

Renting is under the Residential Tenancies Authority RTA. This government approved lease binds both parties to certain rights and responsibilities and is required to be signed prior to entry.

**Reservations:** Once we have agreed by email or fax on the term and date and can confirm an apartment for you. Making sure you have read and understand all details on the website and agreed to them. You then need to download an application and email me your details. An example of the lease (General Tenancy Agreement) we use along with the Bond Lodgement Form. You then need to pay your bond (4 weeks rent) and 2 weeks rent this can be done by credit card preferably or by bank transfer. This will then secure you the apartment and confirmation will be emailed to you via a receipt/booking number.

Electricity, telephone and internet are in addition to rent.

For fully furnished apartments and for hygiene reasons we provide sets consisting of

1. mattress protector
2. pillows
3. toilet brush

The items are new except for the bedspreads which are either new or have been drycleaned. (See special terms)

## **Cancellation**

Once we receive written notification from you, your allocated apartment will be put back on the market for rent. An administration fee of 1 week rent + gst is non refundable regardless of your reasons for the cancellation. Once a replacement tenant has been secured and their bond and 2 weeks rent have been received we will calculate the administration fee +gst and any loss of income by the owner and advise the amount being refunded to you. PLEASE NOTE any advance rent that has already been disbursed to the owner is unrecoverable.

## **Vacating**

1. Form 14 A (The Exit Condition Report) is to be complete by the tenant and handed to management.
2. All rent money is to be paid up to the end of the lease contract.
3. All keys are to be returned to the office before the last day of your lease.
4. Please allow 1 full day for the professional cleaning and carpet cleaning of your apartment. It is recommended that you use cleaners we recommend this makes things go more smoothly and therefore they are familiar with our standard of cleaning. However you may engage your own cleaners but will then need to supply us with paid invoices from these Professional Cleaners and Carpet cleaners. (see a list of requirements for cleaning)
5. Remember all light globes must be working .
6. All remotes must be left in working order.

7. The cost of repairs to any damage to the apartment will be deducted from your bond. (see a list of charges)
8. All bond refunds will only be paid into your bank account or sent to your address overseas.

### **Bond Refunds**

Bonds will not be refunded until the apartment is vacated and all property removed and inspection finalised. Regulations allow us three days to complete this task. We will need to be satisfied the cleaning meets our standards and the condition is as it was at the time of starting the tenancy.

### **Breaking a Lease**

The tenant agrees to appoint the Manager as the Agent to act on their behalf.

The tenant agrees to pay a letting fee which is one weeks rent + GST.

The tenant agrees to pay rent up to the day of change over.

It is in the tenants best interest to find someone who want to rent and bring them to the office.

All prospective tenants are to be approved before a new lease will be drawn.

The vacating procedure is needed to be met as for a normal end of lease and vacating.

### **Locked Out Fees**

During office hours the service fee is \$30

After office hours the service fee is \$50

(payable at the time of service)

If we are unable to assist contact KGB 24 hours telephone 32764444

### **Repairs/replacements**

Repairs to damage in the apartment eg walls etc. are charged at \$40 per hour for labour plus the cost of the job. This is a guide line and depends on how much damage there is.

Walls from \$40

Ceilings from \$100

Replace damaged doors \$420

Burns in bench tops \$220

Carpet burns from \$88

Light globes \$6.00

Mattress protectors \$25

Pillows \$10

Toilet brush set \$20