
accommodate Canberra

Management Agreement

This document contains vital information for the effective management of your property and forms a legally binding agreement.

Accommodate Canberra
The Griffin,
Corner Giles and Jardine Streets,
Kingston ACT 2604

p: 02 6295 9430
f: 02 6239 5711
e: enquiry@accommodatecanberra.com.au

1.1 Owner/Principal(s)

NAME 1 _____

ADDRESS _____

PHONE (W)_____ (H)_____ (M)_____

E-MAIL _____

NAME 2 _____

ADDRESS _____

PHONE (W)_____ (H)_____ (M)_____

E-MAIL _____

Emergency Contact

Please advise of an emergency contact other than your immediate partner:

NAME 1 _____

PHONE (W)_____ (H)_____ (M)_____

E-MAIL _____

1.2 Agent

NAME: Busters Property Services Pty Ltd as trustee for P&S Maloney Family Trust

ACN: 098 799 252 ABN: 11 098 799 252 Licence No: 184 004 31

In conjunction with:

NAME: Canberra's Property Shop t/as Accommodate Canberra

ACN: 075 955 636 ABN: 18 075 955 636 Licence No: 184 003 30

Both of:

ADDRESS: 'The Griffin', Corner Giles & Jardine Streets, Kingston ACT, 2604

POSTAL

ADDRESS: PO Box 5044, Kingston, ACT, 2604

Phone: 02 6295 9430

Fax: 02 6239 5711

e-mail: enquiry@accommodatecanberra.com.au

1.3 Occupancy Agreement

The owner authorises and directs the Agent to arrange an occupancy agreement in the form set out at annexure A (or as amended from time to time on advice) with a prospective occupant of the property.

2.1 The Property

ADDRESS (Unit No) _____ (Street No) _____ (Street) _____

(Suburb) _____ (State/postcode) _____

BLOCK _____ SECTION _____ UNIT NO. _____

AVAILABLE FROM...../...../..... TO...../...../.....

TYPE (please circle) HOUSE UNIT TOWNHOUSE OTHER

INITIAL ADVERTISING WEEKLY OCCUPANCY FEE \$

Please complete the following information to assist us in the complete and efficient management of your property.

2.2 Property Description Summary

NUMBER OF BEDROOMS _____ PLUS STUDY? YES NO

ENSUITE YES NO Please circle one

NUMBER OF OTHER BATHROOMS _____

HEATING SYSTEM GAS/ELECTRIC Please circle one

TYPE (eg ducted) _____

HOT WATER SYSTEM GAS/ELECTRIC Please circle one

LOCATION _____

STOP COCK LOCATION _____

IRRIGATION SYSTEM MAN/AUTO Please circle one

LOCATION _____

SECURITY SYSTEM INSTALLED CONTRACTED Please circle one

GARAGE/CARPORT MAN/AUTO SINGLE DOUBLE TRIPLE

AIRCONDITIONING YES NO Please circle one

ENERGY EFFICIENCY REPORT RATING (If available) Stars

PLEASE INITIAL _____

2.3 Furniture, Furnishings, Goods to remain on property

Please complete the relevant furniture package details (annexure F) which is applicable for your apartment (one, two or three bedroom)

2.4 Particular features, qualities

Please provide details of any special features and qualities of the apartment, e.g. swimming pool, spa, sauna, fitness centre, recreational facilities or any special inclusions which may be relevant to a prospective occupant or to protecting your investment.

HAVE YOU PROVIDED TWO COPIES OF A HOUSE BOOK? YES NO

(A house book is information for the occupants that is relevant to operating equipment supplied with the property and can include any information that may make the occupancy easier)

HAVE YOU PROVIDED TWO COPIES OF MANUALS AND WARRANTIES FOR APPLIANCES IN THE PROPERTY? YES NO

PLEASE INITIAL _____

3.1 Duration of Agreement

This agreement remains in force for the period stated below or until terminated.

COMMENCEMENT DATE...../...../..... END DATE...../...../.....

3.2 Termination of Agreement

- a) This agreement will continue until terminated. Termination can be effected by either party giving the other 30 days notice in writing but where there is in place an occupancy agreement which will not complete within the 30 day notice period then in such cases this agreement will terminate on completion of that occupancy.
- b) If the Principal terminates this agreement, the Principal agrees to pay to the Agent all fees, charges and reimbursements the Agent is entitled to under this agreement.
- c) Any termination is without prejudice to either parties' pre-existing rights and obligations.

3.3 Remuneration



Management Fee: 15% of all income collected, payable monthly plus GST.

IMPORTANT NOTE: All fees and charges are subject to GST

All fees and charges quoted do not include GST

3.4 Reimbursement

The Agent shall be entitled to be reimbursed for any expenses and charges arising from services provided under this agreement and paid by the agent on behalf of the principal.

PLEASE INITIAL _____

3.5 Disbursements

The Principal may choose to have disbursements paid on their behalf by the Agent.

If the Principal answers YES, the redirection notices contained in this agreement MUST be completed, and forwarded to the Agent along with a copy of the most recent rates notice.

RATES: including water, general and land tax, please circle one: YES NO

If yes please complete Annexure B & C

If NO please note you will have to advise ACT Revenue the property is now occupied for a fee and Land Tax will apply.

BODY CORPORATE LEVIES: please circle one YES NO

If yes please complete Annexure D

ELECTRICITY: please circle one YES NO

GAS: please circle one YES NO

If yes please complete Annexure E

BODY CORPORATE DETAILS

NAME: _____

ADDRESS _____

UNITS PLAN NUMBER _____

CONTACT PERSON _____ PHONE _____

PLEASE INITIAL _____

3.6 Banking details

Occupancy fees will be paid directly into the Principal's nominated bank account on or about the 1st business day of each month. A statement will also be posted and emailed to the Principal's nominated addresses.

NAME OF ACCOUNT _____

BANK _____ BRANCH _____

BSB _____ ACCOUNT NUMBER _____

3.7 Insurance details

LANDLORD'S INSURANCE

A landlord Insurance Policy is available through Accommodate Canberra, renewable each August. This policy covers owner's contents, legal liability, malicious, deliberate or intentional damage by the occupants, default of rent, loss of rent and legal expenses (please read the brochure for details).

Please circle one answer:

YES: I would like to take out the owner's Insurance offered by Accommodate Canberra. Please fill out the form in our management pack. Do not send payment until the pro-rata rate has been calculated.

NO: I will be arranging my own insurance and will provide details to Accommodate Canberra.

BUILDING INSURANCE

Please provide details of building insurance for the property.

COMPANY NAME _____

PHONE _____

EMAIL _____

POLICY NUMBER(S) _____

PLEASE INITIAL _____

Terms & Conditions

OTHER INSURANCES

Please provide details of other insurance policies relating to the property.

COMPANY NAME

PHONE

EMAIL

POLICY NUMBER(S)

Please indicate whether you would like the Agent to pay the insurance premiums on your behalf, circle one:

YES

NO

If YES, please contact your insurance company to arrange re-direction of your renewal notices to Accommodate Canberra address for payment.

The Principal MUST obtain and maintain public liability insurance providing cover to a minimum \$5 million.

3.8 Repairs & Maintenance

As an owner you have obligations to maintain and repair your property.

The Agent, Accommodate Canberra, is authorised to engage suitably qualified persons and to direct the purchase of all materials in order complete any necessary repairs or maintenance. The Agent is authorised to pay all accounts on behalf of the Principal and deduct such costs from any income received

Signed _____

Signed _____

PLEASE INITIAL _____

3.9 Guarantees

If there are any existing maintenance guarantees or warranties on the building or contents e.g. new washing machines, hot water service etc, please provide details.

PLEASE INITIAL _____

3.10 Principal's Obligations

THE OWNER/PRINCIPAL MUST:

- a) Revoke in writing and finalise any pre-existing appointment given to any other Agent to let or manage the property.
- b) Refer to the Agent any prospective occupants who contact the Owner/Principal direct.
- c) Immediately inform the Agent of any changes concerning the property.
- d) Meet all obligations imposed by relevant legislation and any Agreement entered into by the Owner/Principal with an occupant.
- e) Pay all charges, levies, premiums, rates or taxes for the property, other than a service charge, for example; Body Corporate levies, council general rates, sewage charges and environmental levies, land tax etc.
- f) Pay all remuneration as set out in this agreement
- g) Reimburse the Agent as specified in this agreement.
- h) Promptly give instructions to the Agent when requested.
- i) Immediately notify the Agent of any changes to the contact details of the Principal.
- j) Ensure that the property is clean, fit and safe to live in, is in a good state of repair and meets all building requirements for local, state and Commonwealth authorities and legislation; for example, that all railings, stairs and balconies are properly constructed and secure, any pool is properly fenced etc.
- k) Supply and maintain all locks necessary to ensure the property is reasonably secure and, at the Owner/Principal's cost, provide keys for each lock to both the occupant and the Agent.
- l) Observe the terms of the occupancy Agreement made by the Agent on behalf of the Owner/Principal
- m) If an occupancy agreement is terminated due to the Owner/Principal's breach, the Principal must pay the Agent as liquidated damages an amount equal to the letting and management fees that would have been paid had the Agreement been duly completed, in addition to any other amount ordinarily payable to the Agent under this agreement. However, the Agent is not entitled to recover more money under this clause than the law allows assuming appropriate mitigation by the Principal and due recognition of the net present value of future fees.
- n) Have the property treated for pests as required (no more than annually) at the Principal's cost.
- o) Have the telephone disconnected.
- p) Maintain all furniture, furnishings and goods supplied for the property and replace them as necessary to maintain the standard as at the commencement of this agreement.

PLEASE INITIAL _____

3.11 Principal's Acknowledgements

THE PRINCIPAL ACKNOWLEDGES THAT

- a) The Agent's contractual obligations are limited to those contained in or given and accepted pursuant to this agreement.
- b) They will maintain insurances to protect the Principal from any losses that may arise from the occupation of the property.
- c) The authority vested in the Agent by this agreement extends to the Agent's employees, consultants and contractors from time to time.
- d) The Agent gives no warranty as to the credit-worthiness, character or fitness of any occupant.
- e) The Agent is not responsible to the Principal for any default in payment of occupancy fees or otherwise by an occupant, nor for any damage done by or any unsatisfactory conduct on the part of any occupant, whether or not such occupant was approved by the Agent.
- f) The Agent gives no warranty that the property is clean and fit and safe to live in, nor in a good state of repair, nor that it complies with any building requirements. The Agent assumes no liability for the state or manner of construction of the property at the time of entry into this agreement or any time subsequently.
- g) The Agent, in attending to repairs and maintenance, is authorised to retain whichever repair or cleaning business it considers most appropriate, including Canberra's Room Service in which the Agent holds an interest.
- h) The Agent is not a licensed engineer, architect or builder and is only responsible to report to the Principal on matters that are readily apparent on visual inspection or which are reported to the Agent by the occupant.
- i) The law, imposes obligations on the Principal to ensure that the premises are clean and fit and safe to live in and in a good state of repair.
- j) The Agent cannot be held liable for non-payments of accounts if renewal or redirection notices are not received and is not responsible for interest charges that may accrue if insufficient funds are being held.

3.12 Authorisation for Agent to act on behalf of Principal

The Principal appoints the Agent (Accommodate Canberra) as the exclusive Agent and licensee of the Principal to manage the premises and to the extent authorised in this agreement or by the Principal from time to time to manage the property specified in this agreement. For the term of this agreement the Owner/Principal must not manage the property themselves, nor appoint any other person or entity to manage the premises other than the Agent.

PLEASE INITIAL _____

3.13 Agent's obligations

- a) The Agent must act for the Principal in due compliance with the relevant legislation.
- b) The Agent must faithfully act in the interests of the principal.

3.14 Agent's authority

- a) The Principal authorises the Agent to deduct any monies due and payable to the Agent pursuant to this agreement from any monies received by the Agent for and on behalf of the Principal.
- b) The Principal authorises the Agent to pay from any monies received by the Agent any disbursements or insurances referred to in this agreement, or any other fees and charges, including contractor's and trades-people's fees, and Canberra's Room Service fees, incurred by the Agent on behalf of the Principal in the course of the management of the property.
- c) The Principal authorises the agent to represent the Principal at any Tribunal or Court proceeding in relation to the occupation of the property.
- d) The Principal authorises the Agent to manage the property, including the following authorities;
 - i) To grant a licence for a person (or persons) to occupy the premises, and if necessary from time to time to re-let the premises for a fee that is in accordance with the instructions of the Principal or, in the absence of specific instructions, for a fee which is reasonably obtainable.
 - ii) To make reasonable enquiry, to the extent permitted by the laws relating to privacy and discrimination, as to the ability of the prospective occupant(s) to meet his/her/its obligations as specified in the occupancy agreement current at the time the Principal enters this agreement.
 - iii) To negotiate and settle the terms of the Occupancy Agreement with the prospective occupant.
 - iv) To accept and sign the Agreement and ancillary documents as Agent for the owner/principal.
- e) The Principal authorises the Agent to manage the property, including the following authorities;
 - i) To demand and collect fees, charges and other monies (if any) payable to the Owner/Principal from the occupant(s) as and when those monies are due for payment.
 - ii) To account to the Principal in writing for all monies received, paid or appropriated in accordance with the relevant legislation.
 - iii) To the extent permitted by the relevant legislation, and unless otherwise expressly specified in the agreement to inspect the property when the Agent considers to be reasonably necessary, and report to the Principal the outcome of that inspection.

PLEASE INITIAL _____

- iv) To notify the Principal as soon as practicable upon receipt of any complaint or notification of serious safety risk relating to the property. The giving of the notice is the extent of the Agent's authority and liability.
- v) To arrange for repairs and maintenance as authorised by the Principal, either verbally or pursuant to this agreement or by any other form of communication, including through Canberra's Room Service in which the Agent holds an interest. All repairs and maintenances are to be solely at the Principal's expense.
- vi) To appoint and engage contractors and tradespeople on behalf of and at the expense of the Principal for the purposes authorised by this agreement or by the operation of relevant laws.
- vii) To exercise the Principal's rights to vary or terminate any Occupancy Agreement to the extent permitted by law.
- viii) To notify the Principal should the property become vacant.
- ix) If considered necessary by the Agent, to notify the Principal of any breach by the occupant(s) to the terms and conditions of any Agreement.
- x) On behalf of the Principal, to complete, sign and serve all condition reports, documents and notices required to be given under the legislation.
- xi) To appoint solicitors or licensed commercial Agents, at the expense of the Principal, to recover monies due from an occupant.
- xii) The Agent may sell, assign or transfer the property management rights under this agreement to another licenced Real Estate Agent.
- xiii) The Agent may list or advertise the property on accommodation websites or with accommodation booking companies, with any third party commission payable by the Principal.

3.15 Addresses for notices

All notices under this agreement must be given in writing to the party's postal address or e-mail address as specified.

3.16 Indemnity

a) The Principal indemnifies the Agent from and against all actions, claims, demands, losses, costs, damages or expenses arising out of or in respect of this agreement.

c) Without prejudice to the generality of the above clause, the Principal indemnifies the Agent from and against all actions, claims, demands, losses, costs, damages or expenses arising out of or in respect of the Principal's failure to give timely, appropriate or sufficient instructions or authority to the Agent, or failure to provide sufficient funds to or for the Agent to carry out any instruction or authority given.

PLEASE INITIAL _____

Acknowledgement & Signing

The Owner/Principal ACKNOWLEDGES & AGREES that:

1. They have read, understood and completed the terms of this agency agreement (including annexure A), and initialled each page.
2. They agree to be bound by all the terms and conditions of this agreement.
3. The person(s) executing this agreement have the legal authority to enter this agency agreement as Principal, and further have the authority to enter this agreement on behalf of any other person or entity who has an interest in the 'The Property.'
4. All information given to the Agent about the premises is true and correct in all respects and is neither misleading nor deceptive nor likely to be either.
5. The principal has had the opportunity to obtain legal advice before entering this agreement.

DATED THIS _____ DAY OF _____ 20 _____

Signed:

PRINCIPAL 1 _____

PRINCIPAL 2 _____

AGENT _____

PLEASE INITIAL _____

Booking Confirmation and Occupancy Agreement

Dear ,

Thank you for choosing Accommodate Canberra. Please find your reservation details below and our Terms and Conditions. Your tax invoice will be emailed to you separately.

Please check all the booking details below thoroughly and advise if any changes are required as soon as possible.

Surname:
First Name:
Mobile Number:
Email:
Apartment:
Arrival Date:
Departure Date:
Number of Nights:
Nightly Room Rate
Number of Adults:
Number of Children:
Booking Number:

Check in is from 2pm:

Keys must be collected from our central reception (**Maloney's Real Estate**) located on the corner of Giles and Jardine Streets, Kingston. Reception hours are 8.30 am to 5.00 pm Monday – Friday

If you are unable to collect the keys prior to 5pm on the day of Check in or if you are arriving on a weekend or public holiday then,

- You must provide credit card details and photo identification no later than 5.00 pm on the business day prior to collection.
- Your keys will be in 'Safe 1' or 'Safe 2' which are located outside our front reception doors
- Safe code – **TBA**
- Please sign the booking slip where marked and put in the adjacent return safe through the open slot
- **Please ensure the safe is locked and closed after removing your package**

Check out is at 10am:

- Please return the keys and access cards to reception or to our return safe located outside our front reception doors by 10.30am on your departure day.
- Please put the keys in the safe through the open slot.

Terms & Conditions

Please read our Terms and Conditions document before signing. By confirming your reservation, you agree and accept Accommodate Canberra's Terms and Conditions.

By signing this document you agree to enter into an Occupancy Agreement and agree to Accommodate Canberra's Terms and Conditions.

If you happen to lock yourself out of your apartment outside of normal business hours we may be unable to assist you.

.....
(Guest's Signature)

PLEASE INITIAL _____



Occupancy Agreement & Terms and Conditions

Please note by confirming your reservation you enter into an Occupancy Agreement and agree to our Terms and Conditions as outlined below.

Reception & Key Collection

Please collect keys from our central reception which is located within the Maloney's Real Estate office, at the corner of Giles and Jardine Street, Kingston.

Reception hours are:

08.30-5.30 Monday – Friday

***If arrival falls on weekend, public holidays or check in is outside business hours please arrange key collection by contacting us on 02 6295 9430 preferable 48 hours prior to check in.**

Key and Access Pass

All keys and access passes collected upon check in need to be returned to our reception by 10.30am on your departure day.

Check In and Check Out Time

Check in is from 2.00pm and check out is at 10.00am.

Early arrival and late checkout can be arranged, subject to availability.

Inclusions

Weekly housekeeping and linen service is included in your rate for stays exceeding 7 days. Security car parking and the cost of utilities is also included in your rate.

Depending on your location additional facilities may also be offered including heated swimming pool, spa, sauna and fitness centre. Please check your inclusions when confirming your reservation.

Payment Options

Your credit card details are kept on file for occupancy fee and any incidental charges. A photocopy of your credit card and your photo identification (licence and passport) is required before or upon check in.

Electronic Funds Transfer

ACCOUNT NAME: Accommodate Canberra Trust Account

BSB: 182-222

ACCOUNT: 302049473

REFERENCE: *Please use your FULL NAME as reference.*

Credit Card

PLEASE NOTE THERE IS A SURCHARGE FOR CREDIT CARD PAYMENTS AS FOLLOWS:

Visa and Mastercard 1.38%

American Express 3.03%

Diners 3.773%

This amount will be added to your tariff.

For credit card payments we require the following information

Credit Card Type:

Credit Card Number:

Expiry date:

CVV No: Security Code (back of card last three digits):

Name on card:

Bank cheque or Money order

Please send cheques to PO BOX 5044, Kingston ACT 2604 payable to Accommodate Canberra

PLEASE INITIAL _____

Incidental Charges

Credit Card details are held to secure the reservation and for any incidental charges that might occur. You irrevocably authorise Accommodate Canberra to charge the credit card should any incidental charges be incurred. Incidental charges include charges occasioned by late checkouts, misuse of internet dongles, failure to return keys and rectification of any damage caused to the property.

Payment Policy

For short term stays (0-28 days) we may request full payment be made prior to arrival. Should payment be not received Accommodate Canberra has the right to treat the booking as cancelled and allocate the apartment to any other guest.

Credit Card details are required to confirm the reservation.

You irrevocably authorise Accommodate Canberra to charge the credit card should the account not be settled in full upon departure.

For long term stays (28 days+) four weeks accommodation fee is payable prior to arrival.

Thereafter the accommodation fee must be paid fortnightly in advance, unless otherwise agreed.

Your account should remain in credit at all times.

Credit Card details are required to confirm the reservation.

You irrevocably authorise Accommodate Canberra to charge the credit card should the account not be settled in full upon departure.

Cancellation Policy & Non Arrival Fee

A cancellation fee equivalent of two nights will be charged for bookings cancelled less than 7 days prior to check in. No cancellation fee will apply if notice of a cancellation is given 7 days or more prior to the scheduled check in.

Amendment to bookings

Your stay may be extended subject to availability of the apartment you occupied. Should the apartment be unavailable Accommodate Canberra will endeavor to offer an apartment of a similar standard.

A reduction in your planned stay will incur a fee equivalent to 2 days accommodation fee if less than 7 days notice is given and the planned stay is terminated more than 2 days before the booking would otherwise finish.

Room Allocation

Should an apartment become unavailable due to an extension of reservation, maintenance or any other reasons, Accommodate Canberra will endeavour to allocate an apartment of a similar standard for the reservation to the best of our ability.

Early Check-in

Normal check in time is 2pm. Early check-in can be arranged but is subject to availability. If the apartment is occupied the night before your arrival, early check-in will not normally be available. If you require an early check in, please advise us at least 48 hours in advance. In some cases an early check in fee may be applied.

Late Checkout

Normal check out time is 10am. Late checkout can be arranged, but is subject to availability.

If the apartment is booked for another guest the day of your checkout a late checkout will not normally be available. If you require late checkout please advise us at least 48 hours in advance. In some cases a late checkout fee may be applied.

PLEASE INITIAL _____

Smoking Policy

All Accommodate Canberra properties have a smoke-free policy. Curtains and carpets may need to be cleaned to eradicate all smoking odours. Should this occur you will be charged at the full commercial rate for all necessary cleaning.

Housekeeping Service

Housekeeping and linen service is provided for your comfort. Housekeeping days fluctuate during your stay depending on occupancy. Please note that if you decline a scheduled housekeeping service your apartment may not be serviced that week and will only be serviced the following week.

Should you wish to require additional housekeeping or linen service please contact us. Additional housekeeping (including linen) charges are \$130.00/one bedroom and \$150.00/two bedroom and \$170/ three bedroom apartment including linen service.

Check out Procedure

Upon check out we ask you to vacate the apartment by 10.00am, unless otherwise agreed.

Please return the keys to our office or the return safe, located on the corner of Giles and Jardine Streets, Kingston.

Please do not leave any food items in the fridge or pantry and dispose of rubbish in the receptacles provided. We thank you for leaving the apartment in a clean and tidy condition.

Failure to leave the apartment in a reasonable state of cleanliness upon check out may result in additional cleaning charge calculated on the cleaner's hourly commercial rates.

In the event keys and access passes are not returned a minimum of \$200.00 fee will be charged for replacement. This is necessary because we will need to change locks and access codes to the apartment and this will be charged at commercial rates. If it is impractical to return the keys and passes by 10.30 am you must immediately notify reception.

Compensation

You are liable to compensate for any damage to the premises or its contents where such damage is caused by the negligence or wilful conduct of the guest or by any person who the guest allows or permits to be on the premises.

You irrevocably authorise Accommodate Canberra to charge your credit card to rectify any damage.

Obligation of Occupant

The obligations of the occupant are to:

- Ensure the accommodation is locked and secure when unoccupied;
- Maintain the accommodation in a reasonable state of cleanliness;
- Report any defects as soon as practicable;
- Repair any damage caused by misadventure, negligence or wilful act;
- Take reasonable care of the premises and its contents;
- Not use the premises for an illegal purpose;
- Not to cause or permit a nuisance or interfere with the quiet enjoyment of occupants of nearby premises;
- Not to assign any benefit of this agreement to a third party.

Obligation of Accommodate Canberra

The obligations of Accommodate Canberra are to:

- Ensure the premises are clean and tidy at the commencement of the accommodation period;
- To fix, repair and make good any defects notified to it by the occupant as soon as practical;
- To provide the occupant with all invoices relating to accommodation and incidental charges incurred.

PLEASE INITIAL _____

Inspection

A representative from Accommodate Canberra may attend the premises, with or without notice, for the purpose of ensuring compliance with the mutual obligations of itself and the occupant under this agreement.

Internet Dongles

Accommodate Canberra can supply internet dongles to facilitate computer use. Accommodate strives to achieve but cannot guarantee that broadband internet access or quality reception of it will be available. The cost is \$15.00 per day or \$90.00 per each completed 7 days. Dongles will be supplied on request at the same time you are issued with the keys/access codes to the accommodation. Dongles must be returned with the keys .Failure to return the dongle in an undamaged and operative state, within 24 hours of completion of your occupancy agreement, will result in a replacement charge of \$360.00. Dongles are not to be used to access material which is unlawful to access under ACT or Commonwealth law.

Termination

This agreement may be terminated by Accommodate Canberra if the occupant fails to meet any of its obligations under this agreement and the occupant must immediately vacate the premises once notice of termination is given.

NOT A TENANCY AGREEMENT

This agreement does not and is not intended to create a residential tenancy agreement nor any rights which attach to such a tenancy.

Indemnity

The occupant acknowledges that Accommodate Canberra is not liable for any loss or damage caused to the occupant (or any guest of the occupant) unless such loss or damage is caused by the negligent or wilful act of Accommodate Canberra or any of its employees or contractors.

The occupant is liable for any monetary loss or damage caused to their property (or the property of any of their guests) in the event of theft or any other event occasioned during the term of this agreement and indemnifies Accommodate Canberra in the event such loss or damage occurs.

PLEASE INITIAL _____

PLEASE INITIAL _____

PROPERTY

This form should be faxed to the ACT Revenue Office on 62070036 or sent to PO Box 252, Civic Square ACT 2608. For general enquiries about Rates or Land Tax please call 62070049 or visit the ACT Revenue Office web site as www.revenue.act.gov.au/rates.htm and www.revenue.act.gov.au/land_tax.htm

SUBURB _____ SECTION _____ BLOCK _____ UNIT _____

Name of Owner/s: _____

Rates Account Number (if known): _____

PART 1

NOTIFICATION OF APPOINTMENT OF AN AGENT FOR RATES AND LAND TAX

I/We _____ (Name of Owner/s) hereby notify the Commissioner for ACT Revenue that **ACCOMMODATE CANBERRA** has been appointed as my Agent for the above property and is hereby authorised to provide the commissioner for ACT Revenue with information regarding the rental status of the property for land tax purposes. Please send all future rates and land tax notices to my Agent at the following address:

Address: PO BOX 5044, KINGSTON ACT 2604

Signature of Owner/s: _____ Date: _____

Agent's Telephone Number: _____ Agent's Fax Number: _____

Please note: Agents may be required to fulfil any undisclosed obligation of a tax payer where the agent has possession, control or management of the taxpayer's business or property.

PART 2

NOTIFICATION OF RENTAL STATUS OF A RESIDENTIAL PROPERTY

The *Land Tax Act 2004* (Sections 14(1) and 14(2)) requires the owner of a parcel of residential land to notify the Commission for ACT Revenue in writing, within 30 days, if the property continues to be rented on the change of ownership or subsequently becomes rented at any time. In respect of the above mentioned property I advise that the following circumstances apply:

- This property is currently listed for rental but is not rented yet.
I will further advise you when the property becomes rented.
- This property has been rented from _____ (date).
(Please provide details of dates the property has been rented for any periods not previously advised).
- This property will be rented from _____ (date).
I will advise you if there is any change to this date.

Signature of Owner/s or Agent: _____ Date: _____

Please Note: Giving false or misleading information is a serious offence.

REVENUE OFFICE
USE ONLY

Received on / /

Change of Address Actioned by: _____ Date: _____

Notice of Rental Status Actioned by: _____ Date: _____

Phone No. for Enquiries: 6207 _____ Reply Faxed: _____

ACTEWAGL
GPO Box 366
CANBERRA ACT 2601

RATES NOTICES SECTION – RE-DIRECTION NOTICE

ADDRESS:			
BLOCK:	SECTION:	UNIT:	DIVISION:
ACCOUNT NUMBER:			
NAME:			

Please arrange for the Water & Sewerage rates notices for the above property to be forwarded to: -

**ACCOMMODATE CANBERRA
PO BOX 5044
KINGSTON, ACT 2604**

Phone: 6295 9430
Fax: 6239 5711

Yours faithfully

Lessor _____

Lessor _____

Name _____

Name _____

Date _____

AUTHORITY TO RE-DIRECT UNIT LEVY NOTICES - CHANGE OF OWNER DETAILS

We wish to request that we have appointed Accommodate Canberra as the managing agents of the property below please ensure that all future notice are forwarded to their address until further advised.

UNITS PLAN NUMBER:
PROPERTY ADDRESS:
BODY CORPORATE MANAGER:
OWNERS NAME:
CURRENT MAILING ADDRESS:
OWNERS NEW ADDRESS:
PLEASE FORWARD ALL CORRESPONDANCE TO:
ACCOMMODATE CANBERRA ADDRESS: PO BOX 5044, KINGSTON ACT 2604

Thanking you,

Yours faithfully

Lessor _____

Lessor _____

Name _____

Name _____

Date _____

ANNEXURE E

ACTEWAGL
customer.services@actewagl.com.au
Fax: 02 6248 3244

ELECTRICITY & GAS NOTICES SECTION – RE-DIRECTION NOTICE

ADDRESS:			
BLOCK:	SECTION:	UNIT:	DIVISION:
ACCOUNT NUMBER:			
NAME:			

Please arrange for the Electricity notices for the above property to be forwarded to: Yes/No

Please arrange for the Gas notices for the above property to be forwarded to: Yes/No

**ACCOMMODATE CANBERRA
PO BOX 5044
KINGSTON , ACT 2604**

Phone: 6295 9430
Fax: 6239 5711

Yours faithfully

Lessor _____

Lessor _____

Name _____

Name _____

Date _____

1 Bedroom Furniture Package

OWNERS PLEASE NOTE:

Please use the list below to ensure that all necessary items are provided. This list will form part of the ingoing condition report and needs full details.
Use the description to identify make, models and styles.
Please use the additional pages supplied at the end of this document to list any extra items.

Item	Supplied	Description
LOUNGE ROOM		
2-2.5 seater sofa x 2 (Or similar to suit floor plan)	<input type="checkbox"/>
Co-ordinating scatter cushions	<input type="checkbox"/>
TV entertainment unit	<input type="checkbox"/>
Coffee table	<input type="checkbox"/>
Flat screen television	<input type="checkbox"/>
DVD player	<input type="checkbox"/>
Mini Hi-fi system with iPod dock	<input type="checkbox"/>
Lamp	<input type="checkbox"/>
Floor lamp	<input type="checkbox"/>
Artwork	<input type="checkbox"/>
Decorative ornaments	<input type="checkbox"/>
DINING ROOM		
Dining Table	<input type="checkbox"/>
Dining Chairs x 4	<input type="checkbox"/>
Place mats x 4	<input type="checkbox"/>

Item	Supplied	Description
BEDROOM/S - 1 Bedroom		
Queen Size Bed x 1 (or KB as a KS zipper bed)	<input type="checkbox"/>
Bedside tables x 2	<input type="checkbox"/>
Bedside table lamps x 2	<input type="checkbox"/>
Television (wall mounted)	<input type="checkbox"/>
Pillows x 4	<input type="checkbox"/>
Pillow protector x 4	<input type="checkbox"/>
Mattress protector x 1	<input type="checkbox"/>
Doona x 1 – Queen or KB (+ 2 x KS)	<input type="checkbox"/>
Spare blanket 1 x – Queen	<input type="checkbox"/>
Artwork	<input type="checkbox"/>
Coat hanger x 12	<input type="checkbox"/>
Scatter Cushions x 1-2	<input type="checkbox"/>
BATHROOM/S – 1 Bathroom		
Bathroom accessory set	<input type="checkbox"/>
Small waste bin x 1	<input type="checkbox"/>
Hairdryer x 1	<input type="checkbox"/>
Laundry Hamper x 1	<input type="checkbox"/>

Item	Supplied	Description
LAUNDRY		
Washing machine	<input type="checkbox"/>
Dryer	<input type="checkbox"/>
Vacuum Cleaner	<input type="checkbox"/>
Steam Iron	<input type="checkbox"/>
Ironing Board	<input type="checkbox"/>
Brush and dustpan	<input type="checkbox"/>
Mop	<input type="checkbox"/>
Bucket	<input type="checkbox"/>
Clothes Airer	<input type="checkbox"/>
Broom	<input type="checkbox"/>
KITCHEN		
Coffee Machine (Optional)	<input type="checkbox"/>
Blender – hand held	<input type="checkbox"/>
Refrigerator/freezer	<input type="checkbox"/>
Microwave	<input type="checkbox"/>
Toaster	<input type="checkbox"/>
Electric kettle	<input type="checkbox"/>
Oven mitt	<input type="checkbox"/>
Garbage bin	<input type="checkbox"/>
Dinner plates x 4	<input type="checkbox"/>
Bread plates x 4	<input type="checkbox"/>
Soup bowls x 4	<input type="checkbox"/>
Tea Cups and saucers x 4	<input type="checkbox"/>
Coffee Plunger	<input type="checkbox"/>

Item	Supplied	Description
Coffee mugs x 4	<input type="checkbox"/>
Serving plate x 1	<input type="checkbox"/>
Wine glasses x 4	<input type="checkbox"/>
Tumblers – High x 4	<input type="checkbox"/>
Tumblers – Low x 4	<input type="checkbox"/>
Champagne glasses x 4	<input type="checkbox"/>
Bread knives x 4	<input type="checkbox"/>
Steak knives x 4	<input type="checkbox"/>
Forks x 4	<input type="checkbox"/>
Dessert spoons x 4	<input type="checkbox"/>
Soup spoons x 4	<input type="checkbox"/>
Teaspoons x 4	<input type="checkbox"/>
Serving spoon x 4	<input type="checkbox"/>
Bread knife x 1	<input type="checkbox"/>
Cheese knife x 1	<input type="checkbox"/>
Carving knife x 1	<input type="checkbox"/>
Utility knife block x 1	<input type="checkbox"/>
Ladle x 1	<input type="checkbox"/>
Egg flip x 1	<input type="checkbox"/>

Item	Supplied	Description
Kitchen tongs x 1	<input type="checkbox"/>
Can opener x 1	<input type="checkbox"/>
Potato masher	<input type="checkbox"/>
Peeler	<input type="checkbox"/>
Cheese grater	<input type="checkbox"/>
Wooden spoon set	<input type="checkbox"/>
Measuring cup set	<input type="checkbox"/>
Corkscrew/Bottle opener	<input type="checkbox"/>
Strainer	<input type="checkbox"/>
Cutting Board set	<input type="checkbox"/>
Mixing bowl set	<input type="checkbox"/>
Whisk	<input type="checkbox"/>
Corkscrew	<input type="checkbox"/>
Spatula	<input type="checkbox"/>
Pot and pan set	<input type="checkbox"/>
Casserole dish	<input type="checkbox"/>
Scissors	<input type="checkbox"/>
Outdoor setting 3pce	<input type="checkbox"/>

Additional items that you wish to provide can be listed below or if insufficient space, the pages at the end of this document can be utilised

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2 Bedroom Furniture Package

OWNERS PLEASE NOTE:

Please use the list below to ensure that all necessary items are provided. This list will form part of the ingoing condition report and needs full details.
Use the description to identify make, models and styles.
Please use the additional pages supplied at the end of this document to list any extra items.

Item	Supplied	Description
LOUNGE ROOM		
2-2.5 seater sofa x 2 (Or similar to suit floor plan)	<input type="checkbox"/>
Co-ordinating scatter cushions	<input type="checkbox"/>
TV entertainment unit	<input type="checkbox"/>
Coffee table	<input type="checkbox"/>
Flat screen television	<input type="checkbox"/>
DVD player	<input type="checkbox"/>
Mini Hi-fi system (Optional)	<input type="checkbox"/>
Lamp	<input type="checkbox"/>
Floor lamp	<input type="checkbox"/>
Artwork	<input type="checkbox"/>
Decorative ornaments	<input type="checkbox"/>
DINING ROOM		
Dining Table	<input type="checkbox"/>
Dining Chairs x 6	<input type="checkbox"/>
Place mats x 6	<input type="checkbox"/>

Item	Supplied	Description
BEDROOM/S – 2 Bedrooms		
Queen Size Bed x 1	<input type="checkbox"/>
KB Zipper Bed preferred or 1 x Queen Size Bed	<input type="checkbox"/>
Bedside tables x 4	<input type="checkbox"/>
Bedside table lamps x 4	<input type="checkbox"/>
Television (wall mounted)	<input type="checkbox"/>
Pillows x 8	<input type="checkbox"/>
Pillow protector x 8	<input type="checkbox"/>
Mattress protector x 2	<input type="checkbox"/>
Doona x 2 – to match bedding config	<input type="checkbox"/>
Spare blanket x 2 – Queen	<input type="checkbox"/>
Artwork x2	<input type="checkbox"/>
Coat hanger x 12/ bedroom	<input type="checkbox"/>
Scatter Cushions x 2-4	<input type="checkbox"/>
BATHROOM/S – 2 Bathrooms		
Bathroom accessory set x 2	<input type="checkbox"/>
Small waste bin x 2	<input type="checkbox"/>
Hair Dryer x 1	<input type="checkbox"/>
Laundry Hamper x 1	<input type="checkbox"/>

Item	Supplied	Description
LAUNDRY		
Washing machine	<input type="checkbox"/>
Dryer	<input type="checkbox"/>
Vacuum Cleaner	<input type="checkbox"/>
Steam Iron	<input type="checkbox"/>
Mop	<input type="checkbox"/>
Bucket	<input type="checkbox"/>
Brush and dustpan	<input type="checkbox"/>
Clothes Airer	<input type="checkbox"/>
Broom	<input type="checkbox"/>
KITCHEN		
Coffee Machine (Optional)	<input type="checkbox"/>
Blender – hand held	<input type="checkbox"/>
Refrigerator/freezer	<input type="checkbox"/>
Microwave oven	<input type="checkbox"/>
Toaster	<input type="checkbox"/>
Electric kettle	<input type="checkbox"/>
Oven mitt	<input type="checkbox"/>
Garbage bin	<input type="checkbox"/>
Dinner plates x 8	<input type="checkbox"/>
Bread plates x 8	<input type="checkbox"/>
Soup bowls x 8	<input type="checkbox"/>
Tea Cups and saucers x 8	<input type="checkbox"/>
Coffee mugs x 8	<input type="checkbox"/>
Serving plate x 1	<input type="checkbox"/>
Coffee Plunger	<input type="checkbox"/>

Item	Supplied	Description
Wine glasses x 6	<input type="checkbox"/>
Tumblers – High x 6	<input type="checkbox"/>
Tumblers – Low x 6	<input type="checkbox"/>
Champagne glasses x 6	<input type="checkbox"/>
Bread knives x 6	<input type="checkbox"/>
Steak knives x 6	<input type="checkbox"/>
Forks x 6	<input type="checkbox"/>
Dessert spoons x 6	<input type="checkbox"/>
Soup spoons x 6	<input type="checkbox"/>
Teaspoons x 6	<input type="checkbox"/>
Serving spoon x 1	<input type="checkbox"/>
Bread knife x 1	<input type="checkbox"/>
Cheese knife x 1	<input type="checkbox"/>
Carving knife x 1	<input type="checkbox"/>
Utility knife block x 1	<input type="checkbox"/>
Ladle x 1	<input type="checkbox"/>
Egg flip x 1	<input type="checkbox"/>
Kitchen tongs x 1	<input type="checkbox"/>
Can opener x 1	<input type="checkbox"/>
Potato masher	<input type="checkbox"/>
Peeler	<input type="checkbox"/>
Cheese grater	<input type="checkbox"/>
Wooden spoon set	<input type="checkbox"/>
Measuring cup set	<input type="checkbox"/>
Corkscrew/Bottle opener	<input type="checkbox"/>

3 Bedroom Furniture Package

OWNERS PLEASE NOTE:

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Use the description to identify make, models and styles.

Please use the additional pages supplied at the end of this document to list any extra items.

Item	Supplied	Description
LOUNGE ROOM		
2-2.5 seater sofa x 2 (Or similar to suit floor plan)	<input type="checkbox"/>
Co-ordinating scatter cushions	<input type="checkbox"/>
TV entertainment unit	<input type="checkbox"/>
Coffee table	<input type="checkbox"/>
Flat screen television	<input type="checkbox"/>
DVD player	<input type="checkbox"/>
Mini Hi-fi system (Optional)	<input type="checkbox"/>
Lamp	<input type="checkbox"/>
Floor lamp (Optional)	<input type="checkbox"/>
Artwork (Optional)	<input type="checkbox"/>
Decorative ornaments	<input type="checkbox"/>
DINING ROOM		
Dining Table	<input type="checkbox"/>
Dining Chairs x 6	<input type="checkbox"/>
Place mats x 6	<input type="checkbox"/>

Item	Supplied	Description
BEDROOM/S - 3 Bedrooms		
Queen Size Bed x 2	<input type="checkbox"/>
KB Zipper Bed preferred or 1 x Queen Size Bed	<input type="checkbox"/>
Bedside tables x 6	<input type="checkbox"/>
Bedside table lamps x 6	<input type="checkbox"/>
Television (wall mounted –optional)	<input type="checkbox"/>
Pillows x 12	<input type="checkbox"/>
Pillow protector x 12	<input type="checkbox"/>
Mattress protector x 3	<input type="checkbox"/>
Doona x 3 – Queen	<input type="checkbox"/>
Spare blanket x 2 – Queen	<input type="checkbox"/>
Artwork x3	<input type="checkbox"/>
Coat hanger x 12 bedroom	<input type="checkbox"/>
Scatter Cushions x 3-6	<input type="checkbox"/>
BATHROOM/S – 3 bathrooms		
Bathroom accessory set x 3	<input type="checkbox"/>
Small waste bin x 3	<input type="checkbox"/>
Hairdryer x 1	<input type="checkbox"/>

Item	Supplied	Description
LAUNDRY		
Washing machine	<input type="checkbox"/>
Dryer	<input type="checkbox"/>
Vacuum Cleaner	<input type="checkbox"/>
Steam Iron	<input type="checkbox"/>
Ironing Board	<input type="checkbox"/>
Mop	<input type="checkbox"/>
Bucket	<input type="checkbox"/>
Brush and dustpan	<input type="checkbox"/>
Clothes Airer	<input type="checkbox"/>
Laundry Hamper x 2	<input type="checkbox"/>
KITCHEN		
Coffee Machine (Optional)	<input type="checkbox"/>
Blender- hand held	<input type="checkbox"/>
Refrigerator/freezer	<input type="checkbox"/>
Microwave oven	<input type="checkbox"/>
Toaster	<input type="checkbox"/>
Electric kettle	<input type="checkbox"/>
Oven mitt	<input type="checkbox"/>
Garbage bin	<input type="checkbox"/>
Dinner plates x 8	<input type="checkbox"/>
Bread plates x 8	<input type="checkbox"/>
Soup bowls x 8	<input type="checkbox"/>
Tea Cups and saucers x 8	<input type="checkbox"/>
Coffee mugs x 8	<input type="checkbox"/>

Item	Supplied	Description
Coffee Plunger	<input type="checkbox"/>
Serving plate x 1	<input type="checkbox"/>
Wine glasses x 6	<input type="checkbox"/>
Tumblers – High x 6	<input type="checkbox"/>
Tumblers – Low x 6	<input type="checkbox"/>
Champagne glasses x 6	<input type="checkbox"/>
Bread knives x 6	<input type="checkbox"/>
Cheese knives x 6	<input type="checkbox"/>
Steak knives x 6	<input type="checkbox"/>
Forks x 6	<input type="checkbox"/>
Dessert spoons x 6	<input type="checkbox"/>
Soup spoons x 6	<input type="checkbox"/>
Teaspoons x 6	<input type="checkbox"/>
Serving spoon x 1	<input type="checkbox"/>
Bread knife x 1	<input type="checkbox"/>
Carving knife x 1	<input type="checkbox"/>
Utility knife block x 1	<input type="checkbox"/>
Ladle x 1	<input type="checkbox"/>
Egg flip x 1	<input type="checkbox"/>
Kitchen tongs x 1	<input type="checkbox"/>
Can opener x 1	<input type="checkbox"/>

Item	Supplied	Description
Potato masher	<input type="checkbox"/>
Peeler	<input type="checkbox"/>
Cheese grater	<input type="checkbox"/>
Wooden spoon set	<input type="checkbox"/>
Measuring cup set	<input type="checkbox"/>
Corkscrew/Bottle opener	<input type="checkbox"/>
Strainer	<input type="checkbox"/>
Cutting Board set	<input type="checkbox"/>
Mixing bowl set	<input type="checkbox"/>
Whisk	<input type="checkbox"/>
Corkscrew	<input type="checkbox"/>
Spatula	<input type="checkbox"/>
Pot and pan set	<input type="checkbox"/>
Casserole dish	<input type="checkbox"/>
Scissors	<input type="checkbox"/>
Outdoor setting 7pce	<input type="checkbox"/>

Additional items that you wish to provide can be listed below or if insufficient space, the pages at the end of this document can be utilised

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