



**thepad.com.au**

**Student Accommodation**

## **NEW TENANCY DOCUMENTATION**

Resident/s: **John Smith**

Property: **Rm 01/61 Aberleigh Road, Herston**

Lease Start: **24/07/2010**

### **Enclosed are copies of:**

-  Form R2 – Bond Lodgement
-  Form R18a – Rooming Accommodation Agreement
-  Rent payment Schedule
-  Form R1 – Condition Report
-  Tenancy Commencement Checklist
-  Keys Sheet & House Rules
-  Residential Services Blue Book

Your next payment date is: **24/07/2010**

Your property manager is: **Fabby**

Fabby@thepad.com.au or 1300 843 723 or 0428 940 201\*

\*The mobile number is supplied for emergencies only, please don't abuse this privilege!

## Lodging a rental bond for rooming accommodation

**It is not compulsory for a provider/agent to charge a resident a rental bond. However, if a rental bond is charged, it must be lodged with the Residential Tenancies Authority (RTA).**

### Maximum bond

When the weekly rent is \$500 or less, the maximum bond that can be charged is the equivalent of four times the weekly rent. If the weekly rent is more than \$500, there is no limit to the amount of bond that may be charged. If you rent the premises from your employer, the Act contains special provisions regarding the charging of bonds.

### Bond instalment payments

The provider/agent can hold onto part of rental bonds until all instalment payments are made, before lodging the bond with the RTA. The provider/agent must lodge the bond within ten (10) days of receipt of the last instalment. If the full amount of the rental bond has not been received within three months of the first payment, and the accommodation agreement is still current, the provider/agent must lodge any money received with the RTA and lodge any subsequent instalment payments with the RTA within ten (10) days of receipt. If the accommodation agreement ends before all instalment payments have been received, the provider/agent must still lodge the bond with the RTA within ten (10) days of the agreement ending.

### Filling out this form

Failure to lodge a rental bond within the required time period is an offence under the *Residential Tenancies and Rooming Accommodation Act 2008*.

This form is used – where the whole of the rental bond is being lodged; or  
– where the first instalment of a bond is being lodged.

Otherwise, a *Part-Payment of Rental Bond* (Form R7) should be used.

When the accommodation agreement starts, the provider/agent and only the details of the resident/s who pay the bond are entered on the form.

Who is required to sign this form?

Only resident/s who paid the bond and the provider/agent should sign this Bond Lodgement form. It is the responsibility of the provider/agent to ensure the form is completed correctly and to lodge the bond monies with the RTA in the time required by the *Residential Tenancies and Rooming Accommodation Act 2008*.

Forms and bond money can be lodged with the RTA by:

**Mail:** post form with cheque or money order to RTA by:

GPO Box 390  
BRISBANE QLD 4001  
33 Herschel Street  
BRISBANE QLD 4000

**RTA counter:** deliver form with cash, cheque or money order to RTA  
Mon-Fri 8:30am to 5:00pm

**Australia Post:** deliver form with cash, cheque, money order or pay via debit card – EFTPOS  
(no credit cards accepted) at any approved Australia Post outlet in Queensland.

Please note: *All cheques and money orders should be made payable to Residential Tenancies Authority.*

### Here's what the RTA does

When the RTA receives the form and the bond money, the RTA will send an *official receipt* to each of the parties to the bond. The *official receipt* contains a Bond Number that identifies the details of the bond. This Bond Number should be used when contacting the RTA.

**You will find information about the bond refund process on the back of the *official receipt*.**

If you require further information, please visit our website: [www.rta.qld.gov.au](http://www.rta.qld.gov.au) or telephone the RTA on 1300 366 311.

### Condition Report

If a rental bond is charged, an *Entry Condition Report* (Form R1) must be completed.



# Bond Lodgement

Residential Tenancies and Rooming Accommodation Act 2008 (Sections 116, 117)

## Use this form to lodge bonds charged for rooming accommodation

Enter only details of resident/s who paid the bond (Please print)

1 What are the names of the residents/s?

Resident/s last name	First Name/s	Amount Contributed	Contact Phone Number
1. Smith	John	\$ 800.00	0412 345 678
2.			

2 Address of Premises

Rm 1 / 234 Alphabet St	
Spring Hill	
QLD	4001

7 Weekly Rent & Bond Payment

Total Bond Payable	Weekly Rent	Amount of Bond Money Received
\$ 800.00	\$ 200.00	\$

3 Date Agreement Starts

24/07/2010

Date Agreement Ends

19/02/2011

8 Resident 1 (who had paid the bond) - signature

[Signature Box]

Date

24/07/2010

4 Type of premises

- Boarding House
- Supported Accommodation
- Student Accommodation (off campus)
- Other

Resident 2 (who had paid the bond) - signature

[Signature Box]

Date

24/07/2010

5 Who manages this rental property?

- Provider/owner
- Agent/Manager
- Real Estate Agent
- Other

Lessor/Agent - signature

[Signature Box]

Date

24/07/2010

6 Provide details for the person who is managing the premises

Name

The Pad Management Pty Ltd

Address

1/290 Boundary Street  
Spring Hill QLD 4001

Phone Number (B/H)

Mobile Phone Number

1300 843 723



\*204



The collection of information on this form is authorised by both the Residential Tenancies and Rooming Accommodation Act 2008 and Queensland Government Information Standard No 42 (Privacy), and may be used by the RTA for purposes authorised or permitted by the Act. Limited personal information may be disclosed to the Tribunal. Non-identifying rental industry statistical information is regularly released to interested parties. Unless authorised or required by law, the RTA will not disclose your personal information to any other third party without your consent.

**RETURN THIS COPY TO RTA WITH THE BOND MONEY – Please keep a copy for your records**

Internet: [www.rta.qld.gov.au](http://www.rta.qld.gov.au)

# Form R18 Rooming Accommodation Agreement

Residential Tenancies and Rooming Accommodation Act 2008

## Part 1 Rooming Accommodation Agreement Details

**Item 1:** 1.1 Provider

[AAA QLD Pty Ltd](#)

Address for service

[C/- Provider's Agent – Item 3](#)

1.2 Telephone number

[C/- Provider's Agent – Item 3](#)

Facsimile Number

[C/- Provider's Agent – Item 3](#)

Email Address

[C/- Provider's Agent – Item 3](#)
**Item 2:** 2.1 Resident/s

[John Smith](#)

2.2 Address for service (if different from address of the premises in item 6.1)

[Rm 1 / 234 Alphabet St, Spring Hill QLD 4001](#)

Telephone number

[0412 345 678](#)

Other Contact Number

[john@myemail.com.au](mailto:john@myemail.com.au)

See clause 44 of the standard terms

**Item 3:** 3.1 Provider's Agent (See clause 28)

[The Pad Management Pty Ltd](#)

Address for service

[1/290 Boundary Street](#)
[Spring Hill QLD](#)
Postcode **4001**

3.2 Telephone number

[1300 843 723](#)

Facsimile Number

[07 3009 9907](#)

Email address

[info@thepad.com.au](mailto:info@thepad.com.au)
**Item 4:** 4.1 Residents Representative for Notices (See clause 29)

[NIL](#)

Address for service

Postcode

4.2 Telephone number

Facsimile Number

Email address

**Item 5:** Notices may be given to:

5.1 Provider

by email

YES  NO 

by facsimile

YES  NO

5.2 Resident by email YES  NO  by facsimile YES  NO   
 5.3 Providers Agent by email YES  NO  by facsimile YES  NO   
 5.4 Resident's Representative by email YES  NO  by facsimile YES  NO

**Item 6:** 6.1 Rental premises

**Rm 1 / 234 Alphabet St, Spring Hill QLD 4001**

6.2 Inclusions provided Insert inclusions, for example, furniture or other household goods let with the premises. Attach list if necessary.

**See Entry Condition Report – Form R1**

**Item 7:** 7.1 The term of the agreement is

**FIXED term**

Insert "fixed term agreement" or "periodic agreement".

7.2 Starting on **24/07/2010**

7.3 Ending on **19/02/2011**

Fixed term agreements only. For continuation of tenancy, see clause 5 of the standard terms

**Item 8:** Rent

**\$ 200.00**

a week

fortnight

month

See clause 6 (1) of the standard terms

**Item 9:** Breakdown of Rent

Accommodation

**\$ 200.00**

Other services

**NIL**

Food services

**NIL**

(attach a list of necessary)

Personal care services

**NIL**

**Item 10:** Rent must be paid on the

**Monday**

day of each

**Week**

Insert day, see clause 6(2) of the standard terms

Insert week, fortnight or month

**Item 11:** Method of Rent Payment

BANK **Commonwealth Bank Australia** Account Name **The Pad Management Trust Account**  
 BSB **064 155** Account Number **1022 2353** Payment Reference **ALPHA123 (you must use this EVERY time you pay)**  
 Eftpos payment at The Pad office \$2 & most Credit Cards payments 2%. Money Order, Bank Cheque

Insert the way the rent must be paid. See clause 6(3) of the standard terms

**Item 12:** Place of Rent Payment

**1/290 Boundary St, Spring Hill, Any Commonwealth Bank Australia or as per methods above**

Insert where the rent must be paid. See clause 6(4) to 6(6) of the standard terms

**Item 13:** 13.1 Can the rent be increased

YES

NO

13.2 How will the rent increases be calculated?

13.3 When will the rent increases start?

Starting on

See clause (8) of the standard terms

**Item 14:** Rental Bond

**\$ 800.00**

Insert amount. See clause (11) of the standard terms

**Item 15:** Services to be provided by the provider

Insert details of services to be provided (attach list if necessary)

**Electricity, Gas, Water**

**Item 16:** Utility services for which the resident must pay

**NIL**

See clause 13 of the standard terms

**Item 17:** House Rules have been provided to the tenant

YES

NO

Write 'yes' or 'no'. See clause 17 of the standard terms

**Item 18:** 18.1 Number of persons allowed to reside in the room

**1 (one)**

18.2 Number of persons allowed to reside at the rental premises

**1 (one)**

Write 'yes' or 'no'. See clause 17 of the standard terms

**Item 19:** 19.1 Pets approved

**NO**

Write 'yes' or 'no'. See clause 18(1) of the standard terms

19.2 The types and number of pets that may be kept:

Type

Number


See clause 18(2) of the standard terms


Example Lease Docs

## Part 2 Standard Terms

### Division 1 Preliminary

#### 1 Interpretation

In this agreement –

- (a) a reference to *the rental premises* includes a reference to any inclusions for the rental premises stated in this agreement for item 6.2; and
- (b) a reference to a numbered section is a reference to the section in the Act with that number; and
- (c) a reference to a numbered item is a reference to the item with that number in part 1; and
- (d) a reference to a numbered clause is a reference to the clause of this agreement with that number.

#### 2 Terms of a rooming accommodation agreement

- (1) This part states, under the *Residential Tenancies and Rooming Accommodation Act 2008 (the Act)*, section 73, the standard terms of a rooming accommodation agreement.
- (2) The Act also imposes duties on, and gives entitlements to, the provider and resident that are taken to be included as terms of this agreement.
- (3) The house rules for the rental premises are taken to be included as terms of this agreement.
- (4) The provider and resident may agree on other terms of this agreement (*special terms*).
- (5) A duty or entitlement under the Act overrides a standard term or special term if the term is inconsistent with the duty or entitlement.
- (6) A standard term overrides a special term if they are inconsistent.

*Note –*

Some breaches of this agreement may also be an offence under the Act, for example, if –

- the provider or the provider's agent enters the resident's room in contravention of the rules of entry under sections 257 to 262; or
- the resident does not sign and return the condition report to the provider or the provider's agent under section 81.

### Division 2 Period of rooming accommodation agreement

#### 3 Start of rooming accommodation agreement

This agreement starts on the day stated in this agreement for item 7.2.

#### 4 Entry condition report – s 81

- (1) This clause applies only if a rental bond is payable, or has been paid, under this agreement.
- (2) The provider must prepare, in the approved form, sign and give the resident 1 copy of a condition report for the room.
- (3) The copy must be given to the resident on or before the day the resident occupies the room under this agreement.
- (4) The resident must mark the copy of the report to show any parts the resident disagrees with, and sign and return the copy to the provider not later than 3 days after the later of the following days –
  - (a) the day the resident is entitled to occupy the room;
  - (b) the day the resident is given the copy of the condition report.

*Note –*

A well completed condition report can be very important to help the parties if there is a dispute about the condition of the room when the rooming accommodation agreement started.

- (5) After the copy of the condition report is returned to the provider by the resident, the provider must copy the condition report and return it to the resident within 14 days.

#### 5 Continuation of fixed term agreement – s 82

- (1) This clause applies if –
  - (a) under this agreement, rooming accommodation is provided to the resident for a fixed term; and
  - (b) neither the provider nor the resident gives the other party a notice under chapter 5, part 2 ending the agreement or agrees in writing with the other party to end the agreement.
- (2) This agreement continues to apply after the last day of the term, as a periodic agreement, on the same terms on which it applied immediately before the last day of the term, other than the term about the fixed term.

### Division 3 Rent

#### 6 When, how and where rent must be paid – ss 98 and 100

- (1) The resident must pay the rent stated in this agreement for item 8.
- (2) The rent must be paid at the times stated in this agreement for item 10.
- (3) The rent must be paid –
  - (a) in the way stated in this agreement for item 11; or
  - (b) in the way agreed after the signing of this agreement by –
    - i. the provider or resident giving the other party a notice proposing the way; and
    - ii. the other party agreeing to the proposal in writing; or
  - (c) if there is no way stated in this agreement for item 11 or no way agreed after the signing of this agreement – in an approved way under section 98(4).

*Note –*

If the way rent is to be paid is another way agreed on by the provider and resident under section 98(4)(g), the provider or the provider's agent must comply with the obligations under section 99(2).

- (4) The rent must be paid at the place stated in this agreement for item 12.
- (5) However, if, after the signing of this agreement, the provider gives a notice to the resident stating a different place for payment and the place is reasonable, the rent must be paid at the place while the notice is in force.
- (6) If no place is stated in this agreement for item 12 and there is no notice stating a place, the rent must be paid at an appropriate place.

*Examples of an appropriate place –*

- the provider's address for service
- the provider's agent's office.

#### 7 Rent in advance – s 101

The provider may require the resident to pay rent in advance only if the payment is not more than 2 weeks rent.

*Note –*

Under section 101(2), the provider or the provider's agent must not require a payment of rent under this agreement in a period for which rent has already been paid.

#### 8 Rent increases – s 105

- (1) If a provider proposes to increase the rent, the provider must give notice of the proposal to the resident.
- (2) The notice must state –
  - (a) the amount of the increased rent; and
  - (b) the day, not earlier than 4 weeks after the day the notice is given, from which the increased rent is payable.
- (3) Also, if this agreement is for a fixed term, the rent may not be increased before the term ends unless –
  - (a) this agreement states for item 13.1 rent can be increased; and
  - (b) this agreement states for item 13.2 the amount of the increase or how the amount of the increase is to be worked out; and
  - (c) the increase is made in accordance with this agreement.

- (4) The resident is not required to pay the increase unless it is made in accordance with this clause.
- (5) Subclauses (1) to (4) do not apply if the parties amend this agreement to provide for another service to be provided by the provider to the resident and for an increase in the rent in payment of the service.

## 9 Rent decreases for matters including loss of amenity or service – s 106

- (1) This clause applies if –
  - (a) the resident's room or common areas become partly unfit to live in, or their amenity or standard substantially decreases, other than because of intentional or reckless damage caused by the resident or a guest of the resident; or
  - (b) a service provided to the resident under this agreement is no longer available or is withdrawn, or the standard of the service substantially decreases, other than because the resident has not met the resident's obligations under this agreement.
- (2) The rent payable under this agreement decreases by the amount, and from the time, agreed between the provider and the resident.
- (3) If the provider and the resident can not agree on the amount or time for the decrease, either of them may apply to a tribunal for an order decreasing the rent by a stated amount from a stated time.

## 10 Rent decreases because of resident's absence – s 107

- (1) This clause applies if either of the following is not provided to the resident because of the resident's absence –
  - (a) a personal care service;
  - (b) a food service, but only if the resident is absent from the rental premises for a continuous period of more than 2 weeks.
- (2) The provider and the resident may agree to a reduction in rent for the period of the absence.
- (3) If the provider and the resident can not agree on a reduction in rent for the period of the absence, the resident may apply to a tribunal for an order decreasing the rent by a stated amount for the period.

## Division 4 Rental bond

### 11 Rental bond required – ss 111 and 116

- (1) If a rental bond is stated in this agreement for item 14, the resident must pay to the provider or the provider's agent the rental bond amount –
  - (a) if a special term requires the bond to be paid at a stated time – at the stated time; or
  - (b) if a special term requires the bond to be paid by instalments – by instalments; or
  - (c) otherwise – when the resident signs this agreement.

*Note –*

There is a maximum bond that may be required unless your weekly rent is more than \$500. See section 146.

- (2) The provider or the provider's agent must, within 10 days of receiving the bond or a part of the bond, pay it to the authority and give the authority a notice, in the approved form, about the bond.
- (3) The bond is intended to be available to financially protect the provider if the resident breaches this agreement.

*Example –*

The provider may claim against the bond if the resident does not leave the room in the required condition at the end of the rooming accommodation agreement.

*Note –*

For how to apply to the authority or a tribunal for the bond at the end of the rooming accommodation agreement, see sections 125 to 141. Delay in applying may mean that payment is made on another application for payment.

## 12 Increase in bond – s 154

- (1) The resident must increase the rental bond if –
  - (a) the rent increases and the provider gives notice to the resident to increase the bond; and
  - (b) the notice is given at least 11 months after –
    - i. this agreement started; or
    - ii. if the bond has been increased previously by a notice given under this clause – the day stated in the notice, or the last notice, for making the increase.
- (2) The notice must state the increased amount and the day by which the increase must be made.
- (3) For subclause (2), the day must be at least 1 month after the resident is given the notice.

## Division 5 Outgoings

### 13 Charge for utility service – s 170

The resident must pay an amount for utility services supplied to the rental premises during this agreement if –

- (a) the service is stated in this agreement for item 16; and
- (b) the resident's room is individually metered for the utility service by an appliance approved by the supplying entity.

*Note –*

Section 170(2)(b) limits the amount the resident must pay.

## Division 6 Rights and obligations of provider and resident

### 14 Provider's obligations – ss 247 and 249

- (1) The provider has the following obligations –
  - (a) to ensure the provider is not in breach of a law dealing with issues about the health or safety of persons using or entering the resident's room or common areas;
  - (b) to take reasonable steps to ensure the resident –
    - i. always has access to the resident's room and to bathroom and toilet facilities; and
    - ii. has reasonable access to any other common areas;
  - (c) to take reasonable steps to ensure the security of the resident's room and the resident's personal property in the room;
  - (d) to maintain the resident's room and common areas in a way that the room and areas remain fit for the resident to live in;
  - (e) to take reasonable steps to ensure the resident's room and common areas and facilities provided in the room and areas –
    - i. are kept safe and in good repair; and
    - ii. subject to any agreement with the resident about cleaning the resident's room or common areas or facilities – are kept clean;
  - (f) not to unreasonably restrict the resident's guests in visiting the resident;
  - (g) to ensure that the times during which the provider, or an agent of the provider, is available to be contacted by the resident are reasonable, having regard to all the circumstances including the services being provided to the resident under this agreement.
- (2) For subclause (1)(e)(ii), an agreement about cleaning common areas may be made only for a common area used by the resident and a minority of other residents of the provider.

*Example for subclause (2) –*

Four residents have individual rooms opening out onto a living area which is available for use only by those residents. The provider and the 4 residents may agree that the cleaning of the living area is to be done by the 4 residents.

- (3) The provider must take reasonable steps to ensure the resident has quiet enjoyment of the resident's room and common areas.
- (4) The provider or the provider's agent must not interfere with the reasonable peace, comfort or privacy of the resident in using the resident's room and common areas.

## 15 Resident's obligations – s 253

- (1) The resident has the following obligations –
  - (a) to use the resident's room and common areas only or mainly as a place of residence;
  - (b) not to use the resident's room or common areas for an illegal purpose;
  - (c) not to interfere with, and to ensure the resident's guests do not interfere with, the reasonable peace, comfort or privacy of another resident or another resident's appropriate use of the other resident's room or common areas;
  - (d) to pay the rent when it falls due;
  - (e) not to keep an animal on the rental premises without the provider's permission;
  - (f) not to intentionally or recklessly damage or destroy, or allow the resident's guests to intentionally or recklessly damage or destroy, any part of the rental premises or a facility in the rental premises;
  - (g) to keep the resident's room and inclusions clean, having regard to their condition at the start of this agreement;
  - (h) to maintain the resident's room in a condition that does not give rise to a fire or health hazard;

### *Examples of a fire hazard –*

- 1 allowing newspapers to build up in the resident's room
- 2 blocking access to the resident's room.

## 16 House rules – ss 266–276

- (1) The resident must comply with the house rules for the rental premises.
- (2) The provider must give the resident a copy of the house rules for the rental premises before entering into this agreement.
- (3) The provider or the provider's agent for the rental premises must ensure a copy of the house rules for the rental premises is displayed, at all times, at a place in the rental premises where it is likely to be seen by the residents.
- (4) At least 7 days before making any changes to the house rules for the rental premises, the provider must give a notice to the resident stating the following –
  - (a) proposed changes and the day the changes are to take effect;
  - (b) that the resident may object to the changes and how an objection may be made.
- (5) However, if this agreement starts less than 7 days before the proposed changes are to take effect, the provider need only give the notice mentioned in subclause (4) when this agreement starts.

## 17 Number of occupants allowed

- (1) No more than the number of persons stated in this agreement for item 18.1 may reside in the room.
- (2) No more than the number of persons stated in this agreement for item 18.2 may reside at the rental premises.
- (3) However, more people may reside in the room or at the rental premises if the resident and the provider agree.

## 18 Pets

- (1) The resident may keep pets on the rental premises only if this agreement states for item 19.1 that pets are approved.
- (2) If this agreement states for item 19.1 that pets are approved and this agreement states for item 19.2 that only –
  - (a) a particular type of pet may be kept, only that type may be kept; or
  - (b) a particular number of pets may be kept, only that number may be kept; or
  - (c) a particular number of a particular type of pet may be kept, only that number of that type may be kept.

## 19 Supply of locks and keys – s 250

- (1) The provider must supply and maintain all locks necessary to ensure the resident's room is reasonably secure.
- (2) The provider must give the resident a key for each lock that secures an entry to the following –
  - (a) the resident's room;
  - (b) a building or building within which the resident's room and common areas are situated.
- (3) The resident must not make a copy of the key without the provider's permission.
- (4) The resident must not tamper with a door lock in the rental premises.

## 20 Changing locks – s 251

- (1) The resident may request the provider to change or repair a lock that secures entry to the resident's room if the resident reasonably believes there is the likelihood of –
  - (a) risk to the resident's safety; or
  - (b) theft of, or damage to, the resident's belongings.
- (2) The provider must not act unreasonably in failing to agree to change or repair the lock.

## 21 Fixtures or structural changes – ss 254–256

- (1) The resident may attach a fixture, or make a structural change, to the rental premises only if the provider agrees to the fixture's attachment or the structural change.

### *Note –*

Fixtures are generally items permanently attached to land or to a building that are intended to become part of the land or building. An attachment may include, for example, something glued, nailed or screwed to a wall.

- (2) The provider's agreement must be written, describe the nature of the fixture or change and include any terms of this agreement.

### *Examples of terms –*

- that the resident may remove the fixture
  - that the resident must repair damage caused when removing the fixture
  - that the provider must pay for the fixture if the resident can not remove it
- (3) If the provider does agree, the resident must comply with the terms of the provider's agreement.
  - (4) The provider must not act unreasonably in failing to agree.
  - (5) If the resident attaches a fixture, or makes a structural change, to the rental premises without the provider's agreement, the provider may –
    - (a) take action for a breach of a term of this agreement; or
    - (b) waive the breach (that is, not take action for the breach) and treat the fixture or change as an improvement to the rental premises for the provider's benefit (that is, treat it as belonging to the provider, without having to pay the resident for it).

## 22 Provider's right to enter resident's room – ss 257-262

The provider or the provider's agent may enter the resident's room during this agreement only if the obligations under sections 257 to 262 have been complied with.

## Division 7 When agreement ends

### 23 Ending of agreement – s 366

- (1) This agreement ends only if –
  - (a) the resident and the provider agree in writing; or
  - (b) the provider gives a notice to leave the rental premises to the resident by a stated day and the resident leaves the rental premises; or
  - (c) the provider or resident gives a notice to the other party terminating this agreement on a stated day; or
  - (d) a tribunal makes an order terminating this agreement; or

- (e) the resident abandons the resident's room; or

*Note –*

See section 509 for indications that a resident has abandoned their room.

- (f) after receiving a notice from a mortgagee under section 384, the resident vacates, or is removed from, the rental premises.

- (2) Also, if a sole resident dies, this agreement terminates in accordance with section 366(7) or (8).

## 24 Condition room must be left in – s 253(i)

At the end of this agreement, the resident must leave the resident's room and inclusions, as far as possible, in the same condition they were in at the start of this agreement, fair wear and tear excepted.

*Examples of what may be fair wear and tear –*

- wear that happens during normal use
- changes that happen with ageing

## 25 Keys

At the end of this agreement, the resident must return to the provider all keys for the resident's room and the rental premises.

## 26 Goods or money left behind in rental premises – ss 392 and 393

- (1) The resident must take all of the resident's belongings from the rental premises at the end of this agreement.
- (2) The provider must not treat belongings left behind as the provider's own property, but must deal with them under sections 392 and 393.

## Division 9 Miscellaneous

### 27 Supply of goods and services – s 176

- (1) The provider or the provider's agent must not require the resident to buy goods or services from the provider or a person nominated by the provider or agent.
- (2) Subclause (1) does not apply to a requirement about a food service, personal care service or utility service.
- Note –*  
See section 176 for what is a utility service and schedule 2 of the Act for what is a food service and a personal care service.

### 28 Provider's agent

- (1) The name and address for service of the provider's agent is stated in this agreement for item 3.
- (2) Unless a special term provides otherwise, the agent may –
- stand in the provider's place in any application to a tribunal by the provider or the resident; or
  - do any thing else the provider may do, or is required to do, under this agreement.

### 29 Notices

- (1) A notice under this agreement must be written and, if there is an approved form for the notice, in the approved form.

- (2) A notice from the resident to the provider may be given to the provider's agent.
- (3) A notice may be given to a party to this agreement, the provider's agent or a representative –
- by giving it to the party, agent or representative personally; or
  - if an address for service for the party, agent or representative is stated in this agreement for item 1, 2, 3 or 4 – by leaving it at the address, sending it by prepaid post as a letter to the address; or
  - if a facsimile number for the party, agent or representative is stated in this agreement for item 1, 2, 3 or 4 and item 5 indicates that a notice may be given by facsimile – by sending it by facsimile to the facsimile number in accordance with the *Electronic Transactions (Queensland) Act 2001*; or
  - if an email address for the party, agent or representative is stated in this agreement for item 1, 2, 3 or 4 and item 5 indicates that a notice may be given by email – by sending it electronically to the email address in accordance with the *Electronic Transactions (Queensland) Act 2001*.
- (4) A party, the provider's agent or a representative may withdraw his or her consent to notices being given to them by facsimile or email only by giving notice to each other party that notices are no longer to be given to the party, agent or representative by facsimile or email.
- (5) If no address for service is stated in this agreement for item 2 for the resident, the resident's address for service is taken to be the address of the rental premises.
- (6) A party, the provider's agent or a representative may change his or her address for service, facsimile number or email address only by giving notice to each other party of a new address for service, facsimile number or email address.
- (7) On the giving of a notice of a new address for service, facsimile number or email address for a party, the provider's agent or a representative, the address for service, facsimile number or email address stated in the notice is taken to be the party's, agent's or representative's address for service, facsimile number or email address stated in this agreement for item 1, 2, 3 or 4.
- (8) Unless the contrary is proved –
- a notice left at an address for service is taken to have been received by the party to whom the address relates when the notice was left at the address; and
  - a notice sent by post is taken to have been received by the person to whom it was addressed when it would have been delivered in the ordinary course of post; and
  - a notice sent by facsimile is taken to have been received at the place where the facsimile was sent when the sender's facsimile machine produces a transmission report indicating all pages of the notice have been successfully sent; and
  - a notice sent by email is taken to have been received by the recipient when the email enters the recipient's email server.
- (9) In this clause –  
*representative* means a person acting for the resident under section 525(1)(c).

**Part 3 - Special Terms**

Insert any special terms here. See Clause 2(3) to 2(5).

- See attached Part 3 - Special Terms

~~\_\_\_\_\_~~

**Signed by the provider/provider's agent**

Name of provider/provider's agent

**The Pad Management Pty Ltd**

Signature of provider/provider's agent

\_\_\_\_\_

on the

**24/07/2010**

in the presence of (witness)

\_\_\_\_\_

**Signed by the resident/s**

Name of resident/s

**John Smith**

Signature of resident/s

Indicate of acting on authority under the *Guardianship and Administration Act 2000* or *Power of Attorney Act 1998*

\_\_\_\_\_

on the

**24/07/2010**

in the presence of (witness)

\_\_\_\_\_

Example Lease Docs



## PART 3 – SPECIAL TERMS

**Resident/s:** John Smith

**Property:** Rm 01/61 Aberleigh Road Herston



### INSPECTION & PREMISES ACCESS

The Provider will undertake quarterly (every 12 weeks) inspections of the premises. You will be given minimum 7 (seven) days notice with a Form 9 – Entry Notice for these inspections. Please NOTE: Do not wait until inspections to advise the office of repairs and maintenance. You are required to advise of all repairs and maintenance items as soon as you become aware of them. As most Landlords do not attend the inspections The Pad may take photos of your property at these inspections in order to keep the owners informed. All common areas may be accessed by the Provider at any time and are generally inspected on a fortnightly basis.



### REPAIRS & MAINTENANCE

All areas requiring maintenance are to be reported to The Pad Management via the maintenance request form provided on thepad.com.au website. To ensure the maintenance request is promptly dealt with, residents are to provide as much information as possible. The Pad Management & the property owner will not be held liable or be required to provide compensation to residents in cases where the maintenance required is a direct result of residents intentionally or accidentally causing damage to the property, its furnishings or appliances. Verbal maintenance requests WILL NOT BE ACCEPTED.

If you have an **emergency situation** out of the office hours, your process is:

1. Contact the Office FIRST – 1300 843 723
2. Contact The Pad Management Pty Ltd Emergency Mobile – 0428 940 201
3. If you cannot reach The Pad you can call:  
**Neil T Fallon (Electrical & Plumbing) – 3846 3666 (diverts to a mobile)**
4. If you cannot get a hold of the emergency number, contact any other qualified professional that you know or use the yellow pages.

Electrical emergencies can include an electrical fault/loss of power. It is important when losing power, to make sure that one of your appliances has not caused a problem or check there is not a **blackout** in your area contact Energex on 13 62 62

Emergency Repairs include:

- A burst water service
- A gas leak
- A blocked or broken lavatory (toilet) system
- A dangerous electrical fault
- A serious roof leak
- Flooding or serious floor damage
- A failure or breakdown of the gas, electrical or water supply to the premises
- A failure/breakdown of an essential service/appliance for hot water, cooking.
- A fault or damage that makes premises unsafe or insecure
- A serious fault in a staircase, lift or other common area for the premises that unduly inconveniences a resident in gaining access to, or using, the premises.

**If you arrange repairs AFTER HOURS that are not emergency you may have to pay the bill. All other non - emergency repairs must be reported to THE PAD MANAGEMENT at the earliest time.**



### PERSONAL INSURANCE

You as the tenant acknowledge it is your own responsibility to take out contents insurance on your own personal belongings



### BED LINEN

The mattress protector is to be correctly fitted to the bed(s) at ALL TIMES. If the mattress is damaged as a result of the mattress protector not being on the bed, the resident may be charged to replace the whole mattress. Where bed linen (e.g. sheets, doona, doona cover, pillow, pillow case) is provided, the resident is responsible to ensure the bed linen is to be kept clean and in the original condition at entry. At or before the entry to the premises the resident is to pay a \$75 security deposit which will be refunded if the resident returns the bed linen at exit inspection washed, clean & in the same condition it was provided at entry.



### PAYMENT INSTRUCTION

Rental is required to be paid every 2 (two) weeks in advance by way of direct deposit into the following account.

Account name: The Pad Management Pty Ltd

REFERENCE: [ALPHA123](#)

BSB: 064-155

Account Number: 10222353

Bank: Commonwealth Bank

For International Students:- Swift Code: CTBAAU2S

Please ensure that you enter your room number, premises street number and your family name (surname) in the description field when you deposit your rental amount.

The Pad has a ZERO TOLERANCE on Rental ARREARS.

**3 days in Arrears  
= Breach Notice**



**9 days in Arrears  
= Eviction Notice**



**15 days in Arrears  
= Locks Changed**


On the 3<sup>rd</sup> day your rent is late you will be issued with a Form R11 – Notice to Remedy Breach for Rent Arrears, this allows you 4 (four) days to pay all outstanding rent. The morning after this breach expires you will be issued with a Form R12 – Notice to Leave giving you 4 (four) days to vacate the premises. If rent is not paid by 4.30PM on the day that breach expires we will attend the property with a Locksmith to change your locks & ALL personal items will be removed from your room. The Pad Management will not be held responsible for your personal belongings. We will also lodge Tribunal Documents for compensation with the Small Claims Tribunal. If there are outstanding costs including unpaid rent you will be listed on TICA, an International Tenancy Default Database (blacklisted)





### END OF TENANCY


Even though your lease has a Lease End date, by law you are required to give a minimum of 7 days notice that you will be vacating the premises. Your notice will ONLY be accepted if lodged on a FORM R13 – Notice of Intention to Vacate. NB – 2 (two) days notice is required for notices being mailed and faxes and emails will not count until the following FIRST BUSINESS MORNING after they are received.


- A) The Pad Management Pty Ltd will contact the resident **two calendar months** prior to the end date of the Tenancy Agreement to ascertain if the resident wishes to renew the lease. The resident is required to advise in writing **6 weeks** before the end of the lease what their intentions are. The end date cannot be earlier than the expiry date detailed on the Tenancy Agreement. Those wishing to leave must complete Form R13 'Resident Leaving Form'.
- B) At the end of the tenancy, the resident must complete all tasks detailed in the Exit Inspection Checklist prior to the Exit Inspection; and report any breakages and required repairs to the Provider. **Residents who do not clean their room / steam or water clean the carpets (where applicable) will be charged \$100 PER CLEAN for The Pad Management to co-ordinate a professional cleaner to complete the task.**
- C) All persons listed on the Rooming accommodation agreement (Form R18) are to be present at the Exit Inspection which will take place at the rental premises at a time determined by The Pad. All matters detailed on the Exit Inspection Checklist will be checked and if completed satisfactorily the Refund of Rental Bond Form (R4) will be completed. Failure to have all signatures on the Refund of Rental Bond form may result in delays of up to 3 weeks for monies to be received.
- D) Rent must continue to be paid up to and including the day your keys are received by The Pad. It is your responsibility to ensure your keys are either handed to a staff member or delivered to the office.


 **ABSENCE** Residents who will be away from their room are to ensure prior to leaving that their rent is paid for the period of absence. Rent remains at the amount detailed on the lease agreement during periods of absence. Nobody is permitted to stay in the room whilst the resident is absent without prior written approval given by The Pad.


 **SERIOUS BREACH** A provider/agent may give a resident a *Notice to Leave* (Form R12) requiring the resident to leave the premises immediately if they believe the resident has committed a serious breach of the agreement. This could occur if the resident has used their room or common rooms for an illegal purpose, or the resident, or their guest, has destroyed or seriously damaged a part of the premises, endangered another person within the premises, or significantly interfered with the reasonable peace, comfort or privacy of another resident. If the resident is asked to leave due to a serious breach, under section 173 of the Residential Tenancies and Rooming Accommodation Act 2008, the resident is liable to pay all or part of the rent remaining payable under the agreement; or increased rent; or an amount as a penalty/an amount as liquidated damages.

 **BOND CLAIMS/REFUNDS** In order to process your Bond refund, your rent must be paid up in full until the last day of your lease AND your keys MUST have been returned to the office. You are understood to still have complete control of the premises and technically still occupy the property until the moment your keys are RECEIVED in the office. We will endeavour to meet you onsite and conduct your exit inspection with you. Should we be unable your property will be inspected within 72 hours after your keys are returned and a vacate inspection will be completed (in conjunction with a vacate checklist we will provide you with to remind you of what to clean/do). Remember the property must be returned to us the way it was given to you on the day of occupation of the property.

 **LOOKING AFTER YOUR ROOM** As a tenant, you are responsible to maintain the property in a good, clean, tidy and hygienic condition at ALL times. This includes all internal and external areas of the property, including the garden and lawn. If your property is inspected and you are not complying with your responsibilities you may be issued with a Notice to Remedy Breach. Un-remedied breaches can lead to the tenant being asked to vacate the premises. Respect your home as if it is your own.

 **INTERNET USAGE** The internet usage is provided for studying purposes only. Any private recreational use such as downloading of music, videos or videoconferencing is not permitted. Internet access is for residents only – residents are not permitted to provide internet access to anyone who is not a resident. Residents are not to touch or tamper with the Internet hardware. If there is a problem with the internet, residents are to contact The Pad Management staff. Residents who tamper with internet hardware may be held financially responsible for the costs of reconfiguring hardware. The Pad Management Pty Ltd and the property owner will not be held liable for any illegal use of this service or be required to provide compensation to residents in cases where the internet supplied performs below expectations due to excess data usage, residents tampering with hardware, or residents breaching the internet usage permissions.

 **SMOKE/FIRE ALARMS** It is important to note AT NO TIME EVER can you remove or relocate or do anything to interfere with the alarms warning sound. AT NO TIME can you remove the batteries unless replacing them. Any report from contractors entering the property advising of any tampering with a Smoke Alarm will result in an instant breach by you if you are found to have contributed to the issue

 **OFFICE HOURS** - Monday to Friday - 8:30am to 5pm and Saturday - 9 am to 12 noon.  
Office Phone Number: **1300 THE PAD (1300 843 723)**

After Hours/Emergency Mobile: **0428 940 201**

Office Address: 1/290 Boundary Street, Spring Hill Qld 4000



### OFFICE CLOSURE

The Pad Management office will observe a reduced period of activity from Good Friday to Easter Monday and from the Saturday prior to Christmas Day through to the second Sunday in the New Year. Residents will not be able to start or end leases during these periods of time.



### COMMUNICATION

Residents are responsible to advise The Pad Management if their contact details (*mobile phone or email address*) change during the tenancy period. Residents are to ensure they are contactable and should The Pad Management staff attempt to contact residents and not be able to communicate with residents, residents are ensure they contact The Pad Management staff as soon as possible. Please be advised that SMS or TEXT MESSAGES are **not** an acceptable form of communication from Resident to The Pad Management Pty Ltd.

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**Tenants:** John Smith      **Property:** Rm 01/61 Aberleigh Road Herston      **Date:** 24/07/2010



### BREAKING THE LEASE

Signing your lease is a legally binding document locking you into this contract until the lease end date documented on your Form R18 Rooming Accommodation Agreement. Should you need to vacate earlier, you break lease procedure is:

1. Residents intending to break their lease are to complete and hand deliver Forms R13 'Resident Leaving Form' and 'Notice To Break Tenancy' to the office of The Pad Management Pty Ltd.
2. **You will be responsible for rent until the Tenancy 'end date' (expiry date) OR until a suitable replacement resident is found by either the resident or Provider and approved by the Provider;**
3. \$100 realestate.com fee for internet marketing (property will not be listed until paid). Any Newspaper adverts to be paid for by tenant, in advance.
4. Tenants must make the property and themselves available to show prospective tenants at reasonable times and when the Agent cannot.
5. Normal vacating procedure to occur in accordance with the Vacate checklist
6. Upon exit the resident will be responsible to pay an administration fee which is equivalent to **2 (TWO) weeks rent + GST** to cover the costs of re-letting the property (**BREAK LEASE FEE**)
7. Final Exit Inspection will be conducted at a time determined by The Pad Management Pty Ltd
8. The Bond Refund form will be completed once a suitable replacement resident has moved in and all expenses relating to the early termination have been accounted for.

**NOTE: Bond will not be refunded until: ALL Rent is paid, Keys are returned, Break lease FEE is paid and the property has been left in the same condition as per Entry Condition Report.**

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**Tenants:** John Smith      **Property:** Rm 01/61 Aberleigh Road Herston      **Date:** 24/07/2010



# HOUSE RULES – THE PAD MANAGEMENT

**Property:** Rm 01/61 Aberleigh Road Herston



## **RESIDENTS' BEHAVIOUR - Residents must not interfere with the reasonable peace, comfort and privacy of other residents.**

- Storage and drinking of alcohol is not permitted at any time in or on the premises (*building plus the land occupied by the building*).
- Smoking is not permitted within 5 metres of the premises (building). If the Agent tenants has smoked in their room you be requested to steam clean curtains, furniture etc.
- There are to be no parties held on the premises.
- At all times residents must maintain a reasonable standard of dress in consideration of other residents.
- Theft and illegal substances will not be tolerated and offenders will be reported to the police.
- Drunk/Disorderly behaviour is unacceptable. Violence or aggression towards other residents will not be tolerated. Offenders will be removed from the premises immediately and their tenancy terminated without notice. Disputes must be reported to The Pad Management Pty Ltd, who will attempt resolutions between all residents involved before passing it on to the relevant authorities.
- Any suggestion of racial, religious or sexual denigration or harassment will result in immediate termination of tenancy. All residents residing in the premises are to be treated with respect and consideration at all times.
- Residents are not permitted to place notes for public display. Any issues which need to be resolved are to be dealt with in a civil adult manner by speaking. As a last resort, The Pad Management is to be contacted to resolve any issues which are a result of house rules breaches.
- Personal items such as suitcases, shoes, boxes, etc. are not to be left in the common areas. The Pad Management take no responsibility for loss of items.
- Residents must keep their Audio Devices at an acceptable noise level as not to disturb other residents or create noise pollution.



## **MAINTENANCE OF ROOMS - Residents must maintain their rooms –**

- In a way that does not interfere with the reasonable comfort of other residents,
- In a condition that does not give rise to a fire or health hazard.
- Residents are not permitted to cook in their rooms & must not leave uncleaned crockery, cutlery or rubbish in their rooms. All used crockery/cutlery must be cleaned & put away immediately & any rubbish must be removed & placed in the bins provided.
- Damage or destruction of any part of the room or a facility in the room which occurs as a result of a resident's wilful, negligent or reckless conduct are to complete repairs at their own expense & within reasonable time and may result in the tenant being issued with a Notice to Remedy Breach. This includes marking, painting, driving nails/screws into walls, breaking windows & any other act which may damage deface, or break any part of the premises /contents.
- Residents are not permitted to affix any items to the walls which includes, blu tak, sticky tape, picture hooks or similar. If paintwork is damaged residents will be charged to repair it.
- Residents who have carpet in their bedroom will be required to have the carpet professionally steam cleaned upon vacating and provide a receipt. **Failure to do this will result in The Pad Management staff having to coordinate this at a fee of \$100.**




## **COMMON AREAS - All residents must leave all common areas neat, clean and tidy after using them.**


- All kitchen appliances and benches are to be cleaned after use. Cooking utensils, cutlery and crockery must be washed, dried and replaced in cupboards.
- Common areas in these premises include the lounge, kitchen, dining room, toilets and bathrooms, hallway, decks and yard.
- Failure to maintain clean and tidy common areas will result in professional cleaners being engaged at a cost to all residents.
- Residents of the premises are responsible jointly and severally for any damage which occurs in the common areas of the premises. All residents are responsible for the costs associated with any repairs to damage in the common areas of the premises or until the resident responsible for the damage is identified.
- Any personal items left in the common areas will be thrown away by the cleaners.



## **GUESTS - Guests are to vacate the premises by 10:00PM. Please note that Guests are not covered under the owners Public Liability insurance whilst attending the premises.**

- Visitation by guests should be kept to a minimum and preferably be conducted in the outdoor areas provided.
- Residents are to submit a request in writing seeking permission for guests to sleep over at a fee of \$20.00 per night. Any guests sleeping at the premises without the permission of The Pad Management will incur a penalty equivalent to one week's rent.
- Residents must ensure their guests abide by the house rules of the premises and that they do not interfere with the reasonable peace, comfort or privacy of other residents.
- Guests are prohibited from entering the rooms of residents other than their host.
- Residents are responsible for the conduct of their guests including payment for any damage or breakage that may occur.
- Guests must park their cars off the premises and not interfere with the resident's use of the premises.


 **APPROVED HEATING APPLIANCES** - Due to fire safety and energy efficiency residents are not permitted to use fan or bar/element heaters. The approved heating device is an oil filled column heater. Residents are to obtain approval in writing from The Pad Management staff before purchasing or using a heating appliance in the premises.

 **ELECTRICITY USAGE** - To avoid excessive and unnecessary electricity costs, all residents are to ensure that all lights and electrical appliances not being used (e.g. fan, air conditioner, radio, television, computer, etc.) are switched off when not in use or before leaving the premises. Residents are required to request in writing permission to use electrical appliances that are not provided at the premises. **All premises and rooms with air-conditioning are to be set at 24 degrees and not to be left on when not at the property.**

 **ANIMALS** - No animals/pets are to be kept at the rental premises AT ANY TIME!

 **FIRE SAFETY – All rooms are inspected on monthly basis**

- On arrival, all residents will be provided with a fire safety briefing. The fire safety equipment is connected to an alarm. If an alarm goes off the Fire Brigade will respond to this alarm and send a vehicle to the premises at a fee of \$1,000.00. If residents are smoking inside the house and the Fire Brigade attend the premises, residents will be charged for this callout fee of \$1,000.00
- SMOKING, CANDLES, OIL BURNERS, INCENSE BURNERS & NAKED FLAMES and other similar items are PROHIBITED AT ALL TIMES.
- Residents are not to tamper with the Fire Safety Equipment. Should the smoke alarms sound without reason, residents are to contact The Pad Management immediately.

 **LAUNDRY FACILITIES** - A share laundry has been provided for use by residents. All residents are entitled to use the laundry.

- Residents are required to provide their own laundry detergent/powder & any other laundry product they wish to use.
- Residents must not leave items in the washing machine after the cycle is finished.
- Residents must only hang items of clothing and linen on the clothesline provided. All items are to be removed from the clothesline once dry to allow use by others.
- Residents are not to store their personal items in the laundry area.

 **DOOR LOCKS AND KEYS**

- Residents are provided with one copy of a key to their room door.
- Residents must not tamper with, or change, a door lock in the premises without written permission of The Pad
- Residents must not make copies of keys without permission being first obtained from management.
- All exterior doors must be kept locked and closed at all times
- Residents who lose their keys will be charged:
  - A \$15 per key replacement charge, to be paid in full in cash before keys will be handed out.
  - Any registered or restricted keys will need to be ordered in and carry a \$50 replacement fee.
  - If you lock yourself out during office hours you can collect and use the office set for a \$50 cash deposit. Keys MUST be returned the same day and the deposit will be refunded.
  - Should you require a staff member to attend to assist you, this incurs a \$50.00 attendance fee (with a staff member attending when and if only they are able to).
  - If you lock yourself out **before 8.30AM Monday to Saturday and after 5.00PM Monday to Friday or 12(noon) Saturday/Sundays/PUBLIC HOLIDAYS** there is a \$100 emergency call out. If The Pad Management staff are unable to attend, residents are to contact a locksmith to gain access to the premises at their own expense.

NB – All fees to be paid in cash prior to unlock, if you do not have payment, a staff member WILL NOT ATTEND. \*There is no legal requirement for The Pad Management to carry spare keys to your property and we do not carry extra set for all our properties. Organising entry is always your own responsibility.

 **WATER USAGE**

Australia is in a state of drought. Residents must ensure that all taps and showers are turned off completely and not left dripping. Toilets have a dual flush function – a half flush instead of a full flush will save 9 litres of water each time it is used. If there are any dripping or leaking taps please report them to The Pad Management as a matter of urgency.

 **WHEELIE BIN (GARBAGE COLLECTION)**

All residents of the premises are responsible for the placement and return of the wheelie bins on the designated collection days. Please ensure this task is shared amongst all residents of the premises. Signs are placed within the premises detailing what needs to be done and when the bin collection day is. Please ensure the Bin lid remains fully closed at all times.

**A breach of any of the above will result in the issuing of a Notice to Remedy Breach (RTA Form R11). Non Remedy or multiple issue of Notice to Remedy of the same breach will result in the Resident receiving a Notice to Leave**



# RENT PAYMENT SCHEDULE

**Resident/s:** John Smith

**Property:** Rm 01/61 Aberleigh Road Herston

**Lease Start: 24/07/2010**

Payment #	1	07-Aug-10
	2	21-Aug-10
	3	04-Sep-10
	4	18-Sep-10
	5	02-Oct-10
	6	16-Oct-10
	7	30-Oct-10
	8	13-Nov-10
	9	27-Nov-10
	10	11-Dec-10
	11	25-Dec-10
	12	08-Jan-11
	13	22-Jan-11
	14	05-Feb-11
	15	19-Feb-11
	16	05-Mar-11
	17	19-Mar-11
	18	02-Apr-11
	19	16-Apr-11
	20	30-Apr-11
	21	14-May-11
	22	28-May-11
	23	11-Jun-11
	24	25-Jun-11



# KEYS RECEIVED REGISTER

**Resident/s:** John Smith

**Property:** Rm 01/61 Aberleigh Road Herston

**Key/s:** ( )

Example Lease Docs

**Resident/s Sign:** \_\_\_\_\_

**Date:** 24/07/2010

**Agent Sign:** \_\_\_\_\_

**Agent:** *The Pad Management Pty Ltd*

**Date:** 24/07/2010



# TENANCY ENTRY CHECKLIST

**Resident/s:** John Smith

**Property:** Rm 01/61 Aberleigh Road Herston

Activity	<input checked="" type="checkbox"/> <u>Initial</u>
Form R2 - Bond Lodgement read then completed	<input type="checkbox"/> _____
Monies received by Agent: \$..... How:.....	<input type="checkbox"/> _____
Copy of Form R2 – Bond Lodgement Received	<input type="checkbox"/> _____
Form R18 Rooming Accommodation Agreement explained	<input type="checkbox"/> _____
Tenant(s) left to read lease thoroughly alone:	<input type="checkbox"/> _____
Any questions regarding lease answered	<input type="checkbox"/> _____
Form R18 Rooming Accommodation Agreement signed by both parties	<input type="checkbox"/> _____
Copy of Form R18 Rooming Accommodation Agreement received	<input type="checkbox"/> _____
Form R1- Condition Report received	<input type="checkbox"/> _____
Explained Form R1 to be returned in 3 days	<input type="checkbox"/> _____
Fire Evacuation Training Understood & Completed	<input type="checkbox"/> _____
RTA Share Accommodation Blue Book	<input type="checkbox"/> _____
Rent Payment Schedule Received      Tenant Reference: <u>ALPHA123</u>	<input type="checkbox"/> _____
Photocopy of Keys Signed for & Received	<input type="checkbox"/> _____
House Rules Read, Signed and Copy received	<input type="checkbox"/> _____
Part 3 - Special Terms Signed & Copy Received	<input type="checkbox"/> _____
Copy of Tenancy Entry Checklist received	<input type="checkbox"/> _____
New Mattress Protector Received	<input type="checkbox"/> _____
How to Lodge Maintenance Request explained	<input type="checkbox"/> _____
Internet Code / Information Received	<input type="checkbox"/> _____

I/We, _____ agree that the above processes have occurred	<input type="checkbox"/> _____
I have received all mentioned documents, photocopies and keys	<input type="checkbox"/> _____
I have fully understood all the proceedings of this meeting and all my questions and enquiries have been answered	<input type="checkbox"/> _____
I have signed and or initialled all documents of my own free will.	<input type="checkbox"/> _____

\_\_\_\_\_ **Resident/s:** John Smith    Date: 24/07/2010

Wednesday, May 19, 2010








John Smith  
Rm 1 / 234 Alphabet St,  
Spring Hill, QLD 4001

**RE:** New Tenant  
**PROPERTY:** Rm 01/61 Aberleigh Road Herston

Dear John,

**Congratulations** again on approval of your rental application for your new home. We hope that your move went easily and you are settling in well and enjoying your new home.

Some important details to retain for your records are:

 **Tenants:** John Smith  
 **Lease Start:** 24/07/2010  
 **Lease End:** 19/02/2011  
 **Rent P/W:** \$ 200.00  
 **Bond Paid:** \$ 800.00  
 **Paid to:** 24/07/2010  
 **Lease Term:** 6 (SIX) months

We look forward to a smooth and effortless tenancy with you. Please find attached your copy of the Entry Condition Report. If you have any queries, as always, please don't hesitate to contact our office at any time.

Regards,

**Fabby**

Fabby@thepad.com.au

