

General tenancy agreement (Form 18a)

Residential Tenancies and Rooming Accommodation Act 2008



Part 1 Tenancy details

Item 1

1.1 Lessor

Name/trading name

Address

9-19 Castlebar Street		
Kangaroo Point	Queensland	Postcode 4169

1.2 Phone

0732497674

Mobile

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Email

shafston@unilodge.com.au

Item 2

2.1 Tenant/s

1. Full name/s			
Phone		Email	
Emergency contact full name/s			
Emergency contact phone			
Emergency contact email			

2. Full name/s			
Phone		Email	
Emergency contact full name/s			
Emergency contact phone			
Emergency contact email			

3. Full name/s			
Phone		Email	
Emergency contact full name/s			
Emergency contact phone			
Emergency contact email			

2.2 Address for service (if different from address of the premises in item 5.1) Attach a separate list

Item 3

3.1 Agent If applicable. See clause 43

Full name/trading name	BCA Management PTY LTD T/As Student Living - Shafston
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Address

9-19 Castlebar Street		
Kangaroo Point	QLD	Postcode 4169

3.2 Phone

0732497674

Mobile

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Email

shafston@unilodge.com.au



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Item 4 Notices may be given to

(Indicate if the email is different from item 1, 2 or 3 above)

4.1 Lessor

Email Yes No Facsimile Yes No

4.2 Tenant/s

Email Yes No Facsimile Yes No

4.3 Agent

Email Yes No Facsimile Yes No

Item 5 5.1 Address of the rental premises

Unit
9-19 Castlebar Street, Kangaroo Point Queensland Postcode 4169

5.2 Inclusions provided.

For example, furniture or other household goods let with the premises. Attach list if necessary

As per entry condition report.

5.3 Details of current repair orders for the rental premises or inclusions

Item 6 6.1 The term of the agreement is fixed term agreement periodic agreement

6.2 Starting on / / 6.3 Ending on / /

Fixed term agreements only. For continuation of tenancy agreement, see clause 6

Item 7 Rent \$ per week fortnight month See clause 8(1)

Item 8 Rent must be paid on the day of each FORTNIGHT
Insert day. See clause 8(2) Insert week, fortnight or month

Item 9 Methods of rent payment Insert the ways the rent must be paid. See clause 8(3)

Online Bank Transfer, Bank deposit, Console Pay

Details for direct credit

BSB no. 114879 Bank/building society/credit union St George Bank

Account no. 448001247 Account name BCA Management P/L T/as UniLodge @ Shafston

Payment reference

Item 10 Place of rent payment Insert where the rent must be paid. See clause 8(5) to 8(7)

Online Bank Transfer, Bank deposit via St. George Bank Branch.

Item 10a Day of last rent increase Insert the day the rent was last increased for the premises

/ /

Note: The lessor/lessor's agent must not increase, or propose to increase, the rent payable by a tenant less than 12 months after the last rent increase for the residential premises. Rent increase requirements do not apply to exempt lessors. The Act provides definitions for an exempt lessor.

Item 11 Rental bond amount \$ See clause 13

Item 12 **12.1 The services supplied to the premises for which the tenant must pay** See clause 16
Electricity Yes No Any other service that a tenant must pay Yes No
Gas Yes No Type See special terms (page 11)
Phone Yes No

12.2 Is the tenant to pay for water supplied to the premises See clause 17
 Yes No

Item 13 **If the premises is not individually metered for a service under item 12.1, the apportionment of the cost of the service for which the tenant must pay.**

For example, insert the percentage of the total charge the tenant must pay. See clause 16(c)

Electricity	<input type="text" value="N/A"/>	Any other service stated in item 12.1	<input type="text" value="N/A"/>
Gas	<input type="text" value="N/A"/>	See special terms (page 11)	
Phone	<input type="text" value="N/A"/>		

Item 14 **How services must be paid for** Insert for each how the tenant must pay. See clause 16(d)

Electricity	<input type="text" value="N/A"/>
Gas	<input type="text" value="N/A"/>
Phone	<input type="text" value="N/A"/>
Any other service stated in item 12.1 See special terms (page 11)	<input type="text" value="Same as rent payment"/>

Item 15 **Number of persons allowed to reside at the premises** See clause 23

Item 16 **16.1 Are there any body corporate by-laws applicable to the occupation of the premises by a tenant?** Yes No
See clause 22

16.2 Has the tenant been given a copy of the relevant by-laws See clause 22 Yes No

Item 17 **The type and number of pets approved by the lessor to be kept at the premises** See clauses 33A to 33D

Type Number Type Number

Item 18 **18.1 Name and telephone number of the lessor's nominated repairer for each of the following repairs**

Electrical repairs	<input type="text" value="UniLodge @ Shafston"/>	Phone	<input type="text" value="07 3249 7674"/>
Plumbing repairs	<input type="text" value="UniLodge @ Shafston"/>	Phone	<input type="text" value="07 3249 7674"/>
Other repairs	<input type="text" value="UniLodge @ Shafston"/>	Phone	<input type="text" value="07 3249 7674"/>

18.2 Are the nominated repairers the tenant's first point of contact for notifying the need for emergency repairs? See clause 31(4)
 Yes
 No - please provide lessor contact details below
Name Phone

Part 2 Standard Terms

Division 1 Preliminary

1 Interpretation

In this agreement -

- (a) a reference to **the premises** includes a reference to any inclusions for the premises stated in this agreement for item 5.2; 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 general tenancy agreement

- (1) This part states, under the *Residential Tenancies and Rooming Accommodation Act 2008 (the Act)*, section 55, the standard terms of a general tenancy agreement.
- (2) The Act also imposes duties on, and gives entitlements to, the lessor and tenant that are taken to be included as terms of this agreement.
- (3) The lessor and tenant may agree on other terms of this agreement (**special terms**).
- (4) A duty or entitlement under the Act overrides a standard term or special term if the term is inconsistent with the duty or entitlement.
- (5) 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 lessor or the lessor's agent enters the premises in contravention of the rules of entry under sections 192 to 199; or
 - the tenant does not sign and return the condition report to the lessor or the lessor's agent under section 65.
- (6) In accordance with section 61 of the Act, a General Tenancy Agreement must include the day the rent for the premises was last increased, within the meaning of section 93, at the time the agreement is entered into. However, this does not apply if the lessor is an exempt lessor.

3 More than 1 lessor or tenant

- (1) This clause applies if more than 1 person is named in this agreement for item 1 or 2.
- (2) Each lessor named in this agreement for item 1 must perform all of the lessor's obligations under this agreement.
- (3) Each tenant named in this agreement for item 2 -
 - (a) holds their interest in the tenancy as a tenant in common unless a special term states the tenants are joint tenants; and
 - (b) must perform all the tenant's obligations under this agreement.

Division 2 Period of tenancy

4 Start of tenancy

- (1) The tenancy starts on the day stated in this agreement for item 6.2.
- (2) However, if no day is stated or if the stated day is before the signing of this agreement, the tenancy starts when the tenant is or was given a right to occupy the premises.

5 Entry condition report - s 65

- (1) The lessor must prepare, in the approved form, sign and give the tenant 1 copy of a condition report for the premises.
- (2) The copy must be given to the tenant on or before the day the tenant occupies the premises under this agreement.
- (3) The tenant must mark the copy of the report to show any parts the tenant disagrees with, and sign and return the copy to the lessor not later than 7 days after the later of the following days -
 - (a) the day the tenant occupies the premises;

(b) the day the tenant 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 premises when the tenancy started. For more information about condition reports, see the information statement.

- (4) After the copy of the condition report is returned to the lessor by the tenant, the lessor must copy the condition report and return it to the tenant within 14 days.
- (5) However, the lessor does not have to prepare a condition report for the premises if -
 - (a) this agreement has the effect of continuing the tenant's right to occupy the premises under an earlier residential tenancy agreement; and
 - (b) in accordance with the Act, a condition report was prepared for the premises for the earlier residential tenancy agreement.
- (6) If a condition report is not prepared for this agreement because subclause (5) applies, the condition report prepared for the earlier residential tenancy agreement is taken to be the condition report for this agreement.

6 Continuation of fixed term agreement - s 70

- (1) This clause applies if -
 - (a) this agreement is a fixed term agreement; and
 - (b) none of the following notices are given, or agreements or applications made before the day the term ends (the **end day**) -
 - (i) a notice to leave;
 - (ii) a notice of intention to leave;
 - (iii) an abandonment termination notice;
 - (iv) a notice, agreement or application relating to the death of a sole tenant under section 277(7);
 - (v) a written agreement between the lessor and tenant to end the agreement.
- (2) This agreement, other than a term about this agreement's term, continues to apply after the end day on the basis that the tenant is holding over under a periodic agreement.
Note - For more information about the notices, see the information statement.

7 Costs apply to early ending of fixed term agreement - s 357A

- (1) This clause applies if -
 - (a) this agreement is a fixed term agreement; and
 - (b) the tenant ends this agreement before the term ends in a way not permitted under the Act.
- (2) The tenant must pay the reletting costs under section 357A(3).
Note - For when the tenant may end this agreement early under the Act, see clause 36 and the information statement.
- (3) This clause does not apply if, after experiencing domestic violence, the tenant ends this agreement or the tenant's interest in this agreement under chapter 5, part 1, division 3, subdivision 2A of the Act.

Division 3 Rent

8 When, how and where rent must be paid - ss 83 and 85

- (1) The tenant must pay the rent stated in this agreement for item 7.
- (2) The rent must be paid at the times stated in this agreement for item 8.
- (3) The rent must be paid -
 - (a) in a way stated in this agreement for item 9; or
 - (b) in the way agreed after the signing of this agreement by -
 - (i) the lessor or tenant giving the other party a notice proposing the way; and
 - (ii) the other party agreeing to the proposal in writing; or

- (c) if the lessor intends to change the way rent is paid to a way that is not stated in this agreement for item 9 and no way is agreed to after the signing of this agreement – in a way the lessor proposes by written notice to the tenant under section 84A.
- (4) The lessor must give the tenant written notice advising of the costs associated with the ways to pay rent offered to the tenant that the tenant would not reasonably be aware of if the lessor or lessor's agent knows or could reasonably be expected to find out about the costs.
- (5) The rent must be paid at the place stated in this agreement for item 10.
- (6) However, if, after the signing of this agreement, the lessor gives a notice to the tenant 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.
- (7) If no place is stated in this agreement for item 10 and there is no notice stating a place, the rent must be paid at an appropriate place.

Examples of an appropriate place –

- the lessor's address for service
- the lessor's agent's office

9 Rent in advance - s 87

The lessor may require the tenant to pay rent in advance only if the payment is not more than –

- (a) for a periodic agreement - 2 weeks rent; or
(b) for a fixed term agreement - 1 month rent.

Note - Under section 87(2), the lessor or the lessor's agent must not require a payment of rent under this agreement in a period for which rent has already been paid.

10 Rent increases - ss 91 and 93

- (1) If the lessor proposes to increase the rent, the lessor must give notice of the proposal to the tenant.
- (2) The notice must state the amount of the increased rent and the day from when it is payable.
- (3) The day stated must not be earlier than the later of the following –
- (a) 2 months after the notice is given;
(b) 12 months after the last rent increase for the premises under section 93.
- (4) Subject to an order of a tribunal, the increased rent is payable from the day stated in the notice, and this agreement is taken to be amended accordingly.
- (5) However, the increased rent is payable by the tenant only if –
- (a) the rent is increased in compliance with this clause; and
(b) the increased rent is not payable before the end of the minimum period before the rent may be increased under section 93; and
- (c) the increase in rent does not relate to –
- (i) compliance of the premises or inclusions with the prescribed minimum housing standards; or
(ii) keeping a pet or working dog at the premises.
- (6) Also, if this agreement is a fixed term agreement, the rent may not be increased before the term ends unless –
- (a) this agreement provides for the rent increase; and
(b) this agreement states the amount of the increase or how the amount of the increase is to be worked out; and
(c) the increase is made in compliance with the matters mentioned in paragraph (b).

11 Application to tribunal about excessive increase - s 92

- (1) After the lessor gives the tenant notice of a proposed rent increase, the tenant may apply to the tribunal for an order setting aside or reducing the increase if the tenant believes the increase –
- (a) is excessive; or
(b) is not payable under clause 10.

- (2) However, the application must be made –
- (a) within 30 days after the notice is received; and
(b) for a fixed term agreement - before the term ends.

12 Rent decreases - s 94

Under section 94, the rent may decrease in certain situations.

Note - For details of the situations, see the information statement.

Division 4 Rental bond

13 Rental bond required - ss 111 and 116

- (1) If a rental bond is stated in this agreement for item 11, the tenant must pay to the lessor or the lessor'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 tenant signs this agreement.
- Note* - There is a maximum bond that may be required. See section 146 and the information statement.
- (2) The lessor or the lessor'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 lessor if the tenant breaches this agreement.

Example - The lessor may claim against the bond if the tenant does not leave the premises in the required condition at the end of the tenancy.

Note - For how to apply to the authority or a tribunal for the bond at the end of the tenancy, see the information statement and sections 125 to 141. Delay in applying may mean that payment is made on another application for payment.

14 Increase in bond - s 154

- (1) The tenant must increase the rental bond if –
- (a) the rent increases and the lessor gives notice to the tenant 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 tenant is given the notice.

Division 5 Outgoings

15 Outgoings - s 163

- (1) The lessor must pay all charges, levies, premiums, rates or taxes for the premises, other than a service charge.
- Examples* -
body corporate levies, council general rates, sewerage charges, environment levies, land tax
- (2) This clause does not apply if –
- (a) the lessor is the State; and
(b) rent is not payable under the agreement; and
(c) the tenant is an entity receiving financial or other assistance from the State to supply rented accommodation to persons.

16 General service charges - ss 164 and 165

The tenant must pay a service charge, other than a water service charge, for a service supplied to the premises during the tenancy if –

- (a) the tenant enjoys or shares the benefit of the service; and
(b) the service is stated in this agreement for item 12.1; and

- (c) either -
- (i) the premises are individually metered for the service; or
 - (ii) this agreement states for item 13 how the tenant's apportionment of the cost of the service is to be worked out; and
- (d) this agreement states for item 14 how the tenant must pay for the service.

Note - Section 165(3) limits the amount the tenant must pay.

17 Water service charges - ss 164, 166 and 166A

- (1) The tenant must pay an amount for the water consumption charges for the premises if -
- (a) the tenant is enjoying or sharing the benefit of a water service to the premises; and
 - (b) the premises are individually metered for the supply of water or water is supplied to the premises by delivery by means of a vehicle; and
 - (c) this agreement states for item 12.2 that the tenant must pay for water supplied to the premises.
- Note* - A water consumption charge does not include the amount of a water service charge that is a fixed charge for the water service.
- (2) However, the tenant does not have to pay an amount -
- (a) that is more than the amount of the water consumption charges payable to the relevant water supplier; or
 - (b) that is a fixed charge for the water service to the premises.
- (3) Also, the tenant does not have to pay an amount for a reasonable quantity of water supplied to the premises for a period if, during the period, the premises are not water efficient for section 166.

Note - For details about water efficiency, see the information statement.

- (4) In deciding what is a reasonable quantity of water for subclause (3), regard must be had to the matters mentioned in section 169(4)(a) to (e).
- (5) The lessor must give the tenant copies of relevant documents about the amount payable to the relevant water supplier within 4 weeks after the lessor receives the documents.
- (6) The tenant is not required to pay an amount for the water consumption charges if the tenant has not received a copy of the documents about the amount payable to the relevant water supplier.
- (7) Subclause (9) applies if water consumption charges are payable for a period that includes part but not all of a period specified, or to be specified, in a water consumption charges document.
- (8) The tenant may be required to pay an amount calculated under section 166A using -
- (a) a meter reading for the premises recorded in a condition report; and
 - (b) a reasonable estimate of the volume of water supplied to the premises during the period for which water consumption charges are payable by the tenant mentioned in subclause (8); and
 - (c) the rate used to calculate the water consumption charge stated in the most recent water consumption charges document.
- (9) The tenant must pay the amount of the charge to the lessor within 1 month of the lessor giving the tenant copies of relevant documents about the incurring of the amount.

- (10) In this clause -
- water consumption charge**, for premises, means the variable part of a water service charge assessed on the volume of water supplied to the premises.

water consumption charges document means a document, issued to the lessor by the relevant water supplier, stating the amount of water consumption charges for the premises that are payable to the supplier.

Note - If there is a dispute about how much water (or any other service charge) the tenant should pay, the lessor or the tenant may attempt to resolve the dispute by conciliation. See the information statement for details.

Division 6 Rights and obligations concerning the premises during tenancy

Subdivision 1 Occupation and use of premises

18 No legal impediments to occupation - s 181

The lessor must ensure there is no legal impediment to occupation of the premises by the tenant as a residence for the term of the tenancy if, when entering into this agreement, the lessor knew about the impediment or ought reasonably to have known about it.

Examples of possible legal impediments -

- if there is a mortgage over the premises, the lessor might need to obtain approval from the mortgagee before the tenancy can start
- a certificate might be required under the *Building Act 1975* before the premises can lawfully be occupied
- the zoning of the land might prevent use of a building on the land as a residence

19 Vacant possession and quiet enjoyment - ss 182 and 183

- (1) The lessor must ensure the tenant has vacant possession of the premises (other than a part of the premises that the tenant does not have a right to occupy exclusively) on the day the tenant is entitled to occupy the premises under this agreement.

Editor's note - Parts of the premises where the tenant does not have a right to occupy exclusively may be identified in a special term.

- (2) The lessor must take reasonable steps to ensure the tenant has quiet enjoyment of the premises.
- (3) The lessor or the lessor's agent must not interfere with the reasonable peace, comfort or privacy of the tenant in using the premises.

20 Lessor's right to enter the premises - ss 192-199

The lessor or the lessor's agent may enter the premises during the tenancy only if the obligations under sections 192 to 199 have been complied with.

Note - See the information statement for details.

21 Tenant's use of premises - ss 10 and 184

- (1) The tenant may use the premises only as a place of residence or mainly as a place of residence or for another use allowed under a special term.
- (2) The tenant must not -
- (a) use the premises for an illegal purpose; or
 - (b) cause a nuisance by the use of the premises; or
- Examples of things that may constitute a nuisance -*
- using paints or chemicals on the premises that go onto or cause odours on adjoining land
 - causing loud noises
 - allowing large amounts of water to escape onto adjoining land
- (c) interfere with the reasonable peace, comfort or privacy of a neighbour of the tenant; or
- (d) allow another person on the premises to interfere with the reasonable peace, comfort or privacy of a neighbour of the tenant.

22 Units and townhouses - s 69

- (1) The lessor must give the tenant a copy of any body corporate by-laws applicable to -
- (a) the occupation of the premises; or
 - (b) any common area available for use by the tenant with the premises.
- (2) The tenant must comply with the body corporate by-laws.
- (3) Subclause (1) does not apply if -
- (a) this agreement has the effect of continuing the tenant's right to occupy the premises under an earlier residential tenancy agreement; and
 - (b) the lessor gave the tenant a copy of the body corporate by-laws in relation to the earlier agreement.

23 Number of occupants allowed

No more than the number of persons stated in this agreement for item 15 may reside at the premises.

24 - intentionally removed

Subdivision 2 Standard of premises

25 Lessor's obligations - s 185

- (1) At the start of the tenancy, the lessor must ensure -
 - (a) the premises are clean; and
 - (b) the premises are fit for the tenant to live in; and
 - (c) the premises are in good repair; and
 - (d) the lessor is not in breach of a law dealing with issues about the health or safety of persons using or entering the premises.
 - (e) the premises and inclusions otherwise comply with any prescribed minimum housing standards applying to the premises or inclusions.
- (2) While the tenancy continues, the lessor must -
 - (a) maintain the premises in a way that the premises remain fit for the tenant to live in; and
 - (b) maintain the premises in good repair; and
 - (c) ensure the lessor is not in breach of a law dealing with issues about the health or safety of persons using or entering the premises; and
 - (d) keep any common area included in the premises clean.
 - (e) ensure the premises and inclusions otherwise comply with any prescribed minimum housing standards applying to the premises or inclusions

Note - For details about the maintenance, see the information statement.
- (3) However, the lessor is not required to comply with subclause (1)(c) or (2)(a) for any non-standard items and the lessor is not responsible for their maintenance if -
 - (a) the lessor is the State; and
 - (b) the non-standard items are stated in this agreement and this agreement states the lessor is not responsible for their maintenance; and
 - (c) the non-standard items are not necessary and reasonable to make the premises a fit place in which to live; and
 - (d) the non-standard items are not a risk to health or safety; and
 - (e) for fixtures - the fixtures were not attached to the premises by the lessor.
- (4) In this clause -
non-standard items means the fixtures attached to the premises and inclusions supplied with the premises stated in this agreement for item 5.2.
premises include any common area available for use by the tenant with the premises.

26 Tenant's obligations generally - s 188(2), (3) and (5)

- (1) The tenant must keep the premises clean, having regard to their condition at the start of the tenancy.
- (2) The tenant must not maliciously damage, or allow someone else to maliciously damage, the premises.
- (3) The tenant's obligations under this clause do not apply to the extent the obligations would have the effect of requiring the tenant to repair, or compensate the lessor for, damage to the premises or inclusions caused by an act of domestic violence experienced by the tenant

Subdivision 3 The dwelling

27 Fixtures or structural changes - ss 206A-209B

- (1) The tenant may attach a fixture, or make a structural change, to the premises only if the lessor 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 lessor's agreement must be written, describe the nature of the fixture or change and include any terms of the agreement.

Examples of terms -

- that the tenant may remove the fixture
 - that the tenant must repair damage caused when removing the fixture
 - that the lessor must pay for the fixture if the tenant can not remove it
- (3) If the lessor does agree, the tenant must comply with the terms of the lessor's agreement.
 - (4) The lessor must not act unreasonably in failing to agree.
 - (5) If the tenant attaches a fixture, or makes a structural change, to the premises without the lessor's agreement, the lessor 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 premises for the lessor's benefit (that is, treat it as belonging to the lessor, without having to pay the tenant for it).
 - (6) A fixture may be attached, or a structural change may be made, to premises if the fixture or structural change -
 - (a) is necessary for a tenant's safety, security or accessibility; and
 - (b) is attached or made in the circumstances, and in accordance with any requirements, prescribed by regulation.

28 Supply of locks and keys - s 210

- (1) The lessor must supply and maintain all locks necessary to ensure the premises are reasonably secure.
- (2) The lessor must give the tenant, or if there is more than 1 tenant, 1 of the tenants, a key for each lock that -
 - (a) secures an entry to the premises; or
 - (b) secures a road or other place normally used to gain access to, or leave, the area or building in which the premises are situated; or
 - (c) is part of the premises.
- (3) If there is more than 1 tenant, the lessor must give the other tenants a key for the locks mentioned in subclause (2)(a) and (b).

29 Changing locks - ss 211 and 212

- (1) The lessor or tenant may change a lock at the premises only if -
 - (a) the other party to this agreement agrees to the change; or
 - (b) the lessor or tenant has a reasonable excuse for making the change; or
 - (c) the lessor or tenant believes the change is necessary because of an emergency; or
 - (d) the lock is changed to comply with an order of the tribunal.
- (2) However, the tenant may also change a lock at the premises if the tenant -
 - (a) believes the change is necessary to protect the tenant or another occupant of the premises from domestic violence; and
 - (b) engages a locksmith or other qualified tradesperson to change the lock.
- (3) The lessor or tenant must not act unreasonably in failing to agree to the change of a lock.
- (4) If the lessor or tenant changes the lock, the lessor or tenant must give the other party to this agreement a key for the changed lock, unless -
 - (a) the other party agrees to not being given the key; or
 - (b) a tribunal orders that the key not be given to the other party.
- (5) If the tenant changes a lock under subclause (2) and gives the lessor a key for the changed lock, the lessor must not give the key to any other person without the tenant's agreement or a reasonable excuse.
- (6) The right of the lessor or tenant to change a lock under this clause is subject to any of the following laws that apply to the premises -
 - (a) the *Body Corporate and Community Management Act 1997*;
 - (b) the *Building Units and Group Titles Act 1980*;
 - (c) a body corporate by-law

Subdivision 4 Damage and repairs

30 Meaning of emergency and routine repairs - ss 214 and 215

- (1) **Emergency repairs** are works needed to repair any of the following -
 - (a) a burst water service or serious water service leak;
 - (b) a blocked or broken lavatory system;
 - (c) a serious roof leak;
 - (d) a gas leak;
 - (e) a dangerous electrical fault;
 - (f) flooding or serious flood damage;
 - (g) serious storm, fire or impact damage;
 - (h) a failure or breakdown of the gas, electricity or water supply to the premises;
 - (i) a failure or breakdown of an essential service or appliance on the premises for hot water, cooking or heating;
 - (j) a fault or damage that makes the premises unsafe or insecure;
 - (k) a fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the premises;
 - (l) a serious fault in a staircase, lift or other common area of the premises that unduly inconveniences a resident in gaining access to, or using, the premises.
- (2) Also, **emergency repairs** are works needed for the premises or inclusions to comply with the prescribed minimum housing standards.
- (3) **Routine repairs** are repairs other than emergency repairs.

31 Nominated repairer for emergency repairs - s 216

- (1) The lessor's nominated repairer for emergency repairs of a particular type must be stated either -
 - (a) in this agreement for item 18; or
 - (b) in a written notice given by the lessor to the tenant.
- (2) Item 18 or the written notice must state -
 - (a) the name and telephone number of the nominated repairer; and
 - (b) whether or not the nominated repairer is the tenant's first point of contact for notifying of the need for emergency repairs.
- (3) The lessor must give written notice to the tenant of any change of the lessor's nominated repairer or the telephone number of the nominated repairer.
- (4) This clause does not apply if -
 - (a) the lessor has given the tenant a telephone number of the lessor; and
 - (b) under this agreement the lessor is to arrange for emergency repairs to be made to the premises or inclusions.

32 Notice of damage - s 217

- (1) If the tenant knows the premises have been damaged, the tenant must give notice as soon as practicable of the damage.
- (2) If the premises need routine repairs, the notice must be given to the lessor.
- (3) If the premises need emergency repairs, the notice must be given to -
 - (a) the nominated repairer for the repairs; or
 - (b) if there is no nominated repairer for the repairs or the repairer can not be contacted - the lessor.
- (4) This clause does not apply to the tenant for damage caused by an act of domestic violence experienced by the tenant.

33 Emergency repairs arranged by tenant - ss 218 and 219

- (1) The tenant may arrange for a suitably qualified person to make emergency repairs or apply to the tribunal under section 221 for orders about the repairs if -
 - (a) the tenant has been unable to notify the lessor or nominated repairer of the need for emergency repairs of the premises; or
 - (b) the repairs are not made within a reasonable time after notice is given.

- (2) The maximum amount that may be incurred for emergency repairs arranged to be made by the tenant is an amount equal to the amount payable under this agreement for 4 weeks rent.
Note - For how the tenant may require reimbursement for the repairs, see sections 219(2) and (3) and 220 and the information statement.

Subdivision 5 Pets

33A Keeping pets and other animals at premises - ss 184B and 184G

- (1) The tenant may keep a pet or other animal at the premises only with the approval of the lessor.
- (2) However, the tenant may keep a working dog at the premises without the lessor's approval.
- (3) The tenant has the approval of the lessor to keep a pet at the premises if keeping the pet at the premises is consistent with item 17.
Notes -
 - 1 If item 17 states 2 cats, the tenant is approved by the lessor to keep up to 2 cats at the premises.
 - 2 For additional approvals to keep a pet or other animal at the premises see clause 33C.
- (4) An authorisation to keep the pet or working dog at the premises continues for the life of the pet or working dog and is not affected by any of the following matters -
 - (a) the ending of this agreement, if the tenant continues occupying the premises under a new agreement;
 - (b) a change in the lessor or lessor's agent;
 - (c) for a working dog - the retirement of the dog from the service the dog provided as a working dog.
- (5) An authorisation to keep a pet, working dog or other animal at the premises may be restricted by a body corporate by-law or other law about keeping animals at the premises.

Examples -

- 1 The premises may be subject to a local law that limits the number or types of animals that may be kept at the premises.
- 2 The premises may be subject to a body corporate by-law that requires the tenant to obtain approval from the body corporate before keeping a pet at the premises.

33B Tenant responsible for pets and other animals - s 184C

- (1) The tenant is responsible for all nuisance caused by a pet or other animal kept at the premises, including, for example, noise caused by the pet or other animal.
- (2) The tenant is responsible for repairing any damage to the premises or inclusions caused by the pet or other animal.
- (3) Damage to the premises or inclusions caused by the pet or other animal is not fair wear and tear.

33C Request for approval to keep pet - ss 184D and 184E

- (1) The tenant may, using the approved form, request the lessor's approval to keep a stated pet at the premises.
- (2) The lessor must respond to the tenant's request within 14 days after receiving the request.
- (3) The lessor's response to the request must be in writing and state -
 - (a) whether the lessor approves or refuses the tenant's request; and
 - (b) if the lessor approves the tenant's request subject to conditions - the conditions of the approval; and
Note - See clause 33D for limitations on conditions of approval to keep a pet at the premises.
 - (c) if the lessor refuses the tenant's request -
 - (i) the grounds for the refusal; and
 - (ii) the reasons the lessor believes the grounds for the refusal apply to the request.
- (4) The lessor may refuse the request for approval to keep a pet at the premises only on 1 or more of the following grounds -
 - (a) keeping the pet would exceed a reasonable number of animals being kept at the premises;

- (b) the premises are unsuitable for keeping the pet because of a lack of appropriate fencing, open space or another thing necessary to humanely accommodate the pet;
 - (c) keeping the pet is likely to cause damage to the premises or inclusions that could not practicably be repaired for a cost that is less than the amount of the rental bond for the premises;
 - (d) keeping the pet would pose an unacceptable risk to the health and safety of a person, including, for example, because the pet is venomous;
 - (e) keeping the pet would contravene a law;
 - (f) keeping the pet would contravene a body corporate by-law applying to the premises;
 - (g) if the lessor proposed reasonable conditions for approval and the conditions comply with clause 33D – the tenant has not agreed to the conditions;
 - (h) the animal stated in the request is not a pet as defined in section 184A;
 - (i) another ground prescribed by a regulation under section 184E(1)(j).
- (5) The lessor is taken to approve the keeping of the pet at the premises if –
- (a) the lessor does not comply with subclause (2); or
 - (b) the lessor's response does not comply with subclause (3).

33D Conditions for approval to keep pet at premises – s 184F

- (1) The lessor's approval to keep a pet at the premises may be subject to conditions if the conditions –
- (a) relate only to keeping the pet at the premises; and
 - (b) are reasonable having regard to the type of pet and the nature of the premises; and
 - (c) are stated in the written approval given to the tenant in a way that is consistent with clause 33C(3).
- (2) Without limiting subclause (1)(b), the following conditions of the lessor's approval are taken to be reasonable –
- (a) if the pet is not a type of pet ordinarily kept inside – a condition requiring the pet to be kept outside at the premises;
 - (b) if the pet is capable of carrying parasites that could infest the premises – a condition requiring the premises to be professionally fumigated at the end of the tenancy;
 - (c) if the pet is allowed inside the premises – a condition requiring carpets in the premises to be professionally cleaned at the end of the tenancy.
- (3) A condition of the lessor's approval to keep a pet at the premises is void if the condition –
- (a) would have the effect of the lessor contravening section 171 or 172; or
 - (b) would, as a term of this agreement, be void under section 173; or
 - (c) would increase the rent or rental bond payable by the tenant; or
 - (d) would require any form of security from the tenant.
- (4) For subclause (2), the premises are professionally fumigated, and carpets are professionally cleaned, if the fumigation and cleaning are done to a standard ordinarily achieved by businesses selling those services.

Division 7 Restrictions on transfer or subletting by tenant

34 General - ss 238 and 240

- (1) Subject to clause 35, the tenant may transfer all or a part of the tenant's interest under this agreement, or sublet the premises, only if the lessor agrees in writing or if the transfer or subletting is made under a tribunal order.

- (2) The lessor must act reasonably in failing to agree to the transfer or subletting.
- (3) The lessor is taken to act unreasonably in failing to agree to the transfer or subletting if the lessor acts in a capricious or retaliatory way.
- (4) The lessor or the lessor's agent must not require the tenant to pay, or accept from the tenant, an amount for the lessor's agreement to a transfer or subletting by the tenant, other than an amount for the reasonable expenses incurred by the lessor in agreeing to the transfer or subletting.

35 State assisted lessors or employees of lessor - s 237

- (1) This clause applies if –
- (a) the lessor is the State; or
 - (b) the lessor is an entity receiving assistance from the State to supply rented accommodation; or
 - (c) the tenant's right to occupy the premises comes from the tenant's terms of employment.
- (2) The tenant may transfer the whole or part of the tenant's interest under this agreement, or sublet the premises, only if the lessor agrees in writing to the transfer or subletting.

Division 8 When agreement ends

36 Ending of agreement - s 277

- (1) This agreement ends only if –
- (a) the lessor and tenant agree, in a separate written document, to end this agreement; or
 - (b) the lessor gives a notice to leave premises to the tenant under section 326 and the tenant hands over vacant possession of the premises to the lessor on or after the handover day; or
 - (c) the tenant gives a notice of intention to leave premises to the lessor under section 327 and hands over vacant possession of the premises to the lessor on or after the handover day; or
 - (d) the tenant vacates, or is removed from, the premises after receiving a notice from a mortgagee or appointed person under section 317; or
 - (e) the tenant abandons the premises and the period for which the tenant paid rent has ended; or
 - (f) the tribunal makes an order terminating this agreement.
- (2) Also, this agreement ends for a sole tenant if –
- (a) the tenant gives the lessor a notice ending tenancy interest and hands over vacant possession of the premises; or
 - (b) the tenant dies.

Note - See section 324A for when this agreement ends if a sole tenant dies.

37 Condition premises must be left in - s 188(4) and (5)

- (1) At the end of the tenancy, the tenant must leave the premises, as far as possible, in the same condition they were in at the start of the tenancy, 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
- (2) The tenant's obligation mentioned in subclause (1) does not apply to the extent the obligation would have the effect of requiring the tenant to repair, or compensate the lessor for, damage to the premises or inclusions caused by an act of domestic violence experienced by the tenant.

38 Keys

At the end of the tenancy, the tenant must return to the lessor all keys for the premises.

39 Tenant's forwarding address - s 205(2) and (3)

- (1) When handing over possession of the premises, the tenant must, if the lessor or the lessor's agent asks the tenant in writing to state the tenant's new residential address, tell the lessor or the agent the tenant's new residential address.
- (2) However, subclause (1) does not apply if -
 - (a) the tenant has a reasonable excuse for not telling the lessor or agent the new address; or
 - (b) after experiencing domestic violence, the tenant ended this agreement, or the tenant's interest in this agreement, under chapter 5, part 1, division 3, subdivision 2A of the Act.

40 Exit condition report - s 66

- (1) As soon as practicable after this agreement ends, the tenant must prepare, in the approved form, and sign a condition report for the premises and give 1 copy of the report to the lessor or the lessor's agent.

Example of what might be as soon as practicable - when the tenant returns the keys to the premises to the lessor or the lessor's agent

Note - For the approved form for the condition report, see the information statement. The report may be very important in deciding who is entitled to a refund of the rental bond if there is a dispute about the condition of the premises.

- (2) The lessor or the lessor's agent must, within 3 business days after receiving the copy of the report -
 - (a) sign the copy; and
 - (b) if the lessor or agent does not agree with the report - show the parts of the report the lessor or agent disagrees with by marking the copy in an appropriate way; and
 - (c) if the tenant has given a forwarding address to the lessor or agent - make a copy of the report and return it to the tenant at the address.
- (3) The lessor or agent must keep a copy of the condition report signed by both parties for at least 1 year after this agreement ends.

41 Goods or documents left behind on premises - ss 363 and 364

- (1) The tenant must take all of the tenant's belongings from the premises at the end of the tenancy.
- (2) The lessor may not treat belongings left behind as the lessor's own property, but must deal with them under sections 363 and 364.

Note - For details of the lessor's obligations under sections 363 and 364, see the information statement. They may include an obligation to store goods and may allow the lessor to sell goods and pay the net sale proceeds (after storage and selling costs) to the public trustee.

Division 9 Miscellaneous

42 Supply of goods and services - s 171

- (1) The lessor or the lessor's agent must not require the tenant to buy goods or services from the lessor or a person nominated by the lessor or agent.
- (2) Subclause (1) does not apply to -
 - (a) a requirement about a service charge; or
Note - See section 164 for what is a service charge.
 - (b) a condition of an approval to keep a pet if the condition -
 - (i) requires the carpets to be cleaned, or the premises to be fumigated, at the end of the tenancy; and
 - (ii) complies with clause 33D; and
 - (iii) does not require the tenant to buy cleaning or fumigation services from a particular person or business.

43 Lessor's agent

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

44 Notices

- (1) A notice under this agreement must be written and, if there is an approved form for the notice, in the approved form.
Note - Download approved forms via the RTA website rta.qld.gov.au.
- (2) A notice from the tenant to the lessor may be given to the lessor's agent.
- (3) A notice may be given to a party to this agreement or the lessor's agent -
 - (a) by giving it to the party or agent personally; or
 - (b) if an address for service for the party or agent is stated in this agreement for item 1, 2 or 3 - by leaving it at the address, sending it by prepaid post as a letter to the address; or
 - (c) if a facsimile number for the party or agent is stated in this agreement for item 1, 2 or 3 and item 4 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
 - (d) if an email address for the party or agent is stated in this agreement for item 1, 2 or 3 and item 4 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 or the lessor's agent 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 or agent by facsimile or email.
- (5) If no address for service is stated in this agreement for item 2 for the tenant, the tenant's address for service is taken to be the address of the premises.
- (6) A party or the lessor's agent 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 or the lessor's agent, the address for service, facsimile number or email address stated in the notice is taken to be the party's or agent's address for service, facsimile number or email address stated in this agreement for item 1, 2 or 3.
- (8) Unless the contrary is proved -
 - (a) 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
 - (b) 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
 - (c) 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
 - (d) a notice sent by email is taken to have been received by the recipient when the email enters the recipient's email server.

Part 3 Special terms Insert any special terms here and/or attach a separate list if required. See clause 2(3) to 2(5)

Refer to attached special terms approved by the Real Estate Institute of Queensland.

Refer to Annexure A.

Names of Approved Occupants:

The tenant/s must receive a copy of the information statement (Form 17a) and a copy of any applicable by-laws if copies have not previously been given to the tenant/s. **Do not send to the RTA - give this form to the tenant/s, keep a copy for your records.**

 **Other languages:** You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).

Signature of lessor/agent

Name/trading name

BCA Management Pty Ltd T/As Student Living - Shafston

Signature

[Signature box]

Date / /

Signature of tenant 1

Print name

[Print name box]

Signature

[Signature box]

Date / /

Signature of tenant 2

Print name

[Print name box]

Signature

[Signature box]

Date / /

Signature of tenant 3

Print name

[Print name box]

Signature

[Signature box]

Date / /

Special Terms

These Special Terms have been adopted and approved by The Real Estate Institute of Queensland Ltd.

45 Occupation and use of premises

The tenant must not permit persons other than the persons nominated as approved occupants in Part 3 of this agreement to reside at the premises without the written consent of the lessor. The lessor must act reasonably in exercising the lessor's discretion when determining whether or not to consent to a request by the tenant for any change to the approved tenants or occupants.

46 Subletting via online home sharing platforms

The use of online home sharing platforms, such as AirBnB, which grant exclusive possession of the property, or any part thereof, to guests, shall be deemed to be subletting of the property and require compliance with clause 34.

47 Care of the premises by the tenant

- (1) During the tenancy, the tenant must-
 - (a) not do anything that might block any plumbing or drains on the premises;
 - (b) keep all rubbish in the bin provided by the local authority in an area designated by the lessor or as the local authority may require;
 - (c) put the bin out for collection on the appropriate day for collection and return the bin to its designated place after the rubbish has been collected;
 - (d) maintain the lawns and gardens at the premises having regard to their condition at the commencement of the tenancy, including mowing the lawns, weeding the gardens and watering the lawns and gardens (subject to council water restrictions);
 - (e) subject to the lessor's obligations under clause 25(1)(e) and 25(2)(e), keep the premises free from pests and vermin, having regard to the condition of the premises at the commencement of the tenancy;
 - (f) keep the walls, floors, doors and ceilings of the premises free of nails, screws or adhesive substances, unless otherwise agreed to by the lessor in accordance with clause 27;
 - (g) keep the swimming pool, filter and spa equipment (if any) clean and at the correct chemical levels having regard to their condition at the start of the tenancy;
 - (h) not interfere with nor make non-operational any facility that may be provided with the premises (eg. smoke alarms, fire extinguishers, garden sprinkler systems, hoses etc).
- (2) The obligations of the tenant at the end of the tenancy regarding the conditions of the premises include-
 - (a) if the carpets were cleaned to a certain standard at the start of the tenancy, the tenant must ensure the carpets are cleaned to the same standard, fair wear and tear excepted, at the end of the tenancy. For the sake of clarity, a special term or condition for approval to keep a pet at the premises requiring carpets in the premises to be professionally cleaned at the end of the tenancy overrides this special term;
 - (b) if the property was free of pests and vermin at the start of the tenancy, the tenant must ensure the property meets the same standard at the end of the tenancy. For the sake of clarity, a special term or condition for approval to keep a pet at the premises requiring the premises to be professional fumigated at the end of the tenancy overrides this special term;
 - (c) repairing the tenant's intentional or negligent damage to the premises or inclusions;
 - (d) returning the swimming pool, filter and spa equipment (if any) to a clean condition with correct chemical levels having regard to their condition at the start of the tenancy;
 - (e) replacing inclusions damaged during the tenancy having regard to their condition at the start of the tenancy, fair wear and tear excepted;
 - (f) mowing lawns, weeding gardens having regard to their condition at the start of the tenancy;
 - (g) remove all property other than that belonging to the lessor or on the premises at the start of the tenancy.

48 Photographs of the property during an inspection

- (1) The tenant consents to photographs being taken of the property during an inspection arranged by the lessor or the lessor's agent in accordance with section 192(1)(a), for the purposes of documenting the condition of the property at the time of the inspection.
- (2) For the sake of clarity, if any photographs taken during an inspection of the property show something belonging to the tenant, the lessor or lessor's agent must obtain the tenant's written consent in order to use the photographs in an advertisement for the property in accordance with section 203.

49 Locks and keys

- (1) The lessor may claim from the tenant costs incurred by the lessor as a result of the tenant losing any key, access keycard or remote control relating to the premises which has been provided to the tenant (by the lessor, a body corporate or other person), including costs in connection with:
 - (a) replacing the key, access keycard or remote control; and
 - (b) gaining access to the premises.
- (2) The tenant acknowledges that the lessor's agent may retain a duplicate set of keys.
- (3) If a tenant changes a lock at the premises in accordance with clause 29, the tenant must immediately provide the lessor and/or lessor's agent with the key for the changed lock unless clauses 29(4)(a) or (b) are applicable regarding the provision of the key.
- (4) If a tenant changes a lock under clause 29(2) and gives the key to the lessor in accordance with clause 29(5), the tenant agrees for the key to be given to the lessor's agent.

Special Terms *continued...*

These Special Terms have been adopted and approved by The Real Estate Institute of Queensland Ltd.

50 Liability excluded

The tenant shall be liable for and shall indemnify and defend the lessor from, and against, any and all losses, claims, demands, actions, suits (including costs and legal fees on an indemnity basis), and damages, including, but not limited to:

- (a) injury, bodily or otherwise, or death of any person, including the tenant or an approved occupant; or
- (b) loss, damage to, or destruction of, property whether real or personal, belonging to any person, including the tenant or an approved occupant;

as a direct or indirect result of the tenant's negligent acts or omissions.

51 Lessor's insurance

(1) If the lessor does have insurance cover the tenant must not do, or allow anything to be done, that would invalidate the lessor's insurance policy for the premises or increase the lessor's premium in relation to that policy.

(2) The lessor may claim from the tenant -

- (a) any increase in the premium of the lessor's insurance; and
- (b) any excess on claim by the lessor on the lessor's insurance; and
- (c) any other cost and expenses incurred by the lessor;

as a direct or indirect result of the tenant's negligent acts or omissions.

52 Tenant's insurance

It is the responsibility of the tenant and/or approved occupant to adequately insure their own property and possessions.

53 Smoke alarm obligations

The tenant must-

(1) Test each smoke alarm in the premises-

- (a) at least once every 12 months; or
- (b) if a fixed term tenancy is of less than 12 months duration, but is held over under a periodic tenancy of 12 months or more, at least once in the 12 month period;
 - (i) For an alarm that can be tested by pressing a button or other device to indicate whether the alarm is capable of detecting smoke - by pressing the button or other device;
 - (ii) Otherwise, by testing the alarm in the way stated in the Information Statement (RTA Form 17a) provided to the tenant/s at the commencement of the tenancy.

(2) Replace each battery that is spent, or that the tenant/s is aware of is almost spent, in accordance with the Information Statement provided to the tenant/s at the commencement of the tenancy;

(3) Advise the lessor as soon as practicable if the tenant/s become/s aware that a smoke alarm in the premises has failed or is about to fail (other than because the battery is spent or almost spent); and
Note: In interpreting the word "spent" when referring to a battery, the term is used to include reference to a battery which is flat, non-functioning or lacking in charge that it does not properly operate the smoke alarm.

(4) Clean each smoke alarm in the premises in the way stated in the Information Statement provided to the tenant/s at the commencement of the tenancy:

(a) at least once every 12 months; or

(b) if a fixed term tenancy is of less than 12 months duration, but is held over under a periodic tenancy of 12 months or more, at least once in the 12 month period;

In the event that the tenant/s engages a contractor/tradesperson (as listed in Item 18) to meet the tenant/s obligations listed under this special term, such engagement shall be at the tenant/s' own cost and expense.

(5) Not tamper with or otherwise render a smoke alarm inoperative. Such an act will constitute malicious damage in accordance with section 188 of the Act.

54 Portable pool obligations

(1) The tenant must-

(a) Obtain the lessor's consent for a portable pool at the premises of a depth of 300mm or greater;

(b) Where consent is to be provided by the lessor to the tenant for the use of a portable pool at the premises of a depth of 300mm or greater, provide the lessor and/or the agent with details of the type and description of the proposed portable pool.

(2) Where consent is provided by the lessor to the tenant for the use of a portable pool at the premises of a depth of 300mm or greater, the tenant agrees to:

(a) Maintain and repair the portable pool at the tenant's own expense;

(b) In accordance with the *Building Act 1975* obtain, maintain and renew a Pool Safety Certificate for a regulated pool, which includes a requirement for a compliant pool fence and, provide a copy of the Pool Safety Certificate to the lessor and/or agent;

(c) Where a compliant pool fence is required for a regulated pool, obtain the lessor's consent regarding a proposed fence in accordance with clause 27 of the standard terms;

(d) In circumstances where consent is provided to the tenant by the lessor in accordance with clause 27 of the standard terms, construct and maintain the fence as required by the *Building Act 1975*, at the tenant's own expense.

(3) In accordance with special term 54(1) and 54(2), where consent is provided by the lessor to the tenant for a portable pool of a depth of 300mm or greater and/or as prescribed by the *Building Act 1975*, the tenant hereby agrees to indemnify and hold harmless the lessor and agent for any loss, claim, suit or demand, brought, caused or contributed to, directly or indirectly, by the portable pool.

Special Terms *continued...*

These Special Terms have been adopted and approved by The Real Estate Institute of Queensland Ltd.

55 Pets

If the pet is permitted inside, this special term applies:

- (1) In addition to clause 33A(3), the lessor approves a pet as stated in Item 17 of this agreement to be kept inside a dwelling on the premises, conditional on:
 - (a) if the pet is capable of carrying parasites that could infest the premises, the premises being professionally fumigated at the end of the tenancy; and
 - (b) the carpets in the premises being professionally cleaned at the end of the tenancy.

Note: For the purpose of this special term, a dwelling on the premises shall include any structure on the premises designed to be used as a residence for human habitation. A dwelling shall also include any enclosed area, room or structure attached to the dwelling, including but not limited to any garage, sunroom or enclosed veranda.

- (2) The premises are professionally fumigated and carpets are professionally cleaned, if the fumigation and cleaning are done to a standard ordinarily achieved by businesses selling those services.
- (3) For the sake of clarity, the conditions outlined in special term 55 relate only to the lessor's approval to keep a pet at the premises as stated in Item 17 of this agreement.
- (4) For requests for approval to keep a pet at the premises inconsistent with Item 17 of this agreement, see clauses 33C and 33D of this agreement and sections 184D to 184F of the Act.

56 Electronic Signing

- (1) Electronic Signature means an electronic method of signing that identifies the person and indicates their intention to sign this agreement;
- (2) If this agreement is signed by any party or the lessor's agent using an Electronic Signature, the tenant and the lessor:
 - (a) agree to enter into this agreement in electronic form; and
 - (b) consent to either, or both parties, or the lessor's agent signing this agreement using an Electronic Signature.

Special Condition

General Tenancy - Pets not Permitted Inside Dwelling

PETS NOT PERMITTED INSIDE DWELLING

In addition to clause 33A(3), the lessor approves a pet as stated in Item 17 of this agreement to be kept at the premises subject to the following conditions:

- (1) The pet is not permitted inside any dwelling on the premises.

Note: For the purpose of this special term, a dwelling on the premises shall include any structure on the premises designed to be used as a residence for human habitation. A dwelling shall also include any enclosed area, room or structure attached to the dwelling, including but not limited to any garage, sunroom or enclosed veranda.

- (2) If the pet is capable of carrying parasites that could infest the premises, the premises must be professionally fumigated at the end of the tenancy.
- (3) The premises are professionally fumigated, if the fumigation is done to a standard ordinarily achieved by business selling that service.

For the sake of clarity, the conditions outlined in this special term relate only to the lessor's approval to keep a pet at the premises as stated in Item 17 of this agreement.

For requests for approval to keep a pet at the premises inconsistent with Item 17 of this agreement, see clauses 33C and 33D of this agreement and sections 184D to 184F of the Act.

Special Condition

General Tenancy - Smoking Not Allowed on Premises

SMOKING NOT ALLOWED ON PREMISES

- (a) The Tenant must not, or allow any other person to, use or smoke tobacco or other smoke producing substance within any dwelling on the premises.
- (b) For the purposes of this Special Term a dwelling contained on the Premises shall include any enclosed area, room or structure attached to the dwelling, including but not limited to any garage, sunroom or enclosed veranda. A dwelling shall include any structure on the Premises designed to be used as a residence for human habitation.

Annexure A

1. Information summary for this new lease:

Total weekly rate (Including RLP):\$

Lease start date: xx/xx/24

Lease end date: xx/xx/25

2. Rent must be paid in advance.

Late payment in rent may result in RTA Notice of Remedy Breach to be issued, and Notice to Leave to be followed as per the RTA rules.

3. The body corporate by-laws and student handbook form a part of this lease.

4. The tenant is reminded that as a condition of the lease the premises is to be returned to the same condition as when the tenancy commenced.

This includes carpet steam cleaning and replacement of fabric mattress protector, light bulbs, batteries, toilet brush and shower curtain.

A full lease termination exit clean can be arranged at a cost of \$360.00 (including GST) through UniLodge (which includes 3 hours of professional cleaning, carpet steam cleaning, replacement of shower curtain and fabric mattress protector) extra charges may apply for extra cleaning if required.

5. Only tenant(s) of the name(s) as included in item 2 of this agreement are approved residents in the unit. The Tenant may not grant other person's a licence to occupy or use the whole or part of the premises for the Tenant's commercial gain, whether by written or verbal agreement with the other person/s, without the Lessor's consent having been first obtained.

6. The Lessor must act reasonably.

7. The tenant is responsible for maintaining any light bulbs, except if it is a specialised lighting that bulbs cannot be changed individually, e.g. LED light panel. The tenant is responsible for any maintenance issue that arise as a result of the tenants behaviour, except if it is agreed by both parties that it is a normal wear and tear condition. All maintenance requests should be lodged through written request.

8. The Residential Life Program (RLP) if listed in Item 12 is charged at \$3 per week, excluded from the total rent amount as listed out in item 7. RLP is a service offered by UniLodge, not with the owner.

Residential Life Program is UniLodge's structured program of engagement and support, which provides a broad range of opportunities to help residents grow and succeed. Our events can be categorised into five key domains: Academic Events and Programs, Social Events, Community Centric Opportunities, Cultural Appreciation, as well as Health and Wellbeing. Events will be held from time to time for our residents. You may choose to opt out of the RLP before the lease is signed, but this will mean that you will no longer be included in any activities, promotions, discounts, or enjoy any preferential policies. Our events will be held from time to time for our residents. Please keep an eye on your email, our Facebook page, and the reception for latest events.

9. By completing this agreement, you acknowledge your responsibilities and obligations as outlined in the Residential Tenancies & Rooming Accommodation Act 2008 and in regard to terminating your lease agreement before its end date. In addition, by signing the below, you are acknowledging your understanding and compliance with the following terms:

1. You are responsible for all rent payments, up until the lease end date or until a replacement tenant is found, whichever is sooner.

2. You are responsible to pay for a Break Lease re-letting fee, equivalent to 1-week rent + GST (10%) and a one-off marketing and advertising fee of 1-week rent + GST.

3. You are responsible for paying an end of lease cleaning fee of \$360.00 including GST. This cleaning fee includes \$87 of the replacement of mattress protector, shower curtain, and toilet brush.

4. You are responsible for repairing any damages made to your unit, failure to do so will result in the amount being deducted from your rental bond.

5. It is agreed and acknowledged between all parties contained in this agreement that should the property keys, including all swipes, door keys and mailbox keys be lost/misplaced/damaged, the tenant will be responsible for the re-barrelling of the unit door and mailbox and re-issuing of any swipes. The total cost of these works is \$450.00 incl. GST and is to be paid at time of advising management or management becoming aware of lost/misplaced/damaged keys and swipes.



Information Statement Form 17a

Pocket guide for tenants – houses and units

Changes to Queensland tenancy laws came into effect on 6 June 2024 and are being implemented in phases, changes include rent increase frequency and rules around rent bidding.

Additional changes to Queensland tenancy laws came into effect on 30 September 2024. Key changes include maximum bond amount, reletting costs, rent payment methods, utility bills, evidence for bond claims, information sharing and false and misleading information. Upcoming changes from 1 May 2025 include updates to the rental application process, entry notice periods, entry frequency, protecting privacy, disclosing benefits and a revised process for request for fixtures and structural changes.

Learn more about these changes at rta.qld.gov.au or call us on 1300 366 311.

The Residential Tenancies Authority (RTA) is the Queensland Government statutory body that administers the *Residential Tenancies and Rooming Accommodation Act 2008*. The RTA provides tenancy information and support, bond management, dispute resolution, education services, and compliance and enforcement.

When renting...

You must

- pay the rent on time
- keep the property clean and undamaged and leave it in the same condition it was in when you moved in (fair wear and tear excepted)
- abide by the terms of the tenancy agreement
- respect your neighbours' right to peace and quiet

The property owner/manager must

- ensure the property is vacant, clean and in good repair at the start of the tenancy
- respect your privacy and comply with entry requirements
- carry out repairs and maintenance
- meet all health and safety laws
- lodge your bond with the RTA
- provide the day the rent for the premises was last increased in the tenancy agreement (for agreements that commence after 6 June 2024). The requirement to provide evidence of rent increase does not apply if the premises is purchased within 12 months of commencement, and the property manager/owner does not have information about the date of the last rent increase. This requirement also does not apply to exempt property managers/owners.

Your tenancy details

Property owner/manager contact details

Bond number

Tenancy end date

Emergency repairs contact/s

This information is for general guidance only. It is not legal advice. The RTA cannot guarantee the accuracy or completeness of the information provided. For more information refer to the *Residential Tenancies and Rooming Accommodation Act 2008*.

Moving in

Tenancy agreement

A [General tenancy agreement \(Form 18a\)](#), also called a lease, is a legally binding written contract between you and the property owner/manager. It must include standard terms and may include special terms (e.g. pool maintenance). It must also include the day the rent for the premises was last increased except where renting through an exempt property manager/owner.

You and the property owner/manager must sign the agreement and you should be given a copy.

Period of tenancy agreement:

- Fixed term agreement – has a start date and an end date and you agree to rent the property for a fixed amount of time (e.g. 12 months)
- Periodic agreement – when you agree to rent the property for an unspecified amount of time (there will be a start date but no end date)

Unit/townhouse/apartment by-laws

If you are renting in a unit, townhouse or apartment complex you may have body corporate by-laws to comply with. The property manager/owner should give you a copy of the relevant by-laws when you start the tenancy. These are a set of rules relevant to your complex or building and form part of your tenancy agreement.

For information regarding body corporate laws, please visit the [Body Corporate Commissioner's website](#).

Bond

A rental bond is a security deposit you pay at the start of a tenancy and is lodged with the RTA. The property owner/manager must not hold your bond. From 30 September 2024 the maximum bond allowed to be taken is equivalent to four weeks' rent, regardless of the weekly rent amount.

You can lodge your bond directly with the RTA using [RTA Web Services](#). Alternatively, once the bond is paid, the property owner/manager must give you a receipt and complete a Bond lodgement online or provide you with a paper [Bond lodgement \(Form 2\)](#) which you must sign. The property owner/manager must lodge the bond with the RTA within 10 days. Check with the property owner/manager. You will receive notification from the RTA once the bond has been lodged.

Bond increases

Your bond can be increased if your rent is increased. Any extra bond money paid by you must be lodged with the RTA by the property owner/manager or you. You can do this directly via [RTA Web Services](#). From 30 September 2024 the maximum bond allowed to be taken is equivalent to four weeks' rent, regardless of the weekly rent amount.

Rent

Generally you will be asked to pay rent in advance before, or when, you move in.

- For a fixed term agreement: a maximum of 1 month's rent in advance
- For a periodic agreement: a maximum of 2 weeks rent in advance

Your property manager/owner cannot, at the start of a new tenancy, solicit, accept or invite you to pay more rent in advance than what is allowed under tenancy law, or accept rent greater than this amount.

You can't be asked to pay more rent until the rent in advance has been used up.

When rent is paid electronically, you must arrange for the money to leave your account on a certain day, and the rent is considered paid on this day.

Property managers/owners must offer tenants at least two options to pay rent. One of these options must not exceed reasonable transactional costs (costs beyond standard transaction fees), and it must be reasonably accessible to the tenant.

Before signing a tenancy agreement, property managers/owners must provide a written notice outlining any associated costs incurred by using the payment methods offered.

Additionally, from 1 May 2025 property managers/owners must disclose any financial benefits they may receive if the tenant uses a specific rent payment method.

Rent increases

Rent can only be increased if it has been at least 12 months since the current rent amount became payable for the residential premises.

Rent cannot be increased during a fixed term agreement unless it is stated in the agreement and even then 2 months notice (in writing) must be given.

Rent can be increased in a periodic agreement by giving 2 months notice (in writing).

Under the Act, the date of the last rent increase must be included in the tenancy agreement. Tenants have the right to request written proof of the last rent increase during the tenancy, and the property manager or owner must provide this information within 14 days. However, these requirements do not apply in the following cases:

- Exempt Lessors: the Act outlines who qualifies as an exempt lessor.
- For properties purchased between 6 June 2023 and 6 June 2025: the requirement to include the date of the last rent increase in the tenancy agreement and to provide evidence of a rent increase upon the tenant's request does not apply if the new owner or property manager does not have information about the previous rent increase.
- For properties being rented for the first time: the date of the last rent increase is the date the property is first rented.

Note: A property manager or owner is considered to have evidence of the last rent increase if they or their agent (such as a real estate agent, property manager, or lawyer) has this information.

If you are concerned the rent increase may be less than 12 months since the last increase for the residential premises, you can ask the property manager/owner in writing to provide evidence of the last increase.

Some rent increase rules do not apply to exempt property managers/owners. The Act provides definitions for an exempt property manager/owner.

Rent decreases

Rent decreases may occur when there is a drop in the standard of the property, a decrease in services provided (e.g. the availability of car parking), or if a natural disaster (e.g. flooding, fire) makes the property partially unfit to live in. Any agreement about a rent decrease should be put in writing and signed by the property owner/manager and tenant.

If rent has been decreased and later returns to the original amount, this change is not considered a rent increase within the 12-month limits under the Act.

Water usage

You can be charged full water consumption costs only if the property owner/manager meets a specific set of conditions. Check your tenancy agreement and our website for more detail.

Water bills may be issued quarterly or half-yearly. Check with your property owner/manager how often and when bills are issued. These bills must be provided by a property manager/owner within 4 weeks of receiving the document or the tenant does not have to pay.

Electricity/gas/phone/internet

Check your tenancy agreement – in most cases you will need to arrange connection and pay for the services. Check with the property owner/manager to clarify arrangements for internet or TV connections, satellite dish installation or solar electricity rebates (if applicable).

For general service charges in tenancy agreements and moveable dwellings, where tenants pay for utilities or other services, a property manager/owner must provide a tenant with a copy of the document from the relevant service provider that shows the charges. This must be done within 4 weeks of the property manager/owner receiving the document.

This requirement applies to individually metered utilities for moveable dwellings and it does not include service charges or utilities services that are included in the rent.

Entry condition report

The property owner/manager must give you an [Entry condition report \(Form 1a\)](#).

It is important for you to take the time and check the condition of the property at the start of the tenancy. This will help to avoid disputes about the condition of the property when you move out. You must complete the report and return a signed copy to the property owner/manager within 7 days. The property owner/manager must give you a copy of the signed final report within 14 days.

To prevent disputes, the RTA strongly advises both parties ensure the meter reading is recorded in both entry and exit conditions reports at the beginning and end of the tenancy.

The RTA also recommends taking photos and attaching them to the report as proof of the condition of the property.

During a tenancy

Maintenance

You are responsible for looking after the property and keeping it, and any inclusions (like the oven), clean. The property owner/manager is responsible for ensuring the property is fit to live in and in a good state of repair, including carrying out general repairs and maintenance during your tenancy. They must also make sure the property complies with any health and safety laws.

Minimum housing standards, which clarify repair and maintenance obligations and introduce compliance mechanisms in enforcing these standards commenced:

- for new tenancies on 1 September 2023, and
- for all tenancies on 1 September 2024.

Minimum housing standards

Minimum housing standards, which clarify repair and maintenance obligations, commenced for new tenancies (including renewed tenancy agreements) from 1 September 2023 and for all remaining tenancies from 1 September 2024.

The property must meet minimum housing standards when the tenant moves in and throughout the tenancy agreement.

Routine repairs

You should notify the property owner/manager of any necessary repairs. They will generally carry out repairs or organise someone to do them. You should not carry out repairs without written consent.

If you have notified the property owner/manager of a repair – by email, maintenance request, or a [Notice to remedy breach \(Form 11\)](#) – and they don't make the repair within a reasonable time, you can apply for free dispute resolution at the RTA and may have the option to apply for a repair order from the Tribunal after conciliation.

When entering the property for repairs the property owner/manager must provide the appropriate entry notice period. If you or your guests damage the property, you will have to pay for the repairs.

What to do for emergency repairs

If the property owner/manager or nominated repairer listed on your tenancy agreement (or the front page of this guide) cannot be contacted, you can:

1. arrange for a qualified person to carry out emergency repairs to a maximum value of 4 weeks rent (check your tenancy agreement to clarify what is an emergency repair).
If you pay the repairer, you will need to give the receipt to the property owner/manager who must pay you back within 7 days. Keep copies of all receipts. Alternatively, you can ask the property owner/manager to pay the repairer directly.
2. Make an urgent application to the Tribunal for a repair order for the emergency repair.

Smoke alarms

Property owners/managers must install, maintain and replace smoke alarms in rental properties, in line with Queensland legislation. Visit Queensland Fire Department (fire.qld.gov.au) for more information. Tenants also have responsibilities including testing and cleaning smoke alarms and replacing batteries (unless the battery is built into the smoke alarm in a way that prevents the battery being removed). See our website for more information.

Fixtures

Fixtures can only be added with the property owner/manager's written consent and they do not have to bank agree to the request if they give a good reason.

A tenant experiencing domestic and family violence can arrange for a qualified tradesperson to change the locks in their rental property to ensure their personal safety. The tenant must provide copies of the keys to the property owner/manager unless the property owner/manager agrees to not being given a copy of the key.

A tenant cannot change locks to common property in community title schemes.

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Requesting to rent with a pet

If you wish to keep a pet at the property, you must seek written approval from the property owner using a [Request for approval to keep a pet in rental property \(Form 21\)](#).

The property owner must respond in writing within 14 days after receiving your request.

- If they approve, they can outline additional reasonable conditions for the approval of the pet. You may agree to the outlined conditions or try to negotiate.
- If they do not approve the request, they must provide a specific reason under the legislation for rejecting the request.

When considering keeping a pet, you must also adhere to other applicable rules such as house rules, local council laws or body corporate by-laws.

Inspections and viewings

Routine inspections can be carried out every 3 months to ensure the property is well cared for and there are no maintenance or health and safety issues.

The property owner/manager may also need to enter the property for repairs or a viewing if it is being re-let or put up for sale. In most cases they must give you an [Entry notice \(Form 9\)](#) before they can enter. However, they may enter in an emergency or if you verbally agree with the entry. Entry must occur at a reasonable time. For open home inspections (when multiple inspections occur at the same time), your written consent must be sought by the property owner/manager. Visit our website for more details.

Sub-letting and co-tenancies

If you want to rent out a room or part of the property, you must seek written permission from the property manager/owner and they must have good reason to say no.

Check your tenancy agreement first, talk to your property owner/manager and get any agreed arrangements in writing. Head-tenants have the same responsibilities as a property owner/manager including giving their sub-tenant a receipt for bond money paid and lodging the bond with the RTA.

Problems

If you do something wrong

If you breach the agreement, the property owner/manager can issue a [Notice to remedy breach \(Form 11\)](#).

Example: you don't pay the rent as per the tenancy agreement and it remains unpaid for 7 days or more or you do not keep the property in the agreed condition.

If you don't fix the problem you may be given a [Notice to leave \(Form 12\)](#) by the property owner/manager.

If the property owner/manager does something wrong

If the property owner/manager breaches the agreement, you can issue a [Notice to remedy breach \(Form 11\)](#).

Example: the property owner/manager fails to keep the property well maintained, does not respond to a repair request or enters the property without the correct notice.

If you have notified the property owner/manager of a repair and they have not taken action within a reasonable timeframe, you may have the option to apply to the Tribunal for a repair order.

Resolving problems

Good communication is the key to resolving most problems. Find out your rights and responsibilities and talk to the property owner/manager directly. If this does not work, the RTA's free and impartial dispute resolution service may be able to help. If it remains unresolved, you may be able to take the matter to the Queensland Civil and Administrative Tribunal (QCAT).

Extending your fixed term tenancy

If you want to stay on under a new fixed term agreement, and there are no changes other than the end date, you and the property owner/manager should sign a letter or statement that includes the new date.

If there are changes to any of the terms of the agreement, the property owner/manager will need to prepare a new written tenancy agreement and you must both sign it before the old one ends. If there is a significant change (e.g. a rent increase you think is excessive) you can dispute it, but only after you've signed the new agreement.

Note that the rent cannot be increased unless at least 12 months have passed since the last rent increase and a property manager/owner must offer tenants at least two options to pay rent. One of these options must not exceed reasonable transactional costs (costs beyond standard transaction fees), and it must be reasonably accessible to the tenant.

If the end date of a fixed term agreement goes by without any contact between you and the property owner/manager, it continues as a periodic agreement.

Moving out

Ending your fixed term or periodic agreement

You cannot move out at the end of a fixed term agreement without giving notice.

If you wish to leave you must give 14 days notice in writing. If the property manager/owner wants you to leave they must give you 2 months notice.

You must continue to pay rent until you move out.

You must leave the property in the same condition it was in before you moved in, fair wear and tear excepted.

Remember to disconnect your electricity, gas, telephone and internet from your current property and re-direct your mail when you move out.

Breaking your tenancy agreement

If you break the tenancy agreement (e.g. you decide to leave early), you may be responsible for reletting costs.

Reletting costs for fixed-term agreements are calculated based on how much of the lease has expired. The specific reletting costs depend on how much of the agreed tenancy duration has passed when a tenant vacated:

- Less than 25% = 4 weeks rent
- 25% to less than 50% = 3 weeks rent
- 50% to less than 75% = 2 weeks rent
- 75% or more = 1 week's rent
- For agreements up to 3 years it's the lower amount of the specified reletting costs or the rent until a new tenant moves in.

Excessive hardship

If you experience excessive hardship and are unable to continue the tenancy, you can make an urgent application to QCAT to end the tenancy.

Examples of excessive hardship can include serious illness or loss of employment.

The person applying to QCAT will need to show evidence of their circumstances. QCAT may make orders regarding compensation to the property owner/manager and terminating the tenancy from an agreed date.

Exit condition report

You should complete an [Exit condition report \(Form 14a\)](#). It shows the condition of the property when you leave and compares it to the condition of the property when you moved in. If possible you should try to arrange a final inspection with your property owner/manager.

The property owner/manager should complete their side of the report, sign it and return a copy to you within 3 business days of receiving it.

To prevent disputes, the RTA strongly advises both parties ensure the meter reading is recorded in both entry and exit conditions reports at the beginning and end of the tenancy.

The RTA also recommends taking photos and attaching them to the report to prove the condition of the property.

Getting your bond back

You get your bond back at the end of the tenancy as long as no money is owed to the property owner/manager for rent, damages or other costs. You can apply on, or after, handover day to have your bond money returned. You need to provide the RTA with your contact details, forwarding address and bank account details to receive your bond refund. You can update your details quickly and easily online using [RTA Web Services](#).

Bonds can only be refunded into Australian bank accounts. The quickest and easiest way to get your bond back is an agreed refund between you and your property owner/manager.

Rental bonds lodged on or after 30 September 2024 will require supporting evidence to be provided to a tenant/resident when a property manager/owner claims or disputes a bond refund request. This must be done within 14 days of the bond claim or dispute. Not providing supporting evidence to a tenant/resident when a claim or dispute is made against a bond is an offence.

For rental bonds lodged with the RTA before 30 September 2024, a 12 month transitional period from 30 September 2024 to 30 September 2025 applies. Evidence does not need to be provided for bond claims until after this period expires for bonds lodged with the RTA before 30 September 2024.

If you and the property owner/manager agree on the refund amount

You and the property owner/manager can request a bond refund online using [RTA Web Services](#). Alternatively, you and your property owner/manager must sign the paper based [Refund of rental bond \(Form 4\)](#) and submit it to the RTA. The RTA will refund the bond as directed within a few days.

If you and the property owner/manager disagree

The RTA encourages you and your property owner/manager to try and resolve any issues in the first instance. Either you or the property owner/manager can submit a bond refund form online using [RTA Web Services](#) or the paper based [Refund of rental bond \(Form 4\)](#).

The RTA will process the first refund request made (Party A). If the other person (Party B), whose signature/ agreement is missing, disagrees with Party A's refund request, they can dispute the claim within the timeframe stated to prevent payment.

The RTA will send Party B a Notice of claim and Party B can disagree digitally via Web Services or submit a [Dispute resolution request \(Form 16\)](#) to the RTA by the due date. If the RTA does not receive a digital response via Web Services or a completed Form 16 from Party B within the 14 day period as stated on the notice, the bond will be paid out, as directed on Party A's bond refund form.

If Party B disagrees on the bond refund through the above process, it will commence the dispute process with the RTA's dispute resolution service where a conciliator will try to help resolve the disagreement. If agreement is reached, both parties will need to sign a bond refund form and the bond is paid out as what is agreed in this process.

If agreement is not reached, Party B (the person who disputed the refund form) can apply to QCAT for a decision. They must do so within 7 days and notify the RTA in writing of the QCAT application within the correct timeframe.

If no QCAT application is lodged by Party B within the 7 day timeframe, the RTA will pay the bond as directed on Party A's bond refund form. More details on dispute resolution are available at rta.qld.gov.au and information about QCAT can be found at qcat.qld.gov.au.

Domestic and family violence support

Domestic and family violence in a rental property

Domestic and family violence is any form of violence or abuse where the abusive person is a spouse (including de facto), an intimate or dating partner, a family member or an informal carer.

A person who experiences domestic and family violence in a rental property has rights under tenancy law, even if they are not named on the tenancy agreement.

If someone in a rental property is experiencing domestic and family violence and no longer feels safe living in the property, they can end their interest in a tenancy agreement by providing the property owner or manager seven days notice of their intention to vacate supported by relevant evidence. They can vacate before 7 days but they are responsible for paying rent until the end of the 7 day notice period.

Tenants can complete a [Notice ending tenancy interest \(domestic and family violence\) \(Form 20\)](#) to end their interest in a tenancy agreement.

Tenants and property owners/managers can also complete a [Bond refund for persons experiencing domestic and family violence \(Form 4a\)](#) to request a rental bond refund for their bond contribution or a tenant's bond contribution due to a tenancy interest ending on grounds of experiencing domestic and family violence.

It is critical that property owners/managers maintain the privacy of a tenant who is experiencing domestic and family violence to ensure their safety. Penalties apply for those who do not follow the legislated requirements. Learn more about your rights and responsibilities at rta.qld.gov.au.

A person can also apply to QCAT to:

- end the tenancy agreement
- be listed as the tenant
- remove the name of the person who has committed an act of domestic violence from the tenancy agreement
- prevent their personal information being listed in a tenancy database where a breach of the agreement is a result of the actions of a person who has committed an act of domestic or family violence.

Every person has a right to feel safe and live free from violence. If there is violence in your home, you may be able to apply for a domestic violence order (DVO).

Visit the Queensland Courts website courts.qld.gov.au for more information on domestic violence orders.

If you are affected by domestic and family violence and/or sexual abuse, you can contact any of the organisations below for free and confidential support and assistance.

Contact information

Residential Tenancies Authority

w rta.qld.gov.au

t 1300 366 311 (Mon – Fri: 8:30am – 5pm)

Emergency

Police, firefighters or ambulance

t 000 (triple zero)

Tenants Queensland

w tenantsqld.org.au

t 1300 744 263

National Relay Service

Assistance for people who are deaf and/or find it hard hearing or speaking

t 133 677

Lifeline

Crisis support and suicide prevention services

t 13 11 14

DV Connect

Domestic, family and sexual violence support services

w dvconnect.org

t 1800 811 811 – Womensline

t 1800 600 636 – Mensline

t 1800 010 210 – Sexual Assault Hotline

1800 RESPECT

National sexual assault, domestic and family violence counselling service

w 1800respect.org.au

t 1800 737 732

Aboriginal Family Domestic Violence

Victims rights, counselling and financial assistance

t 1800 019 123



Other languages: You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).

Stay informed

Sign up for **news** and **useful information** about renting in Queensland rta.qld.gov.au

UniLodge Break Lease Form

Property: 9 Castlebar St, Kangaroo Point, 4169

Unit:

Name:

By completing this form, you acknowledge your responsibilities and obligations as outlined in the Residential Tenancies and Rooming Accommodation Act 2008 and in regard to terminating your lease agreement before the fixed end date. In addition, by signing the below, you are acknowledging your understanding and compliance with the following Items:

1. You are responsible for all rent payments, up until the lease end date or until the replacement is found, whichever is sooner.
2. The replacement tenant will sign a lease agreement based on the same terms you signed to, including the lease end date and rent amount.
3. You are responsible to pay for a reletting cost, which is the lesser of the amount of the reletting costs mentioned in subsection 4 of s357A in the Residential Tenancies and Rooming Accommodation Act 2008; or an amount equal to the rent payable for the period between the tenant handing over vacant possession of the premises and the day a new agreement commences after the premises are relet.

% OF LEASE THAT HAS EXPIRED	RELETTING COST
Less than 25%	4 weeks rent
25% to less than 50%	3 weeks rent
50% to less than 75%	2 weeks rent
75% or more	1 weeks rent

4. You are responsible for paying an end of lease cleaning fee of \$360.00 including GST.
5. You are responsible for repairing any damages made to your unit and repay any outstanding amounts such as rent in arrears, and service charges. Failure to do so will result in the amount being deducted from your rental bond.

Acknowledgement of the above terms

Tenant name:
Signature:
Date:

Tenant name:
Signature:
Date:

ENTRY CONDITION REPORT

An **ENTRY CONDITION REPORT** records the condition of the property, and any inclusions (e.g. furniture), and the condition of the unit at the start of the tenancy.

- An Entry Condition Report (Form 1a) is required to be completed by the Property manager as stated on the RTA website - <https://www.rta.qld.gov.au/Forms-and-publications/Forms/Forms-for-general-tenancies/Entry-condition-report-Form-1a>
- This is a document that is provided for the peace of mind for tenants to ensure they are not held accountable for pre-existing damages & imperfections.
- The Property Manager must prepare, sign and give a copy of the report to the tenant at the start of the tenancy.
- Filling out this report properly will avoid future problems, especially with the bond refund process.
- If the tenant does not complete and return the report it means they agree with the property manager/owner's description of the property.

I understand that by failing to return the completed Entry Condition Report within 7 days, I agree with the Property Managers report and forfeit my right to dispute the original Entry Condition Report contents at the end of my lease.

TENANT'S NAME:

UNIT NUMBER:

TENANT'S SIGNATURE:

DATE:

1. Noise
 - 1.1 The occupier of a lot must not create noise likely to interfere with the peaceful enjoyment of a person lawfully on another lot or the common property.
2. Vehicles
 - 2.1 The occupier of a lot must not, without the body corporate's written approval:-
 - (a) park a vehicle, or allow a vehicle to stand, on the common property; or
 - (b) permit an invitee to park a vehicle, or allow a vehicle to stand, on the common property, except for the designated visitor parking which must remain available at all times for the sole use of visitor's vehicles.
 - 2.2 An approval under subsection 2.1 must state the period for which it is given, with the exception of designated visitor parking.
 - 2.3 However, the body corporate may cancel the approval by giving 7 days written notice to the occupier, with the exception of designated visitor parking.
3. Obstruction
 - 3.1 The occupier of a lot shall not obstruct lawful use of common property by someone else.
4. Damage to lawns, etc.
 - 4.1 The occupier of a lot must not, without the body corporate's written approval:-
 - (a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated upon common property; or
 - (b) use a part of the common property as a garden.
 - 4.2 An approval under subsection (1) must state the period for which it is given.
 - 4.3 However, the body corporate may cancel the approval by giving 7 days written notice to the occupier.
5. Damage to common property
 - 5.1 An occupier of a lot shall not without the body corporate's written approval, mark, paint, drive nails, screws or other objects into, or otherwise damage or deface a structure that forms part of the common property.
 - 5.2 However, an occupier may install a locking or safety device to protect the lot against intruders, or a screen to prevent entry of animals or insects, if the device or screen is soundly built and is consistent with the colour, style and materials of the building.
 - 5.3 The owner of a lot must keep a device installed under subsection (2) in good order and repair.
6. Invitees
 - 6.1 An occupier of a lot must take reasonable steps to ensure that the occupier's invitees do not behave in a way likely to interfere with the peaceful enjoyment of another lot or the common property.
 - 6.2 Numbers of invitees attending at any one time shall be limited to that number of persons for which the Lot provides sleeping facilities.
7. Leaving of rubbish etc. on common property
 - 7.1 The occupier of a lot must not leave rubbish or other materials on the common property in a way or place likely to interfere with the enjoyment of the common property by someone else.
8. Appearance of Lot

- 8.1 The occupier of a lot must not, without the body corporate's written approval, make a change to the external appearance of the lot unless the change is minor and does not detract from the amenity of the lot and its surrounds.
- 8.2 The occupier of a lot must not, without the body corporate's written approval:-
- (a) hang washing, bedding, or another cloth article if the article is visible from another lot or the common property, or from outside the scheme land; or
 - (b) display a sign, advertisement, placard, banner, pamphlet or similar article if the article is visible from another lot or the common property, or from outside the scheme land.
- 8.3 This section does not apply to a lot created under a standard format plan of subdivision.
9. Storage of flammable materials
- 9.1 The occupier of a lot must not, without the body corporate's written approval, store a flammable substance on the common property.
- 9.2 The occupier of a lot must not, without the body corporate's written approval, store a flammable substance on the lot unless the substance is used or intended for use for domestic purposes.
- 9.3 However, this section does not apply to the storage of fuel in:-
- (a) the fuel tank of a vehicle, boat, or internal combustion engine; or
 - (b) a tank kept on a vehicle or boat in which the fuel is stored under the requirements of the law regulating the storage of flammable liquid.
10. Garbage disposal
- 10.1 Unless the body corporate provides some other manner of garbage disposal, the occupier of a lot must keep a receptacle for garbage in a clean and dry condition and adequately covered on the lot, or on a part of the common property designated by the body corporate for the purpose.
- 10.2 The occupier of a lot must:-
- (a) comply with all local government laws about disposal of garbage; and
 - (b) ensure that the occupier does not, in disposing of garbage, adversely affect the health, hygiene or comfort of the occupiers of other lots.
11. Keeping of animals
- 11.1 The occupier of a lot must not, without the body corporate's written approval:-
- (a) bring or keep an animal on the lot or the common property; or
 - (b) permit an invitee to bring or keep an animal on the lot or the common property.
- 11.2 The occupier must obtain the body corporate's written approval before bringing, or permitting an invitee to bring an animal onto the lot or the common property.
12. Rules
- 12.1 The committee of the body corporate may make rules relating to the common property, that are not inconsistent with these by-laws and those rules shall be observed by the proprietors or occupiers of lots. These rules shall become inoperative unless ratified by majority resolution at a general meeting of the proprietors held within twelve months of the rules commencement.
13. Display Lot
- 13.1 Whilst the original proprietor remains proprietor of any lot in the development, it and its offices, servants and/or agents shall be entitled to utilise any lot in the building of which it remains proprietor as a display lot, for the

purpose of allowing prospective purchasers of any lot in the building to inspect such lot or lots. In addition the original proprietor may:-

- (a) place such signs and other advertising and display material in and about the building, and about other parts of the common property other than the building, which will not at any time, and from time to time, be more in terms of number and size, than is reasonably necessary;
- (b) have full and uninterrupted access to the building for the purposes aforesaid during the hours of 10.00am to 10.00pm, seven days per week;
- (c) conduct a sale or auction of a lot within a lot or on common property.

14. Recovery

A contribution to the administrative fund, sinking fund or special fund if not paid on or before the date it becomes due and payable shall bear interest at the rate of two and one half percent (2.5%) per month on the amount unpaid or remaining unpaid until payment is made, or such rate as may be determined by the body corporate by ordinary resolution in general meeting from time to time, such interest being calculated daily on the daily balance owing provided however that the committee may at its sole discretion waive the payment of such interest.

A proprietor shall pay on demand the whole of the body corporate cost and expenses (including solicitor and own costs) incurred in recovering all and any levies or monies due and such shall be deemed to be a liquidated debt due and payable.

15. Recovery of Costs (breach of act or by-laws)

Where the body corporate expends money to make good damage caused by a breach of the Act, or of these by-laws by any proprietor of a lot or the guests, servants, employees, agents, children, invitees, or licensees of the proprietor of a lot or any of them, the body corporate committee shall be entitled to recover the amount so expended as a debt in any Court of competent jurisdiction from the proprietor of the lot at the time when the breach occurred.

16. Complex Security

- 16.1 As a matter of security all residents, proprietors and occupiers of a lot should report to the Caretaker or the committee's representative immediately the actions by any person on the parcel coming to their notice which appears suspicious or likely to cause harm to any person or property.

17. Power of Body Corporate to enter Agreements

- 17.1 The Body Corporate shall have the power by ordinary resolution at the annual general meeting or the extraordinary general meeting of its members convened in accordance with the provisions of the Body Corporate and Community Management Act 1997 to enter into agreements with service contractors to provide for:-

- (a) the caretaking of the common property; and
- (b) the provision of letting services to the proprietors of lots within the scheme; and
- (c) the provision of additional services to occupiers of lots within the scheme as determined by the body corporate;

- 17.2 While there is in existence any agreement for the provision of services described in 17.1 then the body corporate will not itself directly or indirectly allow any other person or company from within the scheme to provide any of those services or conduct any business of a similar nature.

18. Letting of Lots

- 18.1 The proprietor of any lot which is not occupied by the proprietor and which is leased or rented and managed by an agent other than the agent appointed by the body corporate, shall notify the body corporate of the full name and address and telephone number of such agent.
- 18.2 The proprietor of a lot which is leased or rented shall provide the lessee or tenant with a copy of these by-laws and notify the lessee or tenant that the compliance of these by-laws is deemed by the Act to be a provision of the lease or tenancy agreement.

- 18.3 Where a lot is leased or let to a lessee or tenant the rights of the proprietor to use the general amenities and recreation areas of the common property shall be suspended in favour of the lessee or tenant.
19. Observance of the By-Laws
- 19.1 The duties and obligations imposed by these by-laws on a proprietor or occupier of a lot shall be observed not only by such proprietor or occupier but by the tenants, guests, servants, employees, agents, children, invitees and licencees of such proprietor or occupier. A proprietor or occupier of a lot shall ensure that their invitees do not behave in a manner likely to interfere with the peaceful enjoyment of a proprietor or occupier of another lot or of any person lawfully using the common property.
20. Recreational Facilities
- 20.1 The recreational facilities provided on common property to which the proprietors and occupiers have rights of access pursuant to easement rights granted in favour of the body corporate shall not be used between the hours of 10.00pm and 6.00am or any other time nominated by the body corporate.
21. Bicycles
- 21.1 The proprietor or lessee of a lot must not, without the body corporate's written approval:-
- (a) ride a bicycle, skateboard, or rollerblades on the common property or permit any invitees to do so.
22. Air-Conditioning
- 22.1 A proprietor of a lot must not install any air-conditioning equipment on the outside of a lot or on the balcony of a lot without obtaining the consent of the body corporate in writing.
23. PABX
- 23.1 If a service contractor is appointed by the body corporate, the service contractor may install, replace and/or operate a PABX or similar telephone or communications facility within the building comprising the lots and has the continuing right to install, lay, use, repair, maintain and replace cabling and other equipment necessary for the operation of such a facility through the lots, the building and common property.
- 23.2 The service contractor may charge proprietors for the use of the PABX or similar telephone or communications facility.
24. SIGNS
- A proprietor of a lot must not place any sign advertising a lot for sale or lease upon common property or on the outside of a lot without obtaining the consent of the body corporate in writing.
25. Definitions
- Throughout these by-laws, the following terms shall, where the context permits, have the meanings herein ascribed to them:-
- "Act" means the Body Corporate and Community Management Act 1997;
- "Animal" means dogs, cats, fish, birds, insects, reptiles, livestock and poultry of any kind;
- "Body Corporate" means the Body Corporate of the proprietors of "Shafston University Mansions", CTS No. 29747.
- "By-Laws" means the by-laws herein contained or any specific part of them;
- "Common Property" means the common property for the body corporate;
- "Committee" means the committee of the body corporate appointed pursuant to the Act.
- "Committee's Representative" means the Chairman of the body corporate or a member of the committee appointed from time to time for the purpose of representing the committee;
- "Community Titles Scheme" means the Shafston University Mansions Community Titles Scheme no. 29747.

"Invitee" means a proprietor or occupier's co-residents and children ordinarily residing with them, guests, visitors, servants, employees, agents, licensees and invitees on the parcel or in a lot on the parcel;

"Lot" means a lot in the Community Titles Scheme;

26. Use of Lots

- 26.1 The body corporate may enter into agreements from time to time, on such terms and conditions as the body corporate sees fit, with the manager (being the owner or occupier of Lot 411) for such party to:-
- (a) provide caretaking and building management services ("a Caretaking Agreement"); and/or
 - (b) provide all real estate activity including letting and ancillary services to such of the owners or occupiers of lots who wish to avail themselves of such services ("a Letting Agreement").
- 26.2 Lot 411 may be used for both residential purposes and for the purposes of providing the caretaking and building management services and the real estate activity referred to in by-law 26(1). The manager may be licensed by any government authority for any such activity.
- 26.3 Lot 100 shall be used only for the purposes of operating a licenced bar and restaurant.
- 26.4 Lot 101 shall be used only for the purposes of operating any commercial purpose including lecture rooms and offices.
- 26.5 All other lots shall be used for residential accommodation purposes only, and no other lot shall be used for the provision of any of the services nor for the conduct of any activity referred to in this by-law.
- 26.6 The body corporate will not itself, directly or indirectly, provide any of the services or conduct any of the activities set out in this by-law or set out in any agreement entered into pursuant to this by-law.
- 26.7 The body corporate shall not without the consent of the manager allow any person or entity, other than the manager, to provide or conduct from the building or any other part of the common property, any of the services or activities referred to in this by-law.

SCHEDULE D	OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED
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Not applicable.

SCHEDULE E	DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY
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Not applicable.

STUDENTLIVING®

BY **UniLodge®**

2025

**RESIDENT
HANDBOOK**

Welcome to **Student Living** - Shafston

We trust that your stay here will be both enjoyable and productive. Management is aware that some of our residents are here not only to enjoy lives but also to study, and we understand that at times you will be under pressure to complete assignments or work tasks. The Resident Handbook is designed to ensure that everybody understands the building and observes the rules of the building so that all residents can enjoy their stay. It also forms part of your short stay agreement or lease terms and obligations.

Most of the issues in this Resident Handbook are based on common sense and many have already been explained during the initial sign-up process. The regulations are designed for your **COMFORT**, **SAFETY** and **SECURITY**.

We hope that this Handbook will prove useful to you in answering any questions and in assisting you with the most common issues that may occur.

Student Living - Shafston management wants to develop an atmosphere that provides students with the greatest opportunity to maximise their success, enjoyment and experience from their time studying in Brisbane.

If you do not understand any of the pages within this booklet, please feel free to ask a member of staff at reception for clarification.

For short stay residents, please check your inventory checklist with the items in your room as detailed under "ROOM INVENTORY (FOR SHORT STAY ONLY)" and sign and return to reception within 24 hours of your arrival.

For lease residents, please complete your Entry Inspection Report, sign, and initial each page, date and return to reception within 7 days. You may also confirm the report digitally on the Console app, which is more preferred.

If office is closed, please use key return chute located on the reception office door.

Thank you and most of all we hope you enjoy your stay!

CONTACTING RECEPTION

Reception hours are as follows:

Monday to Thursday **9:00 am – 5:00 pm**

Friday **8:30 am – 4:30 pm**

Saturday and Sunday **CLOSED**

Public holidays **CLOSED**

Phone 07 3249 7674

Address 9-19 Castlebar Street, Kangaroo Point QLD 4169

After Hours 07 3249 7674

Emergency Contacts **000 (Police, Fire, Ambulance)**

Student Living - Shafston HOUSE RULES

1. No Noise after 10pm

Ningún ruido después de las 10 pm - Nenhum ruído após as 22h. - Pas de bruit après 22 heures - Kein Lärm nach 10 Uhr - Nessun rumore dopo le 10 - 10 点以后禁止噪音 - 10 點以後禁止噪音 - 10 時以降はノイズない - 10 시 후 소음 없음 - 10:00 - 10:00 لا ضوضاء بعد 10:00 - के बाद कोई शोर - เสียงหลังจาก 10:00 ไม่มี - không có tiếng ồn sau 10:00

2. No Smoking in the Building, including balconies, or any common areas.

No fumar en el edificio, incluyendo balcones - Não fumar no edifício, incluindo varandas - Interdiction de fumer dans le bâtiment, y compris les balcons - Kein Rauchen im Gebäude, einschließlich der Balkone - Vietato fumare nell'edificio, compresi i balconi - 在大樓里，包括陽台，禁止吸烟 - 在大樓裡，包括陽台，禁止吸煙 - バルコニーを含む建物内禁煙ない - 발코니를 포함하여 건물에서 금연 - ممنوع التدخين في البناء، بما في ذلك الشرفات - बालकनियों सहित भवन, धूमपान निषेद - Không hút thuốc trong tòa nhà, bao gồm ban công

3. No consumption of Alcohol in Public Areas. This includes Lobby, Outdoor Seating Areas & Gym/Resident Lounge. It is against the law; offenders will be reported to the police.

Prohibido el consumo de alcohol en áreas públicas. - O consumo de álcool nas áreas públicas proibidas - Consommation d'alcool dans les espaces publics interdits - Der Konsum von Alkohol in öffentlichen Bereichen verboten - Il consumo di alcol nelle aree pubbliche vietate - 禁止在公共区域饮用含酒精饮料 - 禁止パブリックエリアにアルコールの消費 - 금지된 공공 장소에서 알코올 소비 - استهلاك الكحول في الأماكن العامة محظور - निषिद्ध सार्वजनिक क्षेत्रों में शराब का सेवन - การบริโภคของเครื่องดื่มแอลกอฮอล์ในพื้นที่สาธารณะต้องห้าม - Tiêu thụ rượu ở khu vực công cộng bị cấm

4. Visitors not permitted in rooms after 10pm

Prohibida la entrada de visitantes en las habitaciones después de las 10.- Visitantes não permitidos nos quartos após as 22h - Les visiteurs non autorisés dans les chambres après 22 heures - Besucher nicht in Räumen nach 10 Uhr erlaubt - 晚上 10 点后，房间不得有访客 - 10 時以降の部屋では許可されていない訪問者 - 오후 10 시 후 객실에서 허용되지 방문자 - لا 10:00 يسمح للزوار في غرف بعد 10:00 - के बाद कमरे में अनुमति नहीं आगंतुक - ผู้เข้าชมไม่ได้รับอนุญาตในห้องพักหลังจาก 10:00 - Du khách không được phép trong phòng sau 10:00

5. Residents must behave in a way not to interfere with the peaceful enjoyment of another person. Residents are responsible for the behavior of visitors.

Los residentes no deben interferir en el disfrute pacífico de otra persona y son responsables del comportamiento de los visitantes - Moradores não devem interferir com o gozo pacífico de outra pessoa e são responsáveis pelo comportamento dos visitantes - Les résidents ne doivent pas interférer avec la jouissance paisible d'une autre personne et sont responsables du comportement des visiteurs - Bewohner müssen sich so verhalten, dass sie nicht in die friedliche Freude einer anderen Person eingreifen, und sind für das Verhalten der Besucher verantwortlich - I residenti non devono interferire con il pacifico godimento di un'altra persona e sono responsabili del comportamento dei visitatori - 居民不得干扰他人的宁静享受，并需为访客的行为负责 - 住民は別の人の平和的な楽しみを妨げず、訪問者の行動に責任を持たなければなりません - 주민들은 다른 사람의 평화로운 즐거움을 방해하지 말아야 하며 방문자의 행동에 책임을 져야 합니다 - السكان يجب ألا يتدخلوا مع استمتاع الآخرين بسلام وهم مسؤولون عن سلوك الزوار - निवासियों को किसी अन्य व्यक्ति के शांतिपूर्ण आनंद के साथ हस्तक्षेप नहीं करना चाहिए और यात्री के व्यवहार के लिए उत्तरदाता हैं - ที่อาศัยอยู่ต้องไม่ยุ่งเกี่ยวกับความสงบสุขสงบของบุคคลอื่น และมีความรับผิดชอบในพฤติกรรมของผู้เข้าชม - Người dân không được can thiệp vào niềm vui bình yên của người khác và chịu trách nhiệm về hành vi của khách

6. Residents are responsible for the costs incurred in the event the QLD Fire Service is called due to a Fire Alarm. Current Costs are \$1500 approx. Covering of Smoke Alarms is against the law.

Los residentes son responsables de los costos debido a una alarma de incendio, aproximadamente \$1,500. Cubrir las alarmas de humo está en contra de la ley - Os residentes são responsáveis pelos custos devido a um alarme de incêndio, aproximadamente \$1,500. Cobrir alarmes de fumaça é contra a lei - Les résidents sont responsables des coûts dus à une alarme d'incendie, d'environ 1 500 \$. Recouvrir les détecteurs de fumée est contre la loi - Die Bewohner sind für die Kosten aufgrund eines Feueralarms, etwa 1.500 \$, verantwortlich. Das Abdecken von Rauchmeldern ist gegen das Gesetz - I residenti sono responsabili dei costi a causa di un allarme antincendio, circa \$1,500. Rivestire gli allarmi ant fumo è contro la legge - 居民要负责因火警而产生约\$ 1500 左右的费用。覆盖烟雾警报器是违法的 - 住民は、火災警報、約 1,500 ドルのコストを担当している。煙警報のカバーは法律違反です - 주민은 화재 경보로 인한 비용, 약 1,500 달러에 대한 책임이 있습니다. 화재 경보기의 덮개는 불법입니다 - سكان هي المسؤولة عن التكاليف بسبب إنذار الحريق، 1,500 \$ تقريبًا. تغطية إنذار الدخان هو ضد القانون - निवासियों की वजह से एक फायर अलार्म, लगभग \$1,500 की लागत के लिए जिम्मेदार हैं. धूम्रपान अलार्म के कवर कानून के खिलाफ है - ชาวบ้านมีความรับผิดชอบในค่าใช้จ่ายที่เกิดจากการปลุกไฟ ประมาณ \$1,500. การปกป้องสัญญาณเตือนภัยควันเป็นการละเมิดกฎหมาย. - Người dân phải chịu trách nhiệm cho các chi phí do báo cháy, khoảng \$1,500. Che các chuông báo khói là trái pháp luật.

7. Rooms must not be used for illegal purposes. Offenders will be reported to the police.

Las habitaciones no deben ser utilizadas para fines ilegales - Os quartos não devem ser utilizados para fins ilegais - Les chambres ne doivent pas être utilisées à des fins illégales - Die Zimmer dürfen nicht für rechtswidrige Zwecke verwendet werden - Le camere non devono essere utilizzate per scopi illegali - 房间不得用于非法用途，违者将被举报 - 客室には、違法な目的のために使用することはできません。違反者は警察に報告されます - 객실은

불법적인 목적으로 사용할 수 없다. 위반자는 경찰에 신고됩니다 - يجب ألا تستخدم لأغراض غير
الشرطية. سيتم الإبلاغ عن المخالفين إلى الشرطة. कमरे अवैध प्रयोजनों के लिए उपयोग नहीं किया जाना
चाहिए. उल्लंघकर्ताओं की पुलिस को सूचित की जाएगी। -
ห้องพักจะต้องไม่ถูกใช้เพื่อวัตถุประสงค์ที่ผิดกฎหมาย - Phòng không được sử dụng cho các mục đích
bất hợp pháp

8. Lost or damaged keys. Cost of new lock, keys & card, or after hours lock out fee – please refer to the section on page 15.

Llaves perdidas o dañadas. Costo de nueva cerradura, llaves y tarjeta, o tarifa por cierre fuera de horario: consulte la sección en la página 15 - Chaves perdidas ou danificadas. Custo da nova fechadura, chaves e cartão, ou taxa de bloqueio após o expediente – consulte a seção na página 15 - Clés perdues ou endommagées. Coût de la nouvelle serrure, des clés et de la carte, ou frais de verrouillage après les heures d'ouverture – veuillez vous référer à la section à la page 15 - Verlorene oder beschädigte Schlüssel. Kosten für neues Schloss, Schlüssel und Karte, oder Sperrgebühr außerhalb der Geschäftszeiten – siehe Abschnitt auf Seite 15 - Chiavi smarrite o danneggiate. Costo di nuova serratura, chiavi e scheda, o tariffe per blocco dopo l'orario di chiusura – fare riferimento alla sezione a pagina 15 - 钥匙丢失或损坏。新锁、钥匙和卡片
的费用，或下班后闭锁费用 – 请参阅第 15 页的部分 - キーの紛失または破損。新しいロッ
ク、キー、カードの費用、または時間外のロックアウト料金 - 15 ページのセクション
を参照してください - 키 분실 또는 손상. 새 자물쇠, 열쇠 및 카드의 비용, 또는 시간 외
잠금 요금 - 15 페이지의 섹션을 참조하십시오 - مفاتيح فقدت أو تالفة. تكلفة قفل جديد، مفاتيح
15 - खोए या क्षतिग्रस्त कुंजी। नए
ताले, कुंजी और कार्ड का खर्च, या कार्यक्रम के बाद का ताले का शुल्क – कृपया पृष्ठ 15 पर दी गई धारा का
संदर्भ करें। - ภัยเสียหายหรือเสียหาย ค่าล็อก ภัยแฉ และการ์ดใหม่, หรือค่าล็อกเอาต์นอกเวลาการทำงาน –
โปรดดูหัวข้อในหน้า 15 - Mất hoặc hư chìa khóa. Chi phí ổ khóa, chìa khóa & thẻ mới, hoặc phí
khóa cửa sau giờ làm việc – vui lòng tham khảo phần trên trang 15.

9. Damages & Lost Items must be paid for by the resident.

Daños y Artículos perdidos deben ser pagados por el residente - Danos e itens perdidos devem ser pagos pelo residente - Dommages et Objets perdus doivent être payés par le résident - Schäden und verlorene Gegenstände müssen von der ansässigen bezahlt werden - Danni e Oggetti smarriti devono essere pagati dai residenti - 损坏和遗失的项目必须由住客支付 - 損害賠償や紛失は、居住者のために支払わなければならない - 손해 및 손실 항목은 거주자가 지불해야 합니다 - يجب أن تدفع تعويضات والمفقودات لمن قبل المقيمين - नुकसान और खोया आइटम निवासी द्वारा भुगतान किया जाना चाहिए - ความเสียหายและรายการที่หายไปจะต้องมีการจ่ายเงินให้กับผู้อยู่อาศัย - Thiệt hại và mất mục phải được trả tiền cho các cư dân

ADDITIONAL BUILDING RULES AND REQUIREMENTS

Alcohol

UniLodge promotes a responsible attitude towards the use of alcohol. Alcohol is permissible (if you are over the age of 18) only if consumed within your own unit. **Alcohol is NOT permitted in common areas.**

Behaviour

Residents must agree to abide by the code of behaviour. Acceptable behaviour includes not interfering with another person's living conditions or personal security. Unacceptable behaviour will be dealt with by management. Repeated offences could constitute grounds for eviction with no refund.

Building Security

All Residents and visitors agree to be bound by the security regulations and as instructed by management. Residents must carry ID at all times and, if requested, show it to Management, Security or Staff. Under no circumstances are Residents to loan out their Security Swipe Card/Unit key or try to copy their own keys.

Residents are responsible for the behaviour of their visitors. Residents are responsible for personally letting their guest(s) in or out of the building after hours. The issued swipe card must not be given to the guest(s) to enter or exit the building or the basement carpark by themselves.

Common Property

Residents must not interfere with or damage any common property, nor leave anything on or obstruct the use of common property. The Resident is liable for all damages caused.

Drugs/Illegal Substances

The use of or being under the influence of any illegal substance in the building is strictly forbidden. This means under **NO** circumstances are any illegal substances permitted within the complex. Failure to comply with this rule can result in eviction.

Eligibility of Residents

- All Residents must be registered and sign a Registration Form at check-in.
- Residents must not sub-let the unit under any circumstances.

Furniture and Equipment

The furniture, and other items provided in the units are to be used for the purposes for which they are made. The Resident is liable for damage to this property and all costs of repairs or replacement.

The Resident is not permitted to make alterations or additions to the unit or the furniture and equipment within the unit, unless the request has been given in writing and approved by Management in writing.

Gambling and Gaming

Gambling is not permitted on the premises.

Pets

Under NO circumstances should you bring or allow any pets or animals into the building without the Body Corporate's and the Owner's written approval. This includes fish.

If the animal is an assistance animal, the occupant must submit a completed declaration form for such animal and submit relevant supporting documentations, together with the written approval from the body corporate. Such animal will still have to obtain written approval first by the Body Corporate and notify the owner prior to bringing the animal into the building. The declaration form is obtainable from the reception office by request.

The animal can only be classified as an assistance animal if the animal satisfies the definition set out in section 9(2) of the Disability Discrimination Act 1992 (Cth). Section 9(2) defines an assistance animal as a dog or animal that is:

- (a) accredited under a law of a state or territory that provides for the accreditation of animals trained to assist a person with a disability to alleviate the effect of the disability; or
- (b) accredited by an animal training organisation prescribed by the Disability Discrimination Regulations 2019; or
- (c) trained to:
 - (i) assist a person with a disability to alleviate the effect of the disability; and
 - (ii) meet the standards of hygiene and behaviour appropriate for a public place.

The assistance animal should be desexed, vaccinated and registered as required under the Queensland and national laws and the required evidence should be submitted to the body corporate and the owner.

If an animal is accredited and approved, the Management strongly encourages residents to display their animal's accreditation on the animal's harness or collar as appropriate.

Please note that any damage caused by the animal will not be considered as normal wear and tear and the tenant will be responsible for such costs for repairs or replacements as necessary.

A pest control service to be paid by the tenant should be arranged at the end of lease and when it is deemed necessary by the Management.

Requests by Staff

Residents must comply with all reasonable requests from UniLodge Management and support staff.

Smoking

Student Living - Shafston is a smoke free building which includes the unit, balconies (if applicable) and common areas, as such any costs resulting from the repair and cleaning of any damage caused through cigarette burns, smoke residue or build-up of nicotine will be charged to the tenant responsible. This includes all forms of E-Cigarettes.

Fire Sprinklers

DO NOT COVER the smoke detector or **HANG ANYTHING** on the fire sprinkler or the sprinkler guard in your room.



NO SMOKING

This Includes:
ALL Rooms
ALL Balconies
ALL Bathrooms
ALL Stairwells
ALL Common Areas

FIRE SPRINKLERS

Penalties apply for non-compliance.

DO NOT COVER the smoke detector in your room.

DO NOT HANG ANYTHING on the Fire Sprinkler.



It is against the law. Regular inspections will be made by the Management to ensure compliance.

LEASE RESIDENTS – YOUR AGREEMENT WITH US

Bond

A bond equivalent to four (4) weeks rent is required before or at time of signing your lease. The bond is lodged with the Residential Tenancies Authority on behalf of the resident for the term of the tenancy and/or for any further period in which the resident may occupy the unit.

The bond cannot be used for rent unless authorised by the Customer Service Manager. The cost of repair or excessive cleaning may be deducted from the bond.

Entry Condition Report

At the commencement of the Tenancy Agreement, an Entry Condition Report will be completed and signed by both the Resident and the UniLodge Property Manager - Operations. This Condition Report will be used at the end of the Tenancy Agreement to assess any damage to the unit, its furniture and equipment.

The completed Condition Report must be **returned to the office within 7 calendar days** of your arrival. Failure to do so will result in the precondition report forming the basis for any security deposit claims at the end of your tenancy.

Termination of Tenancy Agreement

A Tenancy Agreement may be terminated by UniLodge if:

1. The Resident fails to pay rent by the due date and all notices to remedy have not been satisfied.
2. The Resident permits a breach of the provisions of the tenancy agreement or the rules of tenancy.
3. The Resident resorts to or takes advantage of any law for the protection of insolvent people, becomes bankrupt or commits an act of bankruptcy.

At the termination of a Tenancy Agreement as decided by management on an appropriate end date, all the residents' personal property must be removed. Any property left in the apartment will be disposed of in accordance with The Residential Tenancies Authority guidelines. You may also be charged with any disposal fees. All remaining fees must be paid up.

Eviction

UniLodge Rules of Tenancy promotes tolerance, courtesy and care for others and the different needs within the community. If any resident chooses to ignore or transgress these guidelines, he/she shall receive written warnings from the UniLodge management. Residents, who have received warnings

and continue with unacceptable behaviour, will be issued with a “Notice to Leave” and an application will be made for eviction.

In addition to the termination provisions, “Notice to Leave” will be given to any Resident who:

1. Is found to be carrying, using, or distributing illegal drugs or other illegal substances.
2. Is found to be involved in the harassment of or discrimination against another Resident, staff member or person.
3. Is found to be involved in the sexual/physical abuse of another Resident, staff member or person.
4. Is found to be involved in theft of another person’s property.
5. Significantly interferes with the peace, comfort or privacy of another resident or staff member.

These practices are against the law. Residents must note that these practices lead to immediate expulsion and possible prosecution.

BUILDING FACILITIES

Bicycle Storage

Bicycle racks are located on the South-Eastern (Thorn Street) side of the building. Please note that any bikes/scooters are left here at the residents’ own risk. This is not a secured or locked area; however, 3 security cameras are in use and security sensor light. A city cycle station is located right next door on Shafston Avenue. You must register you bike with reception. Any bikes not registered will be removed and disposed of from time to time by Management.

Gym

There is a well-equipped gym on 4th floor with a range of machines inside. There are toilet and shower facilities in the recreation room. Please show consideration to other residents by ensuring these areas are constantly kept clean and tidy at all times. The gym is accessible via your swipe card. The gym is open each day from 7:00am until 10:00pm and is free for use for all residents and residents only. Any guests providing access to gym for non-residents will need to pay a fee.

Laundry

The laundry is open 24/7 and is located on the 3rd floor. It has card-operated washing machines and dryers available for resident use. For effective cleaning and drying, do not overload the machines. Your items are to be removed promptly from the washing and drying machines and items left in machines for extended times maybe removed. Please be considerate to other residents in the building by not leaving your items unattended in the machines for extended times after the cycle period.

Mail

Each apartment has its own mailbox located at the ground level courtyard. Mail being sent to you should be addressed as follows:

Resident Full Name
Student Living - Shafston
Unit (Unit Number) _ _ _ _ / 9 Castlebar Street
Kangaroo Point QLD 4169 Australia

If your mail does not include your unit number, it will cause delays in delivery to your letterbox and may result in being returned to sender.

Student Living - Shafston does not hold mail for residents who have departed. Prior to departing contact Australia Post to redirect your mail so that you don't miss any important mail.

Recreation Room

There is a recreation room on the 4th floor. The room contains a large flat screen TV and lounge chairs. Please show consideration to other residents by ensuring these areas are constantly kept clean and tidy at all times. If you have moved the furniture, please ensure that you place back in original position and take any rubbish with you. The recreation room is accessible via your swipe card and room key to open the recreation room doors. The recreation room is open each day from 7:00am until 10:00pm.

Rubbish

Please empty your rubbish into the rubbish bins which are located on each level – in front of units ending in _04 & _03. You must remove your waste and rubbish from your room daily. Failure to do so may result in fines being issued, notice to remedy being issued or further invoices for treatment of common area as result of infestation. It is your responsibility to remove your rubbish DAILY.

Large items that cannot fit into the bins should not be disposed into our common area bins. These should be handled by the residents by either donating or delivering to dumping facilities. You will be charged if oversized items are disposed of in any common area.

You may refer to the Brisbane City Council for more information for other possible solutions:

<https://www.brisbane.qld.gov.au/clean-and-green/rubbish-tips-and-bins/rubbish-collections/kerbside-large-item-collection-service>

Utilities - Electricity, Gas & Water

Electricity, gas, and water consumption is included in your rent.

SECURITY, BUILDING ACCESS AND KEYS

Access to other Units

Entering another resident's unit without authority is not permitted. Offenders may be detained and charged with trespassing by the appropriate authorities. To prevent trespassing and, in particular theft, all residents are strongly advised to keep their doors closed and locked at all times, regardless of whether or not they are in their unit.

Access to the Building

The automatic foyer doors are programmed to operate without the use of a swipe card during reception hours. Outside of the reception hours, it is necessary to use your swipe card to open the automatic sliding doors.

Identification

Identification should and must be carried at all times as it allows Management and Security to determine if a person is a resident at Student Living Shafston. It also allows after-hours access should you lose your swipe card or key. **You should always keep your keys and ID separate.**

Security and Swipe Card/Unit Key

- You are issued with a swipe card when you check in. The swipe card will give you access to the foyer front door, your apartment level, and level 4 (recreation room and gym).
- The swipe card should be carried by residents at all times. Your swipe card or unit key must not be given to any other person. The key and card are your responsibilities.
- Your unit swipe card also allows access to the recreation room/gym on level 4.
- Please remember to lock your door when leaving your apartment as the door may or may not self-lock on closing.
- Should you lose your key or be locked out of your unit, you must contact Reception immediately. Reception phone number (07 3249 7674) operates 24 hours per day and after office hours is diverted to our afterhours reception. If a key is missing for more than 24 hours, it is classed as lost, and a replacement key will be issued at your cost.

If you get locked out of your unit after hours, please note entry is given by onsite staff and is not immediate. You may need to wait up to several hours for access. For Lock Outs call (07) 3249 7674.

Please find following the prices for the replacement of lost swipe cards or keys:

Keys	\$395.00 Includes change of door lock, replacement key, and 1 replacement spare key. No swipe card included.
Lost Swipe	\$55.00 per card
Letter box key	\$77.00 if applicable
Lockout Fee UniLodge Resident	During office hours: UniLodge Residents: \$30 After-hours: When security is conducting a patrol: \$75 When security is not conducting a patrol and immediate access is required: \$175 All fees payable at time of lockout via Eftpos to Security or Staff Member attending.

Insurance and Security for your unit

All residents are strongly advised to take out personal/content insurance cover on their personal belongings and items such as stereos, computers, CD players, bicycles, clothing etc. as they are **not covered** by Student Living Shafston policies. Any large complex is vulnerable to natural disaster or accidental or deliberate vandalism or petty theft, and Student Living Shafston is no exception. We suggest that you **keep your door locked at all times**, even when you are home.

Intruders

Although we take all possible precautions, intruders may occasionally gain entry. If you see anyone behaving suspiciously, call reception immediately (07) 3249 7674, and watch the person or persons from a distance but do not put yourself at risk.

- **UniLodge has 24-hour video surveillance.**
- **Do not show any person to a resident's unit or tell them where they live - the resident concerned may not wish to see the visitor.**
- **Do not swipe your card for any other person in the lifts or open the front entry door.**

Other additional services

There are a few ad hoc services offered at the reception at an additional cost. Please see the below list.

Maintenance	
Light bulb	\$45.00 Each
Mattress protector	\$44.00 Each
Shower curtain	\$33.00 Each
Toilet brush	\$10.00 Each
Cleaning	
Bond clean package	\$360.00
Vacuum cleaner – per hour (Requires Photo ID as deposit; vacuum must be returned clean)	\$5.00 Per hour
Carpet steam clean	\$120.00
Steam clean of upholstery (Each additional hour after first hour \$50)	\$188.00 First hour
One-off service clean	Price available on request
Clogged drain (handyman fix, not plumber)	\$70.00 Each
Other	
Ethernet cable	\$15.00 Each
Card protector	\$5.00 Each

* Prices are correct as of 01/10/2024. Prices are subject to CPI increases each year and may be increased without further notice. For the most up-to-date information, please check with the reception team.

FIRE EVACUATION PROCEDURE



On hearing the Fire Alarm, you should EXIT the building using the nearest exit.

Assembly Location

If you are instructed to evacuate the building, make your way to the nearest **FIRE EXIT** and continue down the stairs to Ground Level. Please assemble on the grassed area in front of the main entrance directly in front of the main building (Shafston Avenue) until instructed by the fire department that it is safe to re-enter the building.

Fire Sprinklers and Detectors

Never hang anything from, cover or attempt to remove the smoke detector in your room as these are connected to the main fire alarm system and these actions will cause a system fault and/or a false alarm. **Do not hang anything to the fire sprinkler because it can cause flooding.** In the event of a false alarm that is caused by interference with a smoke detector the Queensland Fire & Rescue Service has it within its powers to levy fines and commence prosecutions (current fines exceed \$1400). You will also be responsible for the cost of repairs to the system that this damage may cause. Repeat false alarms to our main fire system caused by any resident may result in you being charged an admin fee of \$100.00 per event and your occupancy being terminated.

Upon Fire

1. Assist any person in immediate danger only if safe.
2. Close door.
3. Call Fire Brigade (000).
4. Attack fire if safe to do so.
5. Evacuate to assembly area.
6. Remain at assembly area and await roll call.

REMEMBER: DO NOT USE LIFTS IN A FIRE EMERGENCY

ROOM SERVICING

All rooms can be scheduled for a weekly room service at your request at a cost of \$88.00 AUD per service. Rooms do not receive a service during the first or last week of the stay.

It is a condition of your stay at Student Living Shafston that you allow the housekeepers access to your room for the scheduled service. The reception staff will communicate the service day with you prior to the entry.

It is important that you remove **ALL** your personal belongings off the beds on your designated service day. You are responsible for the removal of your own rubbish daily from the unit and for washing the dishes, pots and utensils.



The cleanliness of the whole room is your responsibility. Reasonable standards of cleanliness and hygiene are expected from all residents. Failure to do so will result in a fine of \$100 and an additional cleaning charge of \$100 per hour at the end of your residency.

ROOM INVENTORY (SHORT STAY)

Glasses x 4		Fry Pan x 1	
Mugs x 4		Microwave	
Large Plates x 4		Chopping Board x 1	
Small Plates x4		Toaster	
Bowls x 4		Kettle	
Knives x 4		Clothes Airer	
Forks x 4		Iron & Ironing board	
Spoons x 4		Saucepan x 2 with lids	
Teaspoons x 4		Spatula	
Sharp Knife		Dustpan & Brush	
1x Towel & 1x Bathmat per bed		Rice Cooker & Vegetable Steamer (for Microwave only)	

Please let Reception know if you are missing any items in your room. Pictures may vary from objects in your room.

COMMUNICATIONS

Internet

Our high-speed internet supplier is Move Up. You will have received your username and password during check-in.

If you are experiencing internet difficulties, you can contact Urban Wireless via:

Website: <https://moveupinternet.com/>

Email: info@moveupinternet.com

Phone: 1300 301 946

Ethernet cables are also available at reception for \$15.

Please note we do not accept cash.

Telephones

Some apartments have a wall telephone which is up to the occupant to purchase any landline phone plans as needed. This is not a service offered by us. Residents will have to look for their individual service provider if needed.

The closest public payphone is on Thorn Street.

HEALTH

Dentist	Doctor	Hospital
East Brisbane Dentists 80 Lytton Road East Brisbane 07 3391 2504	CBD 7 Day Medical Centre & The Travel Clinic Brisbane Level 1 / 245 Albert 07 3210 0932	Mater Hospital Raymond Terrace South Brisbane 07 3163 8111

Overseas Student Health Cover

International Students on a study visa must have Overseas Student Health Cover (OSHC). Your OSHC is usually for a six- or twelve-month period. On arriving in Australia, you will need to confirm your OSHC with the Insurance Company and complete an Application for OSHC. Residents will be required to present their Confirmation of Enrolment form as proof of their status.

If you allow your membership to lapse, the company may notify the Department of Immigration, which could result in your student visa being cancelled.

- You must renew your cover each time you re-enrol to study or every 12 months. To do this you will need your membership card, passport and a letter from your college, university etc confirming your re-enrolment.
- Under OSHC you are covered for accommodation and/or treatment in Public Hospitals. This applies whether you need to stay in hospital or are a patient at the hospital's outpatient clinic or in the emergency/casualty department.
- Your OSHC does not cover ambulance, dental, pharmaceutical, glasses and/or contact lenses. If you or your parents want you to be covered for these items, you will be required to pay extra for this type of insurance cover.

In case of an emergency dial 000

Please note that ambulance services in Australia are very expensive and ambulance cover is recommended.

13 HEALTH

If you are unsure as to whether you need to go to a hospital or just the general doctor Queensland health has a number that you can call 24hrs to help you – 13 HEALTH (13 43 25 84). They can also assist in getting you a number for an after-hours doctor that can visit your residence.

WHAT TO DO: SETTING OFF THE SMOKE ALARM

When cooking food in your room be **aware** of the smoke alarm above you.



- When cooking, please make sure the windows and/or the **balcony doors are open**, and you are using your **exhaust fan**.
- If the alarm in your room goes off **DO NOT open your front door** as this may set off the whole buildings fire alarm.
- If you do set off the main smoke alarm and the fire brigade attends, it will be at a **personal cost of \$2600.00**

Please familiarise yourself and any of your guests with the evacuation sign and diagram located next to the lifts on your floor.



FIRE STAIRWELLS

The Fire Stairwells are located on every level of the building and are to be used in the event of a fire or emergency **ONLY**.

These doors are alarmed and monitored 24/7.

Anyone captured on CCTV using these stairwells outside of an emergency or fire will be fined \$150.00 and issued a Breach Notice.

Any door displaying this sticker is for Emergency Access Only.



HOW TO FIX: POWER FAILURE IN ROOM



Please try pressing the blue power reset button in your bathroom.

If this does not resolve the issue, please come down to the reception.

HOW TO USE: AIR-CON AND ROOM VENTILATION

VENTILATING YOUR ROOM

For at least **30 minutes a day** (during good weather), please leave the window open to ventilate your room, especially whilst you use the shower.

If your room has an Air Conditioner you may use it by getting a key from reception .

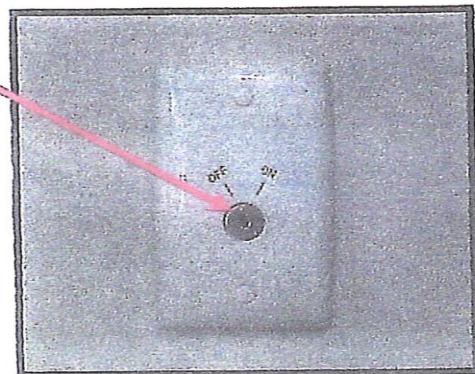
There are some responsibilities to consider when using your Air Conditioner:

While using your Air Conditioner please ensure all windows and doors are closed.

Please ensure the air conditioner is switched off upon leaving your room .

Set the temperature to 21 degrees and the thermostat will control the rest.

To activate the power to your unit, use the key in the on - off switch on your wall.



HOW TO FIX: ICED OVER FREEZER



You may need to defrost your fridge if there is a lot of ice in and around your freezer.

If this is the case, please press the grey button on the temperature control dial or if you cannot locate the defrost button, turn your fridge off for 3-4 hours. This will allow the ice to melt.

Please do not use a knife or any other sharp metal object to scrape ice out of the freezer. If you damage the refrigerator, it will need to be replaced at your cost.

Make sure to put some towels under and around the fridge and a bowl or bucket inside the fridge to catch any melted ice. Any maintenance work carried out due to mishandling when defrosting a fridge would be at your costs.

SUPPLIED KITCHEN ITEM RULES

The **kettle** is for **BOILING WATER ONLY.**

Please do not put anything into the kettle other than water.

No Tea – No Coffee – No Rice – No Eggs or Food of any kind



The **toaster** is for **TOASTING DRY BREAD ONLY.**

Please do not put anything in the toaster other than dry bread. If you damage the toaster it will need to be replaced at your cost.



Please do not leave any metal objects in the **microwave oven** when cooking. Metal objects will damage the microwave oven, and it will need to be replaced at your cost.

ALWAYS CLEAN THE INSIDE OF YOUR MICROWAVE AFTER USE.



PUBLIC TRANSPORT

Information on catching public transport in Brisbane can be found at www.translink.com.au

Using the Journey Planner will allow you to easily navigate around the city & get you to where you need to go. Student Living Shafston is conveniently located within easy access to a number of bus routes, the Mowbray Park City Cat stop & the City Hopper.

CityHopper / KittyCats

One of the advantages of living at Student Living Shafston is having access to the City Hopper. The City Hopper is a free transport option from Kangaroo Point to the City & Southbank. The closest ferry stops are Dockside or Thornton Street.

The ferry stops at the following ferry terminals:

- North Quay, Brisbane City
- South Bank 3, South Brisbane
- Maritime Museum, South Brisbane
- Thornton Street, Kangaroo Point
- Eagle Street Pier, Brisbane City
- Holman Street, Kangaroo Point
- Dockside, Kangaroo Point (Our Closest Stop)
- Sydney Street, New Farm.



FREQUENTLY ASKED QUESTIONS

How do I extend my booking?

Please come to reception as soon as you would like to extend your booking. Standard extensions are in 12-month lease term. As Student Living Shafston is a very busy place, it is important to notify reception quickly possible to avoid disappointment. Extensions for your existing room cannot be guaranteed.

How do I break my lease?

Please advise reception with as much notice as possible if you need to break your lease/depart earlier than your end date of your lease. Fees do apply for breaking your lease, which will be calculated based on the remaining term of your lease, on top of any unpaid amount such as rent in arrears, service charges, or damages to the property. Rent also has to be paid until a new tenancy begins in the same property. Please discuss with the reception for more details.

How do I request a room change?

All requests must be made directly with the staff at the reception desk and will be considered by the Manager & are not guaranteed. If you wish to change rooms during your stay and it can be accommodated, you will need to pay any extra charges for upgrades and another \$350 cleaning fee that is not negotiable.

What do I do if something is broken or damaged in my room?

On check-in you would have been given an inventory checklist. This checklist is to identify what was in your room when you arrived.

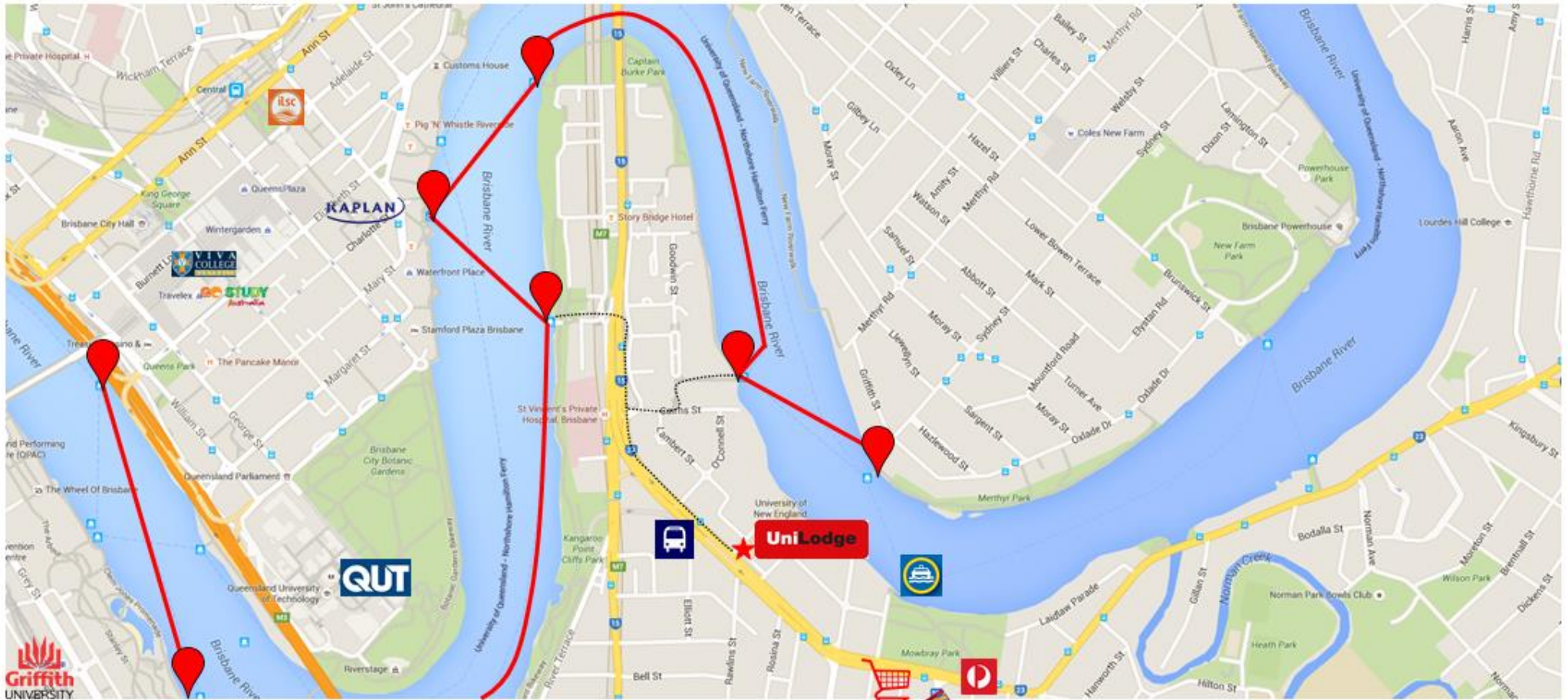
If something in your room is broken and requires maintenance, please come to reception to complete a Maintenance Request Form.

What do I do if I have issues with my roommate?

In case you have a roommate, please treat your roommate with the respect that you would want. Please keep your personal belongings to your designated wardrobe and desk. If you do have issues with your roommate, please try and talk to them calmly about the issues you are having. If you are unable to resolve the problems or have any other issues or questions, please come down to reception.

For more details regarding your Rental Tenancy Agreement, please visit the reception or go to rta.qld.gov.au website or contact RTA customer service team on 1300 366 311.

UniLodge @ Shafston - Local Map



Closest Shops – IGA



CityHopper – Free Ferry



UniLodge @ Shafston



Brisbane City Cat Stop



Purchase a Go Card at IGA



Bus to the Valley & City



Post Office

STUDENTLIVING®

BY **UniLodge®**

RESIDENT HANDBOOK