancel future BPay payments when they vacate the premises. This is the responsibility of the tenants and not Harcourts 360 Degrees Realty.
- h) That with payments made by BPay, the receipt for the rent received shall be made out and held in the Harcourts 360 Degrees Realty office.
- i) That cash, bank cheque or money order is not accepted for payment of rent or water usage.
- j) Failure to pay rent will result in action for recovery in accordance with the Residential Tenancies Act.

2. BOND

The tenant/s agree;

- a) Your bond will be lodged with the Residential Tenancies Authority and a receipt with your bond number will be forwarded to you.
- b) Final inspections and bond refund for tenants vacating their premises will not be finalized until the keys, exit condition report, carpet cleaning, pest control receipts are returned to this office.
- c) Final inspections are carried out between the hours of 9am-4:30pm, Mon-Fri. Contact the office for a mutually convenient time if you wish to attend.

3. LEASE & CONTACT DETAILS

The tenant/s agree;

- a) That the people listed on the lease are the only people who live at the premises and that the tenant will inform the managing agent in writing if this is to be changed, before the change occurs.
- b) To take responsibilities for their invitees and acknowledges that the conditions of this tenancy also apply to the conduct of invitees.
- c) To supply their email address, mobile, home, and work telephone numbers to Harcourts 360 Degrees Realty and inform us of any changes.

4. BREAKING THE TENANCY AGREEMENT

The tenant/s agree;

- a) That should they break the tenancy agreement by vacating the premises during the fixed term of the agreement, they are liable to pay all costs relating to re-letting. This will include agents letting fees, advertising costs, document preparation and any other out of pocket expenses including GST.
- b) That they are responsible for the care of the property and payment of rent during the fixed term of the agreement until a new tenancy agreement is entered into and the new tenant commences rent payments or the fixed term expires, whichever should occur first.

5. END OF TENANCY

The tenant/s agree;

- a) The Agent will provide the tenant with an Exit Condition Report and a Cleaning Schedule upon receipt of the Form 13. The Exit Condition Report is to be completed by the tenant as soon as the tenant is satisfied that the property has been left in the same condition (fair wear & tear accepted) as that recorded in the Entry Condition Report.
- b) The tenant acknowledges that the notice of the tenant's intention to leave may only be given by delivering a completed Form 13 to the Agent, giving 14 days clear notice prior to the end date of a fixed term agreement.
- c) To avoid any disputes with Bonds at the end of the tenancy, the cleaning schedule must be adhered to. Should the property not be presented in the same condition as it was at the beginning of the tenancy (fair wear & tear accepted), the agent will advise the tenant and will arrange for the work to be done at the tenant's expense. Rent must be paid to the date the property is handed back to the managing agent in a clean acceptable condition as per the Entry Condition Report. The Exit condition Report must be filled out signed and returned to the agent with the keys. Returning of the keys signifies the tenant's notification of completion of the tenancy.
- d) That upon vacating the premises, they will return the carpets in a condition similar to that of the commencement of the tenancy and have the carpets professionally cleaned.
- e) In the event pets/animals are listed on the tenancy agreement then the tenant will have the home professionally fumigated and treated for fleas upon vacating.
- f) To ensure that both the wheelie bins are completely emptied and cleaned prior to handing back the keys.
- g) That all keys and remote controls for the premises must be returned upon vacating the premises, otherwise additional rent will be due as retaining keys constitutes occupation.

6. ENTRY CONDITION REPORT

The tenant/s agree;

- a) The entry condition report (form 1a) must be completed, signed and returned to Harcourts 360 Degrees Realty within 3 working days of you taking possession of the property.
- b) In the event the entry condition report is not returned within 3 days, the Harcourts 360 Degrees Realty copy will be used as a reference for the purpose of final inspections to release the bond.

7. ROUTINE INSPECTIONS

The tenant/s agree;

- a) Routine inspections of the property are carried out at least three times per year. Please advise us of any matter you consider needs attention. You will be notified in writing, in the prescribed form of the intended date. If no one is able to be present during these inspections we will access the property with our set of keys for the inspection. We are not in a position to change these days or give exact times of inspections. In this case we ask that any animals be restrained.

8. WATER CHARGES

The tenant/s agree;

- a) That water usage for the premises are the responsibility of the tenant and that I/We will be charged for either; TOTAL WATER consumption (properties regarded as water efficient) OR EXCESS WATER consumption (in excess of the owners responsibility of 400 litres per day) as outlined in the tenancy agreement.
- b) That Harcourts 360 Degrees Realty will invoice the tenant for water usage accordingly and tenant will pay such invoices within 30 days of receipt.
- c) More information and fact sheets regarding water usage can be found on the RTA website www.rta.qld.gov.au

9. CARPETS & FLOORS

The tenant/s agree;

- a) Not to place items other than normal lounge/dining/bedroom furniture on the carpet.
- b) That where there are floorboards, the tenant must ensure all furniture has suitable coverings underneath the furniture to prevent any scratching or dents. The tenant must not wear high heel shoes, or any other footwear that could cause damage to the floors. Any damage caused to the floorboards will be the tenant's responsibility.

10. CABLE TV, TELEPHONE & INTERNET CONNECTIONS

The tenant/s agree;

- a) To seek Harcourts 360 Degrees Realty's written permission on behalf of the lessor prior to any cable TV, internet or telephone sockets installation.
- b) That any alteration or damage caused from the installation will be compensated or repaired by the tenant only by a Harcourts 360 Degrees Realty approved repairer.
- c) Tenants are responsible for all costs associated with all telephone services, telephone line, cable TV, Internet and phones.

11. CARE WHEN COOKING

The tenant/s agree;

- a) To take special care when cooking and to repair any damage caused by overflowing, cooking splashes and strong aromas.
- b) The oven, grill, stovetop, range hood and tiles in the kitchen should be cleaned regularly and a buildup of grease not allowed to occur.
- c) That the kitchen bench tops must not be used for cutting or to place hot pans directly on them.

12. DECORATING

The tenant/s agree;

- a) Not to add any hooks, nails, pins or place stickers, blu-tac, tape or any other adhesive substance on walls, ceilings, doors or surfaces at the property, without prior written permission from Harcourts 360 Degrees Realty.
- b) Not to paint or alter any part of the property without prior written permission from Harcourts 360 Degrees Realty.

13. FILTERS

The tenant/s agree;

- a) That they are responsible for the cleaning of filters regularly in air conditioners, dishwashers, spa baths, range hoods and exhaust fans.
- b) To clean any filters/intake ducts on a monthly basis.

14. MAINTENANCE, SERVICES & REPAIRS

The tenant/s agree;

- a) To notify Harcourts 360 Degrees Realty for any repairs required or damage at the premises in writing (refer the Harcourts 360 Degrees Realty maintenance request form), as soon as they are aware of the repair or damage to be rectified.
- b) That the cost of any service calls or repairs undertaken without prior authorization from Harcourts 360 Degrees Realty, unless its an emergency as listed in the tenancy agreement will be the responsibility of the tenant. In the event of an emergency, the tenant is to call Harcourts 360 Degrees Realty and if this after normal business hours and we are closed; please follow contact instructions left on phone 07 3820 5999 voice mail.
- c) In the event that the tenant has repairs done which are found to be unauthorized, the tenant agrees to pay for such work.
- d) That all requests for non-emergency repairs and maintenance must be given to us in writing on the form provided to them. Non emergency repairs will only be carried out during normal working hours of the tradesperson (usually 8am to 4pm Monday to Friday).
- e) If a tradesperson is called out and; (i) the problem is caused by the tenants faulty appliance or (ii) if no problem is found or (iii) if the tenant makes a specific time with a tradesperson and the tenant is not home or (iv) the problem is caused through misuse or mistreatment of an appliance or equipment, then the tenant will be responsible to pay for the service call and to rectify any damage caused by the tenant.

15. SMOKE ALARMS

The tenant/s agree;

- a. Check all smoke detectors regularly to ensure they are working & replace batteries if required. Report any faults to Harcourts 360 Degrees Realty immediately. (refer REIQ Smoke Alarms and your legislative obligations as a tenant in Queensland form.)
- b. That Smoke Alarm Solutions mail out Form 9 Entry Notices addressed direct to the tenant on our behalf when alarms are required to be serviced. As smoke alarm servicing is classified as maintenance the entry notices will be from 8.30am – 5pm on weekdays.

16. KEYS REMOTE CONTROLS & LOCKS

The tenant/s agree;

- a) That Harcourts 360 Degrees Realty will hold a duplicate set of keys in the office.
- b) That they must not alter, remove or add any lock to the premises without the prior written consent of Harcourts 360 Degrees Realty. Consent will not be unreasonably withheld however; the tenant must give Harcourts 360 Degrees Realty a copy of the key/s within 24 hours of the changeover.
- c) That if any key or remote control device provided to the tenant is misplaced or damaged by the tenant, the tenant is responsible for the cost involved in supplying a new key or remote control device and that it is the responsibility of the tenant to arrange for a locksmith at their cost should keys be misplaced or locked in the house after normal business hours.

17. INSURANCE & BREAK IN

The tenant/s agree;

- a) That they must rely on their own insurance and that the lessors insurance will not cover the tenants possessions in any way.
- b) Not to do or allow anything to be done which would invalidate other insurances on the property.
- c) To report any break-in to the premises in writing to Harcourts 360 Degrees Realty, including the police report number.

18. LAWNS, GARDENS & WATER USAGE

The tenant/s agree;

- a) Not to park cars, trailers or boats etc on the lawns at the property.
- b) That they are responsible for maintaining the lawns, plants, trees & gardens throughout the tenancy.
- c) That they shall cut the lawns, edges, weed gardens, trim hedges and shrubs and maintain them in good order at all times.
- d) That if any part of the lawns, plants or gardens die during the tenancy, the tenant will be responsible for the cost of their replacement.
- e) To report any problems with the exterior of the property including the lawns, gardens, trees, plants and shrubs, eaves, drains, gutters and downpipes that may be clogged to Harcourts 360 Degrees Realty in writing immediately.
- f) Not to plant any extra plants or remove existing plants without Harcourts 360 Degrees Realty's permission.

19. PETS / ANIMALS

The tenant/s agree;

- a) That they must not keep pets or animals at the premises without the prior written consent of Harcourts 360 Degrees Realty except pets as noted on the tenancy agreement.
- b) That pets/animals are not allowed inside the premises.
- c) That they will be responsible for the cost to reinstate any damage whatsoever caused by pets/animals to the premises, including the grounds, plants, lawns, fences and gardens.
- d) To have the floors professionally cleaned/deodorized and the premises fumigated and treated for fleas upon vacating.

20. SWIMMING POOLS / SPAS

The tenant/s agree;

- a) Keep the swimming pool/spa & equipment; clean and chemically balanced, or give access to pool maintenance contractors as required.
- b) That the cost of all salt, chlorine & chemicals required to ensure the pool/spa is chemically balanced are the tenant's responsibility.
- c) That we are responsible to ensure that the pool gate is kept closed and there are no objects that would allow children access to the pool.

21. CARE OF PREMISES

The tenant/s agree;

- a) The tenant must keep the premises and inclusions clean and must not intentionally or negligently damage the premises or inclusions.
- b) Not to put any foreign bodies down any sink, toilet or drain likely to cause obstruction or damage.
- c) That any damage to the toilet system caused by refuse is the responsibility of the tenant i.e feminine hygiene products, baby wipes etc.
- d) That if a service call results in the dishwasher filter being blocked then the cost of the service call be at the tenants cost.
- e) That any rubbish/waste; prearranged for council pick up, is not placed on the footpath for more than 24 hours prior to council pickup.
- f) That any fines incurred from rubbish/waste being left outside the property will be their responsibility.
- g) To keep the walls, ceilings, windows, doors and window ledges free from mould and to ensure adequate ventilation to the premises. If there are any serious mould problems, the tenant must inform Harcourts 360 Degrees Realty immediately.
- h) That fair wear & tear accepted, curtains & blinds etc will be maintained in good order.
- i) To wrap up rubbish/waste and place in the dedicated council bins for pick up on the allocated council pickup days.
- j) That smoking by the tenant or their guests is not permitted inside the property under any circumstances.
- k) To replace light bulbs as required.

I/We hereby agree to the above terms and conditions of Harcourts 360 Degrees Realty Annexure 'A'

for the property at: _____

Tenant Name _____ Tenant Signature _____ Date _____

Tenant Name _____ Tenant Signature _____ Date _____

Tenant Name _____ Tenant Signature _____ Date _____

Tenant Name _____ Tenant Signature _____ Date _____

Agent Name _____ Agent Signature _____ Date _____

Initial: _____