

- 🏠 **Securing your Tenancy** - Once your application has been approved you will be required to sign your Tenancy Agreement and transfer the first two week's rent in advance. Prior to your start date you will be required to transfer the full bond (4 x week's rent)
- 🏠 **Utility Connection** - Whether it be power, gas, internet or removalist services you require I can take care of this for you and arrange connection so that it is ready for the start date of your Tenancy
- 🏠 **Entry Condition Report** - On key hand-over you will be given a copy of the Entry Condition Report. It is advisable to spend some time and go through the property prior to moving your belongings in and check and confirm the details on the report. Any further comments can be added to the report, you have 3 x days to return the completed report to the office.
- 🏠 **Occupancy** - Only the tenants listed & approved on the Tenancy Agreement can reside at the property permanently.
- 🏠 **Pets** - Unless a pet has been specifically approved via a Pet Application, pets will not be allowed at the property.
- 🏠 **Insurance** - You are required to arrange your own contents insurance at the property, the lessor's property insurance does not cover your contents or personal belongings.
- 🏠 **Rent Payment** - Please ensure that you arrange a direct deposit or electronic transfer ensuring your rent is in advance at all times and is receipted on or before the due date
- 🏠 **Maintenance Requests**- Please report any matters requiring repairs immediately to avoid the risk of injury or further damage to the property either via the Maintenance Request form or contact the office direct.
- 🏠 **Emergency Repairs**- Available 24 hrs. 7 x days a week incl. public holidays. You deserve a proactive responsive service when it comes to urgent issues.
- 🏠 **Lawn & Garden Maintenance**- If your Tenancy Agreement states that you are responsible for the Lawn & Garden maintenance at the property you are required to regularly water, weed, trim and mow the lawns & gardens at the property and remove any waste incl. palm fronds away from the property.
- 🏠 **Routine Inspections** - Will be carried out every 3-4 x months accordingly, you will be advised in writing along with an Entry Notice 7 x days in advance. General images of both inside & outside of the property will be taken at the inspection and kept on file. NOTE- It is expected that any large dogs will be restrained during the inspection
- 🏠 **Tips to keep the property in good order**- Clean the shower/bath regularly to prevent scum & mould build-up, clean hot-plates & grill after each use and clean the oven every 2-3 months. Keep ahead of the accumulated dirt & dust in the window & door tracks & on the ceiling fan blades, any minor marks on the blinds & curtains can be spot cleaned with soap & water.

- 🏠 **Breaking a fixed term Tenancy Agreement-** If circumstances occur and you need to break your Tenancy Agreement the following conditions apply-
 - The tenant/tenants will be responsible for a break lease fee which is 1 x week's rent + GST (10%) payable to the agent and they are to pay rent until a suitable tenant has been found for the property.
 - The tenant/tenants will be responsible for the advertising costs incurred in re-letting the property.
- 🏠 **Vacating the Property** - Tenants must complete and email through a Form 13- "Intention to Leave" form if they intend to vacate the property. 2 x weeks' written notice is required. A cleaning Checklist will be provided to you to assist with your cleaning, please refer to your Entry Condition Report and return the property in the same condition as Entry, fair wear & tear will be taken into consideration. A professional carpet cleaning receipt and flea treatment receipt (if pets are applicable) is to be provided on vacate. When completed please contact the office to arrange key collection

