**HOUSE RULES**

**PROPERTY: 27-29 Herston Road Kelvin Grove**

**A. Breach Notice**

**= 5 Days to Remedy**

**B. Unremedied Breach**

**= 2 Days to vacate**

**C. Serious Breach**

**= Immediately Vacate**

A. A breach of any of the Special Terms or House Rules will result in the Resident being issued with a Form R11 Rental Breach allowing you 5 days to remedy this breach.

B. If you do not remedy this Form R11 Rental Breach you will be issued with a Form R12 Notice To Leave allowing you 2 days to vacate the premises.

C. A serious Breach of any of the Special Terms or House Rules will result in the Resident being asked to Leave IMMEDIATLEY via Form 12 Notice To Leave.

**1. RESIDENTS’ BEHAVIOUR**

Residents must not interfere with the reasonable peace, comfort and privacy of other residents.

1.1 Smoking is not permitted within 5 meters of the Rental Premises (building). If the Provider / Providers Agent believes the Resident has smoked in their room you will be requested to steam clean curtains, furniture, etc. Please note there is a new a designated smoking area at the back of the property

1.2 We do not allow constant partying, however this is okay on occasion as long it is NOT during exam time. You must notify your housemates of that you plan on having a party and be considerate to other roommates and also tenants in other units. If we hear complaints from other residents we may send you a letter of warning in the form of a breach notice.

1.3 Residents must maintain a reasonable standard of dress in consideration of other Residents.

1.4 Theft and illegal substances not to be tolerated and offenders will be reported to the police.

1.5 Drunk/ Disorderly behavior is unacceptable. Violence or aggression towards other residents will not be tolerated. **THIS IS CONSIDERED A SERIOUS BREACH**. Disputes must be reported to Providers Agent, who will attempt resolutions between all Residents involved before passing it on to the relevant authorities.

1.6 Any suggestion of racial, religious or sexual denigration or harassment ARE CONSIDERED A SERIOUS BREACH. All Residents residing in the rental Premises are to be treated with respect and consideration at all times.

1.7 Any issues which need to be resolved are to be dealt with in a civil adult manner by speaking with Resident’s housemates. The Property Manager is to be contacted to resolve any issues which are a result of house rules breaches.

1.8 Personal items such as suitcases, shoes, boxes, etc. are not to be left in the common areas. The owner takes no responsibility for loss of items. Cleaners are instructed to remove and throw away these items.

1.9 If personal cooking utensils are kept in the common area, these will be considered available for public use. If you do not wish for these items to be used by others, please store these in your bedroom.

1.10 Residents must keep their Audio Devices at an acceptable noise level as not to disturb other Residents/create noise pollution.

**2. MAINTENANCE OF ROOMS**

Residents must maintain their rooms:

2.1 In a way that does not interfere with the reasonable comfort of other Residents,

2.2 In a condition that does not give rise to fire or health hazard.

2.3 Residents are not permitted to cook in their rooms & must not leave up cleared crockery, cutlery, or rubbish in their rooms. All used crockery/ cutlery must be cleaned and put away in common area kitchen immediately and any rubbish must be removed & placed in the bins provided.

2.4 Damage or destruction of any part of the room or a facility in the room, breaking windows, and any other act which may damage deface, or break any part of the Rental Premises or its contents, furnishings, and appliances, which occurs as result of resident’s willful, negligent or reckless conduct **ARE CONSIDERED A SERIOUS BREACH.**

2.5 Residents are permitted to affix any items to the walls which includes, blue tack, sticky tape, picture holder or similar. This includes marking, painting and driving nails/screws into walls. If paintwork is damaged Residents will be charged to repair it.

2.6 Residents are responsible for the cost of the replacement of any light globes in their rental premises (i.e room/flat). For safety reasons, the resident is not permitted to change light globes, this can be organized by contacting the property manager. If the light fitting is faulty (i.e. not light globe replacement) and requires repair/replacement, this will be at the cost of the owner. If it can be established that the damage was caused either accidentally or willfully by the resident/ guest then the resident will be financially responsible.

2.7 Residents will be required to have their bed mattress professionally steam cleaned upon vacating and provide a receipt. Failure to will be result in the Providers Agent having to coordinate this at a fee of $100 charged to the Resident.

2.8 Residents with carpet in their room will be required to have the carpet professionally steam cleaned upon vacating and provide a receipt. Failure to will result in the Providers Agent having to coordinate this at a fee of $100 charged to the Resident.

2.9 Residents with an air conditioner or range hood in their rental premises will be required to have them professionally cleaned upon vacating and provide a receipt. Any damage caused to the air conditioner or range hood will be the resident’s responsibility. The professional clean can be organized by contacting your property manager. If this is not done it will result in the Providers Agent having to coordinate this at fee of $55 charged to the Resident.

**3. COMMON AREAS**

All Residents must leave all common areas neat, clean and tidy after using them.

3.1 All kitchen appliances and benches are to be cleaned after use. Cooking utensils, cutlery and crockery must be washed, dried, placed inside cupboards. Cleaning utensils are provided for use in each property.

3.2 Common areas in the Rental Premises include areas inside and outside the property that are accessible by multiple residents.

3.3 Failure to maintain clean and tidy common areas may result in professional cleaners being engage at a cost divided by all Residents.

3.4 Residents of the premises are responsible jointly and severally for any damage which occurs in the common areas of the rental Premises. All Residents are responsible for the costs associated with any repairs to damage in the common areas of the Rental Premises or until the Residents responsible for the damage is identified.

3.5 Feminine Hygiene- Any blockages and plumbing issues caused by the flushing of be flushing sanitary napkins and tampons down the toilet will be at the cost of the tenant. Tenants are advised to use the bins provided and to wrap the items in toilet paper or a plastic bag in order to maintain hygiene levels that are acceptable to other tenants who are also sharing the bathroom.

**4. LAUNDRY FACILITIES**

A laundry has been provided for use by residents. All residents are entitled to use the laundry.

4.1 Residents are required to provide their own laundry detergent/powder & any other product they wish to use.

4.2 Residents must not leave items in the washing machine after the cycle is finished.

4.3 Residents must only hang items of clothing and linen on the clothesline provided. All items are to be removed from the clothesline to allow use by others.

4.4 Residents are to keep the laundry area clean and tidy at all times.

**5. 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 oiled filled column heater. Residents are to obtain approval in advance in writing from the owner before purchasing or using a heating appliance in the premise.

**6. GUESTS**

Guests are to vacate the premises by 11:00 PM. Please note that the guests are not covered under the owners Public Liability insurance whilst attending the premises.

6. 1 Visitation by guests should be kept to minimum and preferably be conducted in the outdoor areas provided.

6.2 Residents are to submit a request in advance in writing seeking permission for guests to sleep over at a fee of $20.00 per night. Any guest reported or found sleeping at the rental premises without permission of Provider/ Providers agent will result in corresponding resident incurring a penalty equivalent to one week’s rent per week payable on demand and deducted from your bond if unpaid. **THIS MAYBE CONSIDERED A SERIOUS BREACH.**

6.3 Residents must ensure their guests abide by the rules of the premises and that they do not interfere with the reasonable peace, comfort or privacy of other residents.

6.4 Guests are prohibited from entering the rooms of residents other than their host.

6.5 Residents are responsible from the conduct of their guests including payment for any damage or breakage that may occur.

6.6 Guests may park their cars on the premises as long as this does not interfere with the resident’s use of the premises.

**7. FIRE SAFETY**

All rooms are inspected on quarterly basis.

7.1 On arrival, all residents will be provided with a fire safety briefing. The fire safety equipment (fire blanket, fire extinguisher etc..) is connected to an alarm (this is not the smoke alarm). If an alarm goes off the Fire Brigade will respond to this alarm and send a vehicle to the Rental Premises at a fee of $1000. If this occurs as a result of Residents’ willful, negligent or reckless conduct the corresponding resident will be charged for this callout fee of $1000.00. **THIS IS CONSIDERED A SERIOUS BREACH.**

7.2 SMOKING, CANDLES, OIL BURNERS, INCENSE BURNERS, & NAKED FLAMES and other similar items are PROHIBITED AT ALL TIMES. **THIS IS CONSIDERED A SERIOUS BREACH.**

7.3 Residents are not to tamper with the Fire Safety Equipment at any time. Should the smoke alarms sound without reason, residents are not to contact the Providers Agent immediately.

**8. DOOR LOCKS AND KEYS**

8.1 Residents are provided with one copy of the key to their room door.

8.2 Residents must not tamper with/ change any lock in the premises.

8.3 Residents must not make copies of keys.

8.4 All exterior doors at the Rental Premises must be kept locked and closed at all times.

8.5 Residents who lose their keys will be charged:

 8.5.1 A $50 per key replacement charge for any registered or restricted keys, to be paid in full before replacement keys will be ordered. Note average ordering time is 48 hours.

8.5.3 Should you need a staff member to open the door this incurs a $25 attendance fee between the hours of 9am-7pm, $50 between 6am- 9am and 7pm-10pm, $100 between 10pm-7am (with a staff member attending when and if only they are able to). PLEASE SEND RECEIPT OF PAYMENT WITHIN 24 HOURS OF HAVING YOUR DOOR OPENED/ KEY REPLACED. You can contact staff on 0411097603.

**9. WATER** – Residents must ensure that all taps and showers are turned off completely and not left dripping. Toilets have a dual flash function- a half flush instead of a full flash will save 9 liters of water each time it is used. If there are any dripping or leaking taps please report them to the property owner or manager as a matter of urgency. Tenants are not to turn off the rain water reticulation pump at any time.

**10. ELECTRICITY USAGE**-

10.1 To avoid excessive and unnecessary electricity costs, all residents are to ensure that all light and electrical appliances not being used are turned off. Lights are to be turned off when tenants go out. Leaving light on can cause the light fitting to burnout. If this occurs the tenant will be responsible for the replacement of the light fitting.

10.2 In addition, the air conditioner to be set between 22-24 degrees Celsius and at 26 degrees during a heatwave as this will ensure the compressor works more efficiently. Lower temperature can ice up the motor and cause it burn out.

10.3 The ducted air conditioning has zoning for different rooms. Please turn off the zoning that applies to your room when you are not there. Since zoning causes the air flow to be divided between the rooms, the living room zoning is to be turned off after 11 pm so that maximum cooling can occur in the bedrooms at night time. Please turn off the air conditioner if not in required or before leaving the premises.

10.4 In some cases, residents canl be breached for abusing what the owner provides.

10.5 Tenants are not to turn off the air conditioner compressor at the com at any time .

**11. PERSONAL APPLIANCES & FURNITURE-** Residents are at NO times permitted to bring their own personal appliances or furniture to the Rental Premises without written permission from the owner. Residents are to request in writing permission to use electrical appliances that are not provided at the premises.

**12. REMOVAL OF RUBBISH** - All residents of the premises are responsible for removal of trash from the house. Please place the rubbish IN the bin, not next to it and ensure the bin lid remains fully closed at all times. Please ensure this task is shared amongst all residents of the premises.

**13.INTERNET**

No heavy downloading of movies from 8 am to midnight as it affects internet speed for other users