

Important Information

Please read this before completing your Rooming Accommodation Agreement

Dear {{Name_First}},

If you rent or manage a house, unit, share house, room, caravan or houseboat in Queensland there are rules that must be followed. These rules are set out in the [Residential Tenancies and Rooming Accommodation Act 2008 \(the Act\)](#).

- The Resident Tenancy Agreement forms a binding contract under the *Residential Tenancies and Rooming Accommodation Act 2008 (the Act)*.
- If you need advice on your rights and responsibilities, you may call Tenants Queensland on **1300 744 263** or contact the Residential Tenancies Authority on **1300 366 311 / +61 7 3046 5400**
- Special Terms, House Rules and The Resident Handbook forms a part of your lease, by signing the tenancy agreement you are accepting the terms and conditions set out in these documents as well
- **Initial** every single page and **sign** under your name on the signature page.
- **Sign** the Tenant Section on the Bond Lodgement Form
- **Fill in or check all details** in the Check In Form.

Please note:

- That your reservation is not confirmed until we receive a signed copy of the enclosed Tenancy Pack.
- The room number in the below lease agreement is not confirmed and may be changed if there are any material maintenance related issues. However, we will accommodate you in a different room under the same room type based on your application and letter of offer.

Enclosed below:

1. Check-In In Form
2. General Tenancy Agreement Form R18
 - a. Special Terms
 - b. House Rules
3. Fire Evacuation Acknowledgement
4. Bond Lodgement Form 2
5. How to pay your bond
6. Acknowledgement Documents
7. Your WiFi Password

{{Entry_ID}}

{{Room_Space_Description}}

CHECK IN FORM

UniLodge

HERSTON

Room number: _____

Building: _____

PERSONAL DETAILS

First Name: _____ Family Name: _____

Preferred Name: _____ Gender: _____

Date of Birth: _____ Are You Under 18 on Arrival? Yes No

Nationality: _____ Mobile: _____

Home address: _____

E-mail: _____

Medical Conditions (Incl. Disabilities): _____

Do you have a push bike or scooter: YES ☐ (bike parking is free, but requires separate access)

STUDY DETAILS

Institution: _____

Course name: _____ Current Year of Study: _____

Study Mode: Full-Time / Part-Time / Online Student status: International / Domestic

Start date: _____ Expected End Date: _____

EMERGENCY CONTACTS

I consent that UniLodge Herston may contact my nominated emergency contact in case of a serious event or otherwise required/permitted by law.

Name: _____ Relationship: _____

Email: _____ Mobile: _____

Signature: _____ Date: _____

Rooming accommodation agreement (Form R18)

Residential Tenancies and Rooming Accommodation Act 2008

Part 1 Rooming accommodation information

Item 1 1.1 Agent or manager/Provider

Name/trading name BCA Management Pty Ltd trading as UniLodge Herston as agent for Australian Unity Funds Management Limited
ACN 071497115 as trustee for the Australian Unity Student Accommodation Fund

Address

UniLodge Herston, Lady Lamington Building, 86 Bramston Terrace, Herston QLD		Postcode	4006
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1.2 Phone

07 3187 4200

Mobile

ABN (optional)

9	2	0	8	2	4	4	8	0	1	1
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Email

herston@unilodge.com.au

Note – Item 1.2 is optional.

Item 2 2.1 Resident/s

1. Full name/s			
Phone		Email	{{Email}}
Emergency contact full name/s			
Emergency contact phone			
Emergency contact email			
2. Full name/s	N/A		
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 1.1). Item 2.2 is optional. See clause 36(4). Attach a separate list

Item 3 3.1 Manager/provider's agent If applicable. See clause 35

Name/trading name BCA Management Pty Ltd trading as UniLodge Herston as agent for Australian Unity Funds Management Limited
ACN 071497115 as trustee for the Australian Unity Student Accommodation Fund

Address

UniLodge Herston, Lady Lamington Building, 86 Bramston Terrace, Herston QLD		Postcode	4006
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3.2 Phone

07 3187 4200

Mobile

ABN (optional)

9	2	0	8	2	4	4	8	0	1	1
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Email

herston@unilodge.com.au

Note – Item 3.2 is optional. See clause 35.

Item 4 4.1 Resident's representative for notices if applicable.Name/trading name

Address

	Postcode

4.2 Phone

Mobile

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Email

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*Note – Item 4.2 is optional.***Item 5** Notices may be given to
(Indicate if the email is different from item 1, 2, 3 or 4 above)

5.1 Agent or manager/provider

Email Yes ☐ No ☐ Text message Yes ☐ No ☐ Facsimile Yes ☐ No ☐

5.2 Resident/s

Email Yes ☐ No ☐ Text message Yes ☐ No ☐ Facsimile Yes ☐ No ☐

5.3 Provider's agent

Email Yes ☐ No ☐ Text message Yes ☐ No ☐ Facsimile Yes ☐ No ☐

5.4 Resident's representative

Email Yes ☐ No ☐ Text message Yes ☐ No ☐ Facsimile Yes ☐ No ☐ **Item 6** 6.1 Address of the rental premises

Room no.	
UniLodge Herston, Lady Lamington Building, 86 Bramston Tce, Herston	
Postcode	4006

6.2 Inclusions provided Insert inclusions, for example, furniture or other household goods let with the premises. Attach list if necessary.

- Fully furnished bedroom and building common areas – refer to Condition Report Form R1
- Electricity
- Water – Hot and Cold
- Wi-Fi Internet (unlimited)
- UniLodge Residential Life Program – refer to Resident Handbook

Type of rooming accommodation (tick ☒ if applicable)
☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Student accommodation


Rooming accommodation agreement (Form R18)

Residential Tenancies and Rooming Accommodation Act 2008



Item 7 7.1 The term of the agreement is ☐ fixed term agreement ☐ periodic agreement

7.2 Starting on



7.3 Ending on

Fixed term agreements only.

Item 8

Rent



weekly



fortnightly



monthly

See clause 7(1)

Item 9

Breakdown of rent Please break down amount of rent for each – in either percentage or dollar values.

Accommodation

100%

Food service

N/A

Personal care service

N/A

Other services

(attach a list if necessary)

Item 10

Rent must be paid on the

specified in the payment calendar

day of each

Fortnightly

Insert day. See clause 7(2)

Insert weekly, fortnightly or monthly

Item 11

Methods of rent payment Under section 98, there must be at least 2 ways. See also clause 7(3)(a)

Method 1

EFTPOS, Electronic Fund Transfer, Direct Credit, Credit Cards – surcharge apply

Method 2

Stripe Payment Platform

Details for direct credit

Bank/building society/credit union

N/A

BSB no.

Account name

N/A

Account no.

Payment reference

{{Entry_ID}}

Note – Under section 98, there must be at least 2 ways. See also clause 7(3)(a).

Item 12

Place of rent payment Insert where the rent must be paid. Item 12 is optional. See clause 7(6) to (8)

If the resident elects to make rental payments via EFTPOS, Credit Card, WeChat Pay or AliPay in Item 11, the place of rent payment will be:
UniLodge Herston, 86 Bramston Terrace, Herston QLD 4006.

Item 13

13.1 Can the rent be increased?



Yes



No

13.2 The day the rent was last increased for the room

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

13.3 How will the rent increase be calculated?

NOT APPLICABLE

13.4 When will the rent increase start?

Starting on

N/A

See clause 9

Item 14

Rental bond amount

See clause 13

Item 15 Services to be provided Complete this section for all services that are being provided for a resident living in supported accommodation – attach list if necessary

☐ **Level 1** – provide accommodation only

☐ **Level 2** – provide accommodation and a food service

☒ ☐ Breakfast ☐ Lunch ☐ Dinner

☐ **Level 3** – provide accommodation, a food service and personal care.

☐ bathing, toileting or another activity related to personal hygiene

☐ dressing or undressing

☐ consuming a meal

☐ meeting a mobility problem of the resident

☐ taking medication

☐ other:

Item 16 Utility services for which the resident must pay. Examples of services—electricity, gas and water. See clause 15

NOT APPLICABLE

Item 17 House rules have been provided to the resident/s ☐ Yes ☐ No See clause 18

Item 18 18.1 Number of persons allowed to reside in the room ✓

18.2 Number of persons allowed to reside at the rental premises

See clause 19

1

Item 19 19.1 Are there any body corporate by-laws applicable to the occupation of the premises by a resident? ☐ Yes ☐ No
See clause 25

19.2 Has the resident been given a copy of the relevant by-laws See clause 25 ☐ Yes ☐ No

✓

Item 20 The type and number of pets approved by the provider to be kept in the resident's room See clauses 26 to 29

✓

Type NOT APPLICABLE

Number

Type NOT APPLICABLE

Number

For more information on what is defined as a pet and working dog visit the RTA's Renting with pets webpage.

Part 2 Standard Terms

Division 1 Preliminary

1 Interpretation

In this agreement –

- (a) a reference to **the rental premises** includes a reference to any inclusions for the rental premises stated in item 6.2; and
- (b) a reference to a numbered section is a reference to the section in the *Residential Tenancies and Rooming Accommodation Act 2008 (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 of this agreement; and
- (d) a reference to a numbered clause is a reference to the clause of this agreement with that number.

2 Terms of a rooming accommodation agreement – s 72 – 74

- (1) This part states, under the section 73, the standard terms of a rooming accommodation agreement.
- (2) The Act also imposes duties on, and gives entitlements to, the provider and resident that are taken to be included as terms of this agreement.
- (3) The house rules for the rental premises are taken to be included as terms of this agreement.
- (4) The provider and resident may agree on other terms of this agreement (**special terms**).
- (5) A duty or entitlement under the Act overrides a standard term or special term if the term is inconsistent with the duty or entitlement.
- (6) A standard term overrides a special term if they are inconsistent.
- (7) Any body corporate by-laws that apply to the occupation of the rental premises by the resident, for the time being in force, are taken to be terms of this agreement.
- (8) A breach of this agreement may also be an offence under the Act.

Examples for subclause (8) –

- 1 It is an offence for the provider or provider's agent to enter the resident's room in contravention of the rules of entry under sections 257 to 262.
- 2 It is an offence if the resident does not sign and return the condition report to the provider or provider's agent under section 81.

Division 2 Entering rooming accommodation agreement

3 Start of rooming accommodation agreement

This agreement starts on the day stated in item 7.2

4 Entry condition report – s 81

- (1) This clause applies only if a rental bond is payable, or has been paid, under this agreement.
- (2) The provider or provider's agent must prepare, in the approved form, and sign a condition report for the resident's room and the facilities in the room.
- (3) A copy of the condition report must be given to the resident on or before the day the resident occupies a room in the rental premises under this agreement.
- (4) If the resident does not agree with the condition report, the resident must mark the copy of the report in an appropriate way to show the parts the resident disagrees with.
- (5) The resident must sign and return the copy of the condition report to the provider or provider's agent no later than 7 days after the later of the following days –
 - (a) the day the resident occupies the resident's room;
 - (b) the day the resident is given the copy of the condition report.

- (6) After the copy of the condition report is returned to the provider or provider's agent by the resident, the provider or provider's agent must make a copy of the condition report and return it to the resident within 14 days.
- (7) However, the provider or provider's agent does not have to prepare a condition report for the resident's room if –
 - (a) this agreement has the effect of continuing the resident's right to occupy the room under an earlier rooming accommodation agreement; and
 - (b) in accordance with the Act, a condition report was prepared for the room for the earlier rooming accommodation agreement.
- (8) If a condition report is not prepared for this agreement because subclause (7) applies, the condition report prepared for the earlier rooming accommodation agreement is taken to be the condition report for this agreement.

5 Continuation of fixed term agreement – s 82

- (1) This clause applies if –
 - (a) under this agreement, rooming accommodation is provided to the resident for a fixed term; and
 - (b) neither the provider nor the resident gives the other party a notice under chapter 5, part 2 of the Act ending the agreement or agrees in writing with the other party to end the agreement under section 366(a).
- (2) This agreement continues to apply after the last day of the term, as a periodic agreement, on the same terms on which it applied immediately before the last day of the term, other than the term about the fixed term.

6 Costs apply to early ending of fixed term agreement – s 396A

- (1) This clause applies if –
 - (a) this agreement is a fixed term agreement; and
 - (b) the resident ends this agreement before the term ends other than in a way permitted under the Act.
 - (2) The resident must pay the reletting costs under section 396A(3).
Note – For when the resident may end this agreement early, see clause 30.
 - (3) This clause does not apply if, after experiencing domestic violence, the resident ends the resident's interest in this agreement under chapter 5, part 2, division 3, subdivision 2A of the Act.
- For more information visit the Domestic violence in a rental property webpage on the RTA website.

Division 3 Rent

7 When, how and where rent must be paid – ss 98 – 100

- (1) The resident must pay the rent stated in item 8.
- (2) The rent must be paid on the days stated in item 10.
- (3) The rent must be paid –
 - (a) in a way stated in item 11; or*Note* – Under section 98, at least 2 ways for the resident to pay the rent must be stated in this agreement.
 - (b) in a way agreed after the signing of this agreement by –
 - (i) the provider or resident giving the other party a notice proposing a way; and
 - (ii) the other party agreeing to the proposal in writing; or
 - (c) if the provider or provider's agent intends to change the way rent is paid to a way that is not stated in item 11 and no way is agreed to after the signing of this agreement – in a way the provider or provider's agent proposes by notice to the resident under section 99A.
- (4) The provider or provider's agent must give the resident notice advising of the costs associated with the ways to pay rent offered to the resident that the resident would not reasonably be aware of if the provider or provider's agent knows or could reasonably be expected to find out about the costs.

- (5) Also, the provider or provider's agent must declare any financial benefit the provider or provider's agent may receive if the resident uses a particular way to pay rent.
- (6) If a place is stated in item 12, the rent must be paid at the place.
- (7) If, after the signing of this agreement, the provider gives a notice to the resident stating a place, or a different place, for payment of rent and the place is reasonable, the rent must be paid at the place while the notice is in force.
- (8) If no place is stated in item 12 and there is no notice stating a place, the rent must be paid at an appropriate place.

Examples of an appropriate place –

- the provider's address for service
- the office of the provider's agent.

8 Rent in advance – s 101

The provider or provider's agent may require the resident to pay rent in advance only if the payment is not more than 2 weeks rent.

Note – Under section 101(2), the provider or the provider's agent must not require payment of rent under this agreement in a period for which rent has already been paid.

9 Rent increases – ss 105 and 105B

- (1) If a provider proposes to increase the rent, the provider must give notice of the proposal to the resident.
Note – see section 105D
- (2) The notice must state –
 - (a) the amount of the increased rent; and
 - (b) the day from when the rent is payable; and
 - (c) if the provider is not an exempt provider under the Act—the day the rent was last increased for the resident's room.
- (3) The day from which the increased rent is payable must not be earlier than the later of the following –
 - (a) 4 weeks after the notice is given;
 - (b) 12 months after the last rent increase for the resident's room in accordance with section 105B.
- (4) Also, if this agreement is for a fixed term, the rent may not be increased before the term ends unless –
 - (a) item 13.1 states rent can be increased; and
 - (b) item 13.3 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 accordance with item 13.3.
- (5) Subject to an order of the tribunal, the increased rent is payable from –
 - (a) if this agreement is for a fixed term—the day stated in item 13.4; or
 - (b) if this agreement is not for a fixed term—the day stated in the notice.
- (6) However, increased rent is payable by the resident only if –
 - (a) the rent is increased in compliance with this clause and the Act; and
 - (b) the increased rent is not payable earlier than 12 months after the last rent increase for the resident's room in accordance with section 105B; and
 - (c) the increase in rent does not relate to –
 - (i) compliance of the rental premises with the prescribed minimum housing standards; or
 - (ii) keeping a pet or working dog in the room.
- (7) Subclauses (1) to (6) do not apply if the parties to this agreement amend this agreement to provide for another service to be provided by the provider to the resident and for an increase in the rent in payment of the service.
- (8) However, subclause (7) does not apply if the provision of the service –
 - (a) is necessary for the rental premises to comply with the prescribed minimum housing standards; or
 - (b) is a condition of the provider's approval to keep a pet in the resident's room.

10 Resident's application to tribunal about rent increase – s 105A

- (1) After the provider gives the resident notice of a proposed rent increase, the resident may apply to the tribunal for an order reducing the amount of, or stopping, the proposed increase of rent if the resident believes the increase –
 - (a) is excessive; or
 - (b) is not payable under clause 9.
- (2) However, the application must be made –
 - (a) within 30 days after the resident receives the notice; and
 - (b) if this agreement is a fixed term agreement – before the term of this agreement ends.

11 Rent decreases for matters including loss of amenity or service – s 106

- (1) This clause applies if –
 - (a) the resident's room or common areas become partly unfit to live in, or their amenity or standard substantially decreases, other than because of intentional or reckless damage caused by the resident or a guest of the resident; or
 - (b) a service provided to the resident under this agreement is no longer available or is withdrawn, or the standard of the service substantially decreases, other than because the resident has not met the resident's obligations under this agreement.
- (2) The rent payable under this agreement decreases by the amount, and from the time, agreed between the provider and the resident.
- (3) If the provider and the resident can not agree on the amount or time for the decrease, either of them may apply to a tribunal for an order decreasing the rent by a stated amount from a stated time.

12 Rent decreases because of resident's absence – s 107

- (1) This clause applies if either of the following is not provided to the resident because of the resident's absence –
 - (a) a personal care service;
 - (b) a food service, but only if the resident is absent from the rental premises for a continuous period of more than 2 weeks.
- (2) The provider and the resident may agree to a reduction in rent for the period of the absence.
- (3) If the provider and the resident can not agree on a reduction in rent for the period of the absence, the resident may apply to the tribunal for an order decreasing the rent by a stated amount for the period.

Division 4 Rental bond

13 Rental bond required – ss 111, 116 and 118

- (1) If a rental bond is stated in item 14, the resident must pay to the provider or the provider's agent the bond –
 - (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 resident signs this agreement.

Note – There is a maximum rental bond that may be required. See sections 112(2) and 146.
- (2) The provider or the provider's agent must pay the rental bond to the authority and give the authority a notice, in the approved form, about the bond.
Note – For when the provider or provider's agent must pay the rental bond to the authority, see sections 116 and 118. Generally, the provider or provider's agent must pay the rental bond to the authority within 10 days of receiving it.

- (3) The rental bond is intended to be available to financially protect the provider if the resident breaches this agreement.

Example –

The provider may claim against the rental bond if the resident does not leave the resident's room in the required condition at the end of the rooming accommodation agreement.

Note – For how to apply to the authority or tribunal for the bond at the end of the rooming accommodation agreement, see sections 125 to 141.

14 Increase in rental bond – s 154

- (1) The resident must increase the rental bond if –
 - (a) the rent increases and the provider gives notice to the resident 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, following 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 notice is given to the resident.

Division 5 Outgoings

15 Charge for utility service – s 170

- (1) The resident must pay an amount for utility services supplied to the rental premises during this agreement if –
 - (a) the service is stated in item 16; and
 - (b) the resident's room is separately metered for the utility service by an appliance approved by the supplying entity.
- (2) The provider must give the resident a copy of the documents about the amount charged by the supplying entity within 4 weeks after the provider receives the documents.
- (3) The resident is not required to pay an amount for utility services if the provider does not give the resident a copy of the documents.

Note – Section 170(2)(b) limits the amount the resident must pay.

Division 6 Rights and obligations of provider and resident

16 Provider's obligations – ss 247 and 249

- (1) The provider has the following obligations –
 - (a) to ensure the provider is not in breach of a law dealing with issues about the health or safety of persons using or entering the resident's room or common areas;
 - (b) to take reasonable steps to ensure the resident –
 - (i) always has access to the resident's room and to bathroom and toilet facilities; and
 - (ii) has reasonable access to any other common areas;
 - (c) to take reasonable steps to ensure the security of the resident's room and the resident's personal property in the room;
 - (d) to maintain the resident's room and common areas in a way that the room and areas remain fit for the resident to live in;
 - (e) to take reasonable steps to ensure the resident's room and common areas and facilities provided in the room and areas –
 - (i) are kept safe and in good repair; and
 - (ii) subject to any agreement with the resident about cleaning the resident's room or common areas or facilities – are kept clean;
 - (f) not to unreasonably restrict the resident's guests in visiting the resident;
 - (g) to ensure that the times during which the provider, or provider's agent, is available to be contacted by the resident are reasonable, having regard to all the circumstances including the services being provided to the resident under this agreement;

- (h) to ensure the rental premises otherwise comply with any prescribed minimum housing standards applying to the rental premises.

- (2) For subclause (1)(e)(ii), an agreement about cleaning common areas may be made only for a common area used by the resident and a minority of other residents of the provider.

Example –

Four residents have individual rooms opening out onto a living area which is available for use only by those residents. The provider and the 4 residents may agree that the cleaning of the living area is to be done by the 4 residents.

- (3) The provider must take reasonable steps to ensure the resident has quiet enjoyment of the resident's room and common areas.
- (4) The provider or the provider's agent must not interfere with the reasonable peace, comfort or privacy of the resident in using the resident's room and common areas.

17 Resident's obligations generally – s 253

- (1) The resident has the following obligations –
 - (a) to use the resident's room and common areas only or mainly as a place of residence;
 - (b) not to use the resident's room or common areas for an illegal purpose;
 - (c) not to interfere with, and to ensure the resident's guests do not interfere with, the reasonable peace, comfort or privacy of another resident or another resident's appropriate use of the other resident's room or common areas;
 - (d) to pay the rent when it falls due;
 - (e) not to keep an animal on the rental premises without the provider's approval;
 - (f) not to intentionally or recklessly damage or destroy, or allow the resident's guests to intentionally or recklessly damage or destroy, any part of the rental premises or a facility in the rental premises;
 - (g) to keep the resident's room and inclusions clean, having regard to their condition at the start of this agreement;
 - (h) to maintain the resident's room in a condition that does not give rise to a fire or health hazard.

Examples of a fire hazard –

- allowing newspapers to build up in the resident's room
- blocking access to the resident's room.

- (2) The resident's obligations under subclause (1) do not apply to the extent the obligations would have the effect of requiring the resident to repair, or compensate the provider for, damage to the resident's room or inclusions caused by an act of domestic violence experienced by the resident.

For more information visit the Domestic violence in a rental property webpage on the RTA website.

18 House rules – ss 266–276

- (1) The resident must comply with the house rules for the rental premises.
- (2) The provider or provider's agent must give a copy of the house rules for the rental premises to the resident before entering into this agreement.
- (3) The provider or the provider's agent for the rental premises must ensure a copy of the house rules for the rental premises is displayed, at all times, at a place in the rental premises where it is likely to be seen by the residents.
- (4) At least 7 days before making any changes to the house rules for the rental premises, the provider must give a notice to the resident stating the following –
 - (a) the proposed changes and the day the changes are to take effect;
 - (b) that the resident may object to the changes and how an objection may be made.
- (5) However, if this agreement starts less than 7 days before the proposed changes are to take effect, the provider need only give the notice mentioned in subclause (4) when this agreement starts.

19 Number of occupants allowed

- (1) No more than the number of persons stated in item 18.1 may reside in the room.
- (2) No more than the number of persons stated in item 18.2 may reside at the rental premises.
- (3) However, more people may reside in the resident's room or at the rental premises if the resident and the provider agree.

20 Supply of locks and keys – s 250

- (1) The provider must supply and maintain all locks necessary to ensure the resident's room is reasonably secure.
- (2) The provider must give the resident a key for each lock that secures an entry to the following –
 - (a) the resident's room;
 - (b) a building or building within which the resident's room and common areas are situated.
- (3) The resident must not make a copy of the key without the provider's permission.
- (4) The resident must not tamper with a door lock in the rental premises.

21 Changing locks – s 251

- (1) The resident may request the provider to change or repair a lock that secures entry to the resident's room if the resident reasonably believes there is the likelihood of –
 - (a) risk to the resident's safety; or
 - (b) theft of, or damage to, the resident's belongings.
- (2) The provider must not act unreasonably in failing to agree to change or repair the lock.
- (3) Also, the provider must change or repair the lock if the request states it is made for the purpose of protecting the resident from domestic violence.
For more information visit the Domestic violence in a rental property webpage on the RTA website.
- (4) If the provider changes a lock because of a request mentioned in subclause (3), the provider must not give a key for the changed lock to any other person other than the resident without the resident's agreement or a reasonable excuse.

22 Fixtures or structural changes – ss 254A–255A

- (1) The resident may attach a fixture, or make a structural change, to the rental premises only if –
 - (a) the resident gives the provider a request, in the approved form, for approval to attach the fixture or make the structural change; and
 - (b) the provider agrees to the request; and
 - (c) for body corporate rental premises—the body corporate agrees to the request;
 - (d) the fixture is attached, or structural change is made, in accordance with the provider's agreement.

Note – Fixtures are generally items permanently attached to land or to a building that are intended to become part of the land or building. Attaching a fixture may include, for example, gluing, nailing or screwing the fixture to a wall.
- (2) The provider must –
 - (a) decide the request –
 - (i) within 28 days after receiving the request; or
 - (ii) if the rental premises are not body corporate rental premises—within a longer period, if agreed to by the resident and provider; and
 - (b) advise the resident of the provider's decision; and
 - (c) if the provider agrees to the request and the rental premises are body corporate rental premises –
 - (i) state that the provider's agreement is subject to the agreement by the body corporate; and
 - (ii) give the request to the body corporate within 28 days after receiving the request; and
 - (iii) advise the resident as soon as reasonably practicable of the body corporate's decision about the request.

- (3) If the provider agrees to the request, the provider must give the resident an agreement that –
 - (a) is in writing; and
 - (b) describes the nature of the fixture or structural change; and
 - (c) states any conditions of the agreement, including any conditions given by the body corporate.

Examples of conditions –

- that the resident must maintain the fixture in a particular way
- that the resident must remove the fixture and must repair damage caused by removing the fixture
- that the provider must compensate the resident for the fixture if the resident can not remove it

- (4) The resident must comply with any conditions of the agreement given by the provider or body corporate.
- (5) In this clause –
body corporate rental premises means rental premises –
 - (a) that are part of a body corporate scheme; and
 - (b) for which, under a body corporate law or body corporate by-law, the approval of the body corporate is required for the attachment of a fixture, or the making of a structural change, to the premises.

23 Action by provider for breach of provider's agreement about fixture or structural change – s 256

- (1) This clause applies if –
 - (a) the resident attaches a fixture, or makes a structural change, to the rental premises; and
 - (b) the provider's agreement is given under section 255 to attach the fixture or make the structural change; and
 - (c) the resident does not attach the fixture, or make the structural change, in accordance with the provider's agreement.
- (2) The provider may –
 - (a) take action for a breach of a term of this agreement; or
 - (b) waive the breach and treat the fixture or structural change as an improvement to the rental premises for the provider's benefit.

24 Provider's right to enter resident's room – ss 257–262

The provider or the provider's agent may enter the resident's room during this agreement only if the obligations under sections 257 to 262 have been complied with.

25 Body corporate by-laws

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

Division 7 Pets

26 Keeping pets and other animals in resident's room – ss 256B and 256G

- (1) The resident may keep a pet or other animal in the resident's room only with the approval of the provider.
- (2) However, the resident may keep a working dog in the resident's room without the provider's approval.

- (3) The resident has the approval of the provider to keep a pet in the resident's room if keeping the pet in the room is consistent with item 20.

Notes –

- 1 If item 20 states 2 cats, the resident is approved by the provider to keep up to 2 cats in the resident's room.
- 2 For additional approvals to keep a pet in the resident's room see clause 28.

- (4) An authorisation to keep the pet or working dog in the resident's room 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 resident continues occupying the room under a new agreement;
- (b) a change in the provider or provider'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 in the resident's room may be restricted by a body corporate by-law, house rules or other law about keeping animals at the rental premises.

Examples –

- 1 The rental 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 rental premises may be subject to a body corporate by-law that requires the resident to obtain approval from the body corporate before keeping a pet at the premises.

27 Resident responsible for pets and other animals – s 256C

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

28 Request for approval to keep pet – ss 256D and 256E

- (1) The resident may, using the approved form, request the provider's approval to keep a stated pet in the resident's room.
- (2) The provider must respond to the resident's request within 14 days after receiving the request.
- (3) The provider's response to the request must be in writing and state –
 - (a) whether the provider approves or refuses the resident's request; and
 - (b) if the provider approves the resident's request subject to conditions – the conditions of the approval; and

Note – See clause 29 for limitations on conditions of approval to keep a pet in the resident's room.

 - (c) if the provider refuses the resident's request –
 - (i) the grounds for the refusal; and
 - (ii) the reasons the provider believes the grounds for the refusal apply to the request.
- (4) The provider may refuse the request for approval to keep a pet in the resident's room only on 1 or more of the following grounds –
 - (a) keeping the pet would exceed a reasonable number of animals being kept in the room or at the rental premises;
 - (b) the room is unsuitable for keeping the pet because of a lack of appropriate space or another things necessary to humanely accommodate the pet;
 - (c) keeping the pet is likely to cause damage to the room or inclusions that could not practicably be repaired for a cost that is less than the amount of the rental bond for the room;
 - (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;

UniLodge Herston Tenancy Agreement {{Name_First}} {{Name_Last}} room {{Room_Space_Description}} reference {{Entry_ID}}

- (f) keeping the pet would contravene a body corporate by-law or house rule applying to the rental premises;
 - (g) if the provider proposed reasonable conditions for approval and the conditions comply with clause 29 – the resident has not agreed to the conditions;
 - (h) the animal stated in the request is not a pet as defined in section 256A;
 - (i) another ground prescribed by a regulation under section 256E(1)(i).
- (5) The provider is taken to approve the keeping of the pet in the resident's room if –
- (a) the provider does not comply with subclause (2); or
 - (b) the provider's response does not comply with subclause (3).

29 Conditions for approval to keep pet in resident's room – s 256F

- (1) The provider's approval to keep a pet in the resident's room may be subject to conditions if the conditions –
 - (a) relate only to keeping the pet in the resident's room; and
 - (b) are reasonable having regard to the type of pet, the room and the rental premises; and
 - (c) are stated in the written approval given to the resident under clause 28(3).
- (2) Without limiting subclause (1)(b), the following conditions of the provider's approval are taken to be reasonable –
 - (a) a condition requiring the pet generally be kept in the resident's room;
 - (b) if the pet is capable of carrying parasites that could infest the resident's room – a condition requiring the room to be professionally fumigated at the end of this agreement;
 - (c) if the pet is allowed inside the resident's room – a condition requiring carpets in the room to be professionally cleaned at the end of this agreement.
- (3) A condition of the provider's approval to keep a pet in the resident's room is void if the condition –
 - (a) would have the effect of the provider contravening section 176 or 177; or
 - (b) would, as a term of this agreement, be void under section 178; or
 - (c) would increase the rent or rental bond payable by the resident; or
 - (d) would require any form of security from the resident.
- (4) For subclause (2), the resident's room is 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 8 When agreement ends

30 Ending of agreement – s 366

- (1) This agreement ends only if –
 - (a) the provider and resident agree, in a separate written document, to end this agreement; or
 - (b) the provider gives the resident a notice requiring the resident to leave the rental premises and the resident leaves the premises; or

Note – The notice must comply with chapter 5, part 2 of the Act.

 - (c) the resident or provider gives a notice terminating the agreement on a stated day; or

Note – The notice must comply with chapter 5, part 2 of the Act.

 - (d) the resident vacates, or is removed from, the rental premises after receiving a notice from a mortgagee or appointed person under section 384; or
 - (e) the resident abandons the resident's room and the period for which the resident has paid rent has ended; or

Note – See section 509 for indications the resident has abandoned the resident's room.

 - (f) the tribunal makes an order terminating this agreement.

- (2) Also, this agreement ends for a sole resident if –
- the resident gives the provider a notice ending residency interest and vacates the rental premises; or
Note – See chapter 5, part 2, division 3, subdivision 2A of the Act for the obligations of the resident and provider relating to a notice ending residency interest.
 - the resident dies.
Note – See section 387A for when this agreement ends if a sole resident dies.

31 Condition room must be left in – 253

- (1) At the end of this agreement, the resident must leave the resident's room and inclusions, as far as possible, in the same condition they were in at the start of this agreement, 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 resident's obligation mentioned in subclause (1) does not apply to the extent the obligation would have the effect of requiring the resident to repair, or compensate the provider for, damage to the resident's room or inclusions caused by an act of domestic violence experienced by the resident.
For more information visit the Domestic violence in a rental property webpage on the RTA website.

32 Keys

At the end of this agreement, the resident must return to the provider all keys for the resident's room and the rental premises.

33 Goods or money left behind in rental premises – ss 392 and 393

- The resident must take all of the residents belongings from the rental premises at the end of this agreement.
- The provider must not treat belongings left behind as the provider's own property, but must deal with them under sections 392 and 393.

Division 9 Miscellaneous

34 Supply of goods and services – s 176

- The provider or the provider's agent must not require the resident to buy goods or services from the provider, the provider's agent or a person nominated by the provider or provider's agent.
- Subclause (1) does not apply to –
 - a requirement about a food service, personal care service or utility service; or
 - a condition of an approval to keep a pet in the resident's room if the condition –
 - requires the carpets in the room to be cleaned, or the room to be fumigated, at the end of this agreement; and
 - complies with clause 29; and
 - does not require the resident to buy cleaning or fumigation services from a particular person or business.

35 Provider's agent – s 248

- The name and address for service of the provider's agent is stated in item 3.
- Unless a special term provides otherwise, the provider's agent may –
 - stand in the provider's place in any application to the tribunal by the provider or the resident; or
 - do any thing else the provider may do, or is required to do, under this agreement.*Note – See also sections 24 and 25.*

36 Notices

- A notice under this agreement must be written and, if there is an approved form for the notice, in the approved form.
- A notice from the resident to the provider may be given to the provider's agent.
- A notice may be given to a relevant party –
 - by giving it to the party personally; or
 - if an address for service for the relevant party is stated in item 1, 2, 3 or 4 – by leaving it at the address or sending it by prepaid post as a letter to the address; or
 - if an electronic address for a type of electronic communication for the relevant party is stated in item 1, 2, 3 or 4 and item 5 indicates that a notice may be given by that type of electronic communication – by sending it by electronic communication to the electronic address in accordance with the *Electronic Transactions (Queensland) Act 2001*.
Examples of types of electronic communication – email, facsimile, text message
- If no address for service is stated in item 2 for the resident, the resident's address for service is taken to be the address of the rental premises.
- A relevant party may change their address for service or electronic address only by giving notice to each other relevant party of their new address for service or a new electronic address.
- On the giving of a notice of a new address for service or new electronic address for a relevant party, the address for service or electronic address stated in the notice is taken to be the relevant party's address for the relevant item in this agreement.
- A relevant party may withdraw their consent to notices being given to them by electronic communication, or to a specific electronic address, only by giving notice to each other relevant party that notices are no longer to be given to the relevant party electronically, or to that electronic address.
- Unless the contrary is proved –
 - a notice left at an address for service is taken to have been received by the person to whom the address relates when the notice was left at the address; and
 - 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
 - a notice sent by electronic communication to an electronic address is taken to have been received by the recipient –
 - if the type of electronic communication is email – when the email enters the recipient's email server; or
 - if the type of electronic communication is facsimile—when the sender's facsimile machine produces a transmission report indicating all pages of the notice have been successfully sent; or
 - otherwise—at the time stated in the *Electronic Transactions (Queensland) Act 2001*, section 24.
- In this clause –
relevant party means –
 - the provider; or
 - the resident; or
 - if there is an agent of the provider—the provider's agent; or
 - if there is a representative for the resident—the representative.**representative** means a person acting for the resident under section 525(1)(c).

Part 3 Special terms

Insert any special terms here. See clause 2(4) to 2(6)

Please check the next section for more details.

The resident/s must receive a copy of any applicable by-laws if copies have not previously been given to the resident/s.
Do not send to the RTA—give this form to the resident/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).

Part 3 Special Terms

Relationship with Headlease

- The resident acknowledges and agrees that:
 - this agreement is a sublease of the head lease between Metro North Hospital and Health Service ABN 18 496 277 942 (MNHHS) and Australian Unity Funds Management Limited ACN 071 497 115 as trustee for the Australian Unity Student Accommodation Fund (AUFM) in respect of the whole of the land on which the rental premises is situated (Headlease);
 - the resident has received, read and understood the provisions of the Headlease;
 - the rights of the resident under this agreement are subject to, and subordinate, to the rights of MNHHS under the Headlease;
 - MNHHS may exercise any right or power held by MNHHS under the Headlease (including in respect of the Commercial Opportunities and Heritage Obligations (as those terms are defined in the Headlease)) or by the provider under this agreement, and the resident must allow MNHHS to exercise any of its rights under the Headlease in respect of the rental premises; and MNHHS incurs no liability to the resident in relation to any performance or breach of this agreement or for any action taken under the Headlease.
- The resident must not do any thing or permit any thing to be done, which would cause or is likely to cause AUFM to breach the Headlease.
- Despite any other provision of this agreement, the Headlease or the Property Law Act 1974 (Qld) this agreement automatically terminates if the Headlease ends for any reason. The provider must give the resident prompt notice if the Headlease ends.
- If required by MNHHS under the Headlease, the resident will execute a deed in favour of MNHHS pursuant to which the resident confirms the above matters for the benefit of MNHHS.
- The resident acknowledges that AUFM will provide a copy of this agreement to MNHHS if requested by MNHHS.
- AUFM acknowledges, for the benefit of MNHHS, that the grant of this agreement does not release AUFM from or in any way derogate from its obligations under the Headlease.

Resident Handbook

The UniLodge Herston Resident Handbook (emailed to resident) forms part of this agreement and it is assumed these have been read and all terms and conditions accepted and abided by as a resident of UniLodge Herston.

Sub-letting

The resident may not grant other person/s a license to occupy or use the whole or part of the premises for the resident's commercial gain, whether by written or verbal agreement with the other person/s, without the provider's consent having first been obtained. The provider must act reasonably.

Break lease

A lease agreement is a legally binding contract between two parties, and you are responsible for rental payment until the end of your lease. When considering prematurely terminating your tenancy agreement, it is your responsibility to:

- Give at least ONE week's notice by submitting Form R13 – Notice of Intention to leave.
- Be responsible for expenses resulting from a lease break, including a reletting cost fee.
- Must pay all outstanding fees before your departure.

Damages and Maintenance

- For all maintenance issues please contact Reception and complete a Maintenance Request Form

- Costs to fix damage or maintenance in the apartment caused by the resident will be charged to the resident.
- If the damage or maintenance has occurred in the common areas of a multi-share apartment the cost will be charged to the responsible resident. If the damage or maintenance is not claimed by an individual resident/s then the charge will be shared equally across all residents of the apartment.

Fire Alarms

If, due to the actions of the resident, a fire alarm within the building is triggered and, as a result, the relevant fire authority charges the UniLodge Herston a false call-out charge or any other charge associated with the triggered alarm, the resident will reimburse to UniLodge Herston the full extent of those charges within 14 days of receipt of an invoice from UniLodge Herston. The fine is currently \$1505.60. This amount is subject to change by QFS.

Resident Responsibilities and Obligations

- The resident uses and occupies the room, the apartment, the common areas and equipment provided at his or her risk. The resident releases the Provider/Manager from any claim for injury or loss of property which the Resident has, claims or suffers during the term of this agreement except where it is caused as a result of the negligence of the Provider/Manager.
- Pay the rent by the due date and by the agreed method of payment
- Do not use the premises for illegal purposes
- Do not cause a nuisance or interfere with the reasonable peace, comfort or privacy of any other resident
- Keep the premises and inclusions clean
- The resident agrees that cleaning of common area spaces inside any multi-share apartment remains the responsibility of all residents in that apartment as this space is provided to only a minority of the providers residents. (Please refer to RTRA Act 2008, S247, subsection (1)(e)(ii))
- All guests/visitors must abide by the rules of the building and residents are responsible for your guests' behavior
- Do not intentionally, maliciously or negligently damage, or allow anyone else to intentionally, maliciously or negligently damage, the premises or inclusions
- Abide by the rules of the Tenancy Agreement and rules and regulations of the building
- Smoking or e-cigarettes (vaping) are strictly prohibited anywhere on or in the premises
 - Smoking - is defined as the act of lighting, smoking or carrying a lighted or smouldering cigar, cigarette or pipe of any kind. This includes electronic nicotine delivery systems or electronic smoking devices such as e- cigarettes, e-pipes, e-hookahs and e-cigars.
- Only use the premises for residential purposes unless otherwise agreed in writing
- Report to UniLodge Herston any damage/maintenance issues to your apartment immediately
- Report any damage/required maintenance of building common areas immediately

Personal Information

- The resident acknowledges and agrees that the Provider will handle the resident's personal information (and all third party personal information provided by the resident) in accordance with the Privacy Act.
- The resident consents to UniLodge Herston disclosing their personal information to related entities and emergency services staff in the event of a serious event. The resident's nominated emergency contacts and related entities may also be contacted in these instances.

Vacating your apartment at the end of the agreement

- The unit has been professionally cleaned prior to your arrival and must be returned to the same condition at the end of this agreement – this includes the mattress being professionally steam cleaned and a replacement mattress protector provided.
- The resident may elect to have UniLodge Herston organise a professional end of lease clean. See Reception for prices.
- If the resident elects to undertake their own cleaning of the apartment, a cleaning checklist is to be obtained from the Reception. UniLodge Herston reserves the right to deduct appropriate costs from the rental Bond should the apartment not meet the expected standard after the resident has cleaned.
- If you are electing to clean your own apartment, the mattress will need to be professionally cleaned and provide a receipt to UniLodge Herston via email.
- If additional cleaning is required in the apartment common areas and responsibility is not claimed by an individual/s then the costs will be shared equally across all residents of the apartment.
- The resident must remove all their belongings by the date and time stated in this agreement.
- Return all security access swipe cards and keys to building management on check out.

Signature of Manager/Provider

Name/trading name	BCA Management Pty Ltd trading as UniLodge Herston (as agent for Australian Unity Funds Management Limited ACN 071 497 115 as trustee for the Australian Unity Student Accommodation Fund)
Signature	
Date	

Signature of Resident

Name	
Signature	
Date	

The resident/s must receive a copy of any applicable by-laws if copies have not previously been given to the resident/s.

Do not send to the RTA—give this form to the resident/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).

Appendix 1

UniLodge Herston – House Rules

These rules form part of your Rooming Accommodation Agreement with UniLodge. Please read these rules, and if you have any questions or need a translator, advise reception.

Absent from your Room

If you intend to leave your room for any length of time, please complete the vacation form using the QR code at Reception. This will help us to locate you in an emergency. Please note if you are away over a rental instalment date, it is your responsibility to ensure that your rent is prepaid at all times.

Access to other rooms

Entering another resident's room without authority is not permitted. Offenders may be detained and charged with trespassing by the appropriate authorities. If you are invited into a room, and subsequently asked to leave, you must do so immediately. To prevent trespassing and, theft, all residents should keep their doors closed and windows locked regardless of whether or not they are in their room.

Access to the Building

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

Additional Furniture and Appliances

The installation of other furniture and appliances into a resident's room is not permitted unless a written application is submitted to and approved by UniLodge management. Every request will be looked at separately depending on the size of the room and furniture required. This includes items such as fridges, freezers, portable aircons, etc.

Alcohol

Management promotes a responsible attitude towards the use of alcohol. Alcohol is permissible only if consumed within your own room. Alcohol is NOT permitted in common areas, hallways, or outside the entrance of the building.

Behaviour

Residents must agree to abide by the code of conduct. 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 early termination of your Rooming Accommodation Agreement. Residents can contest any disciplinary action by contacting the Property Manager (07) 3187 4200

Building Security

All residents and visitors agree to be bound by the security regulations and as instructed by management.

- Residents must always carry ID and, if requested, show it to management, security, or staff.
- Under no circumstances are residents to loan out their security swipe card.
- Residents must not let non-residents enter behind them. If in doubt, they must call the RA on duty or notify reception.

Candles

It is forbidden to use candles and incense in the building, as they risk setting off the smoke alarm. Residents who set off the fire alarm are liable for the costs passed onto the property by the Queensland Fire and Emergency Services. This can be a costly exercise – that is a minimum of \$1505.60 (fine subject to change by the QFES) See <https://www.qfes.qld.gov.au/planning-and-compliance/alarm-monitoring/unwanted-alarm-activation>

Children

The property has not been built with the safety of children in mind, and therefore children are not permitted to reside within the building.

Cleaning and Inspections

You are responsible for the day-to-day cleaning of your room. In addition to this, your room will be inspected every six months after the initial first inspection of your room. We will notify you in writing before we come to inspect your room for cleanliness and possible property damage. Residents who fail these inspections will be required to rectify any issues and a further inspection will be arranged.

Common Property

You 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. You must not remove furniture (chairs, beanbags) from common areas. When vacating, do not leave unwanted items in common areas to give away. If your items are in good condition, you can leave them in our charity bins in the Bin Room or give them directly to friends. If not, please dispose in the bins at the ground level of the building.

Cooking

To ensure the safety of yourself and other residents, and avoid a false fire alarm, never leave your food unattended. Always keep the rangehood exhaust fan on high. The rangehood is located above the cooktop. Make sure it switched on (you will be able to hear a low sound) at all times – even when you don't anticipate smoke. If your cooking triggers the smoke alarm, the Queensland Fire and Emergency Services will come to Herston. If the authority deems it a false fire alarm, they will charge you for all costs associated with their emergency call out. This can be a costly exercise – that is a minimum of \$1505.60. See <https://www.qfes.qld.gov.au/planning-and-compliance/alarm-monitoring/unwanted-alarm-activation>

Drugs and 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, including possession or use of equipment associated with the use or manufacture of illegal drugs/substances. Failure to comply with this rule can result in eviction.

If you or someone you know is struggling with drug use, please speak to our team so that we can help connect you with appropriate support services.

Furniture and Equipment

The furniture, and other items provided in the rooms are to be used for the purposes for which they are made. The resident is liable for damage to this property. The resident is not permitted to make alterations or additions to the room or the furniture and equipment within the room unless the request has been given in writing and approved by management.

Gambling and Gaming

Gambling is not permitted on the premises.

Guest Policy

Residents are responsible for the behaviour of their visitors and must understand that visitors are also bound by all the Rules of Tenancy whilst in the building. Residents are responsible for personally letting their guest/s out of the building after hours. The issued swipe card must not be given to the guest/s to exit the building by themselves. Guests are not permitted to stay overnight. The maximum occupancy under the building fire regulation is ONE for a single room, TWO for a twin and THREE for a triple room. Guests who are found to be staying overnight will be asked to leave immediately.

Identification

Identification should be always carried as it allows management and security to determine if a person is a resident at Herston. It also allows after-hours access should you lose your swipe card. **You should always keep your swipe card and ID separate.**

Lockouts

If you lock yourself out of your room during business hours, we will let you back in free of charge. Afterhours, the first time you are locked out of your room is no charge to you, however a charge of \$50 will apply each time after this. If you have lost your swipe card, locker or wardrobe keys you will be issued with a new swipe card/key – note, a fee of \$50 will be charged for each item replacement. Make sure your key card is not in your room when you request a new card; we cannot refund your money if you find your card or keys later. Please remember to always keep your room key with you, including during fire alarms.

Noise Curfew

As this is a student residency, people are here to study and as such noise must be kept at a minimum after 22:00. If you are being bothered by excess noise, you are reminded to call the Resident Advisor on duty, they will then investigate the situation and revert to you. Special curfew hours apply during exam times.

Neighbours

You are further reminded to keep noise down when entering and exiting the building and your room, especially at night. Please be respectful to our local neighbours, who can be bothered by loud noises residents make coming home late at night. Residents who do not respect this may receive a breach. A breach notice is a formal warning that one of the parties is not fulfilling their obligation. The notice details what must be done for the party to be compliant and how much time is allowed for the party to respond.



Parties

Residents are permitted to have parties in the communal area. The number of guests allowed for each requested event in a common area will be assessed on an individual basis. To make sure you can use it at any time when you check in, we will ask you to sign an event request form that acknowledges your use of the common area is at your own risk. Please clean and tidy up the area after your event. Take note that residents are not permitted to have parties in their rooms and management reserves the right to shut down a party if necessary.

Pets

UniLodge Herston is unsuitable to accommodate any pets. This includes birds and fish.

Requests by Staff

Residents must comply with all reasonable requests from UniLodge management and support staff. Note that Resident Advisors are UniLodge staff and often represent management in after hours. Requests by UniLodge management/administration for face-to-face meetings with residents are not optional, cannot be rejected, and must be complied with - as they are always very important. All reasonable efforts will be made to find a mutually convenient meeting time and location.

Security and Swipe Card

- You are issued with a swipe card when you check in. The swipe card will give you access to the main entrance doors of the building, and after-hours access to eligible areas, your room and the recreation areas.
- The swipe card should be always carried by residents. Your swipe card must not be given to any other person.
- Please remember to close your door when leaving your room to ensure your room is secure.
- Should you lose your swipe card or be locked out of your room, you must contact reception or the Resident Advisor on duty, immediately to regain access and/or replace your card accordingly.

Smoking

UniLodge is a smoke (no vaping is allowed) free building which includes the room, balconies common areas, and outdoor communal areas. 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. Residents who wish to smoke outside are not permitted to smoke on UniLodge Herston property. This includes the use of e-cigarettes and vaping.

Health precinct conditions

UniLodge Herston is in close proximity to the Royal Brisbane and Women's Hospital and STARS. These hospitals are non-smoking areas and have specific rules of conduct which you will notice on signage as you enter those hospital areas and which are enforced by the operators of those hospitals. We ask that you be respectful of patients in the nearby hospital buildings and do not make noise that would cause concern to patients.

Tenancy Requirements

All residents and other occupants must be registered and sign a Rooming Accommodation Agreement. Residents must not sub-let the room under any circumstances.





Only tenants/residents who pay bond, and the property manager/owner, should fill out this form. Where possible, tenants/residents and property managers/owners should lodge the bond using the RTA's Bond Lodgement Web Service at rta.qld.gov.au instead of this form.

By submitting this form to the Residential Tenancies Authority (RTA), each signatory affirms that, to the best of their knowledge, the information provided by them on this form is accurate and truthful and confirms that the document is not false or misleading in any material particular.

Page 1 of 2 – Complete all pages

Lodge form online (rta.qld.gov.au) or by post. Do not email this form.

☐ New bond

OR

☐ Existing rental bond number

1 Address of rental property (rooming accommodation: include room number)

UniLodge Herston, Lady Lamington Building, 86 Bramston Terrace	
Postcode	4006

2 Agreement starts

Agreement ends

3 Number of bedrooms

1

4 Type of dwelling

Residential tenancy	☐ Flat/unit	☐ House	☐ Townhouse	☐ Granny flat
	☐ Moveable dwelling/site ☐ Moveable dwelling/site with electricity supplied and individually metered			

OR

Rooming accommodation	☐ Boarding house	☐ Supported accommodation	☒ Student rooming accommodation	☐ Granny flat
	☐ Room within a property where the owner also lives			

5 Type of management

Residential tenancy	☐ Owner	☐ Property manager	☐ Moveable dwelling owner/manager
	☐ Social housing organisation		
	☐ Other		

OR

Rooming accommodation	☐ Owner	☒ Manager/provider	☐ Real estate agent
	☐ Other		

6 Property manager/owner

Full name/trading name	BCA Management Pty t/a UniLodge Herston												
ABN	9	2	0	8	2	4	4	8	0	1	1	RTA ID (if known)	117538669
Postal address	UniLodge Herston, Lady Lamington Building, 86 Bramston Terrace, Herston												
	Postcode 4006												
Phone	07 3187 4200			Mobile			Date			Signature			
Email	herston@unilodge.com.au										☒ tick if you agree to receive RTA notices by email		

7 Payment method

☒ Cheque/money order ☐ BPAY (Payment reference will be emailed)

If you are lodging this paper Bond lodgement form, please select one of the two payment methods above. For a fast, secure and convenient transaction, tenants/residents and property managers/owners can also use the [RTA's Bond Lodgement Web Service](http://rta.qld.gov.au) to lodge and pay the bond online in minutes using credit card, debit card or BPAY.

Continued on page 2

Page 2 of 2 – Complete all pages

IMPORTANT: Copy rental bond details and address of rental property from page 1

☐ New bond **OR** ☐ Existing rental bond number

Address of rental property (rooming accommodation: include room number)

UniLodge Herston, Lady Lamington Building, 86 Bramston Terrace	
Postcode	4006

8 Weekly rent and bond

Total bond Weekly rent Bond paid with this form

Tenant receives a rent subsidy (property owner is tenant's employer) Yes ☐

When was the rent for the premises last increased? Date

Is the property manager/owner or provider classified as exempt, as defined in the Act? Yes ☐ No ☒

Did the property owner/provider purchase the rental premises within 12 months of the tenancy agreement commencing? Yes ☐ No ☒

If yes to above: What was the date the property was purchased?

9 Tenants/residents who have paid bond money (include individual amounts)

Important: please provide a unique email address, which isn't shared with anyone else and can only be used by you. The RTA cannot record the same email address for multiple customers due to privacy and security reasons. If you provide the same email address as another RTA customer, we will communicate with you by post for future bond and tenancy transactions.

Tenant 1

First name/s				Last name			
Date of birth		Phone		Mobile			
RTA ID (if known)				Date			
Email	{ {Email} }			☒ tick if you agree to receive RTA notices by email			
Optional – do you identify as: (mark all that apply) ☐ Aboriginal and Torres Strait Islander peoples ☐ Culturally and linguistically diverse people ☐ People living with a disability							

Tenant 2

First name/s				Last name			
Date of birth		Phone		Mobile			
RTA ID (if known)				Date			
Email				☐ tick if you agree to receive RTA notices by email			
Optional – do you identify as: (mark all that apply) ☐ Aboriginal and Torres Strait Islander peoples ☐ Culturally and linguistically diverse people ☐ People living with a disability							

Tenant 3

First name/s				Last name			
Date of birth		Phone		Mobile			
RTA ID (if known)				Date			
Email				☐ tick if you agree to receive RTA notices by email			
Optional – do you identify as: (mark all that apply) ☐ Aboriginal and Torres Strait Islander peoples ☐ Culturally and linguistically diverse people ☐ People living with a disability							

Use this form to

- pay the bond (full, or part payment), or
- increase the bond (rent has been increased)

The bond can be paid to the RTA by the tenant or the property manager/owner. Once the property manager/owner receives the bond, **it must be paid to the RTA within 10 days**. It is an offence not to do so.

Paying the bond

Online | Where possible, tenants/residents and property managers/owners are encouraged to lodge the bond online using the [RTA's Bond Lodgement Web Service](#) instead of this paper form. It's fast, secure, 24/7 and supports BPAY, credit card and debit card payments.

Cheque/money order | Please post payments to the RTA – Residential Tenancies Authority, GPO Box 390, Brisbane, Qld, 4001.

BPAY | Once the RTA receives and processes this form, BPAY details will be issued for payment to be made. BPAY details will be sent via post or email (if the RTA has a consented email address on file for you). To opt in to receiving RTA emails, you can update your details using [RTA Web Services](#).

The RTA is collecting your personal information for the purpose of carrying out the RTA's functions under the Residential Tenancies and Rooming Accommodation Act 2008 (Qld) and may provide your information to QCAT and other bodies in accordance with the RTA's functions. For more information see the RTA's [privacy plan](#) contained on the RTA website.

The RTA does not accept responsibility for any loss or damage which may result from providing incorrect information to the RTA.

Section 447 of the Residential Tenancies and Rooming Accommodation Act 2008 (Qld) makes it an offence for a person to knowingly give the RTA documents containing false or misleading information. Maximum penalty for such an offence – 20 penalty units.

Maximum bond**Residential tenancy**

- equal to 4 weeks rent regardless of the weekly rent amount

Moveable dwelling (e.g. caravan)

- equal to 2 weeks rent regardless of the weekly rent amount
- when electricity is supplied and individually metered, equal to 3 weeks rent regardless of the weekly rent amount

Rooming accommodation

- equal to 4 weeks rent regardless of the weekly rent amount
- if bond is paid in instalments, go to rta.qld.gov.au for details

Rent increase

You can find the date of the last rent increase on your General Tenancy Agreement (Form 18a, Form 18b or Form R18) or alternatively ask your property manager/owner or provider.

The property manager/owner or provider must not increase, or propose to increase, the rent payable by a tenant/resident less than 12 months after the last rent increase for the residential premises or resident's room.

Rent increase requirements do not apply to exempt property managers/owners or exempt providers. The Act provides definitions for an exempt property manager/owner and an exempt provider.

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.



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).

HOW TO PAY YOUR BOND?

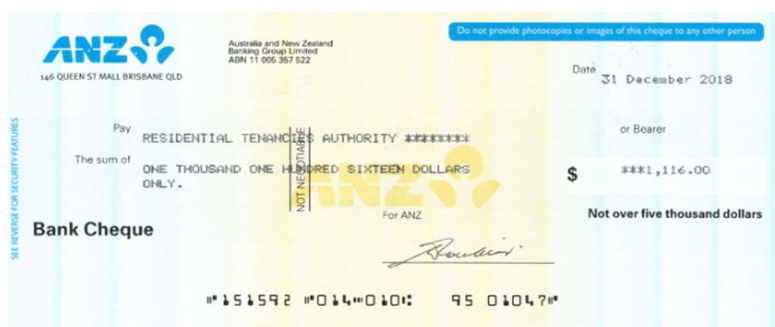
UniLodge

HERSTON

Name: _____
Room Number: _____
Bond Amount: _____
Due date: _____
Payable to: Residential Tenancies Authority

What is a bond?

A rental bond is a security deposit a resident pays at the start of their lease. The bond = four (4) weeks rent. It is held by the Residential Tenancies Authority (RTA) and is paid back to you at the end of your lease, provided no money is owed to the property manager for rent, damages or other costs. Further information about rental bonds can be found at www.rta.qld.gov.au/Renting



Option 1 – Bank Cheque

1. Go to your bank with this document and ask for a **bank cheque** for the **bond amount** above.
2. The bank cheque **MUST** be payable to the RTA or Residential Tenancies Authority.
3. You will have 3 days from check-in to present your bank cheque at reception before your room key expires.
4. UniLodge Herston will then process the bond payment with the RTA on your behalf.



Option 2 – Money Order

1. Go to an Australian Post Office with this document and ask for a **money order** for the **bond amount** above.
2. The money order **MUST** be payable to the RTA or Residential Tenancies Authority.
3. You will have 3 days from check-in to present your money order at reception before your room key expires.
4. UniLodge Herston will then process the bond payment with the RTA on your behalf.
5. You can only use Cash or your Debit Card at the Australian Post Office. No Credit Cards accepted.

FIRE EVACUATION

UniLodge

HERSTON

Name: _____
Room Number: _____

I understand that:

A siren and a voice with instructions will sound across the building in a fire or emergency. I am to follow the directions given to me.
Do not take anything with me. I am to go immediately to the closest emergency exit.

I am to look out for UniLodge Staff wearing Hi-Viz Vests and Hard Hats. UniLodge Herston staff members will direct me to the assembly point - 4th Avenue/Bramston Terrace (roundabout).

Fire stairs should be used only in an emergency for faster evacuation, and nothing is to be put up against the door to hold it open at any time.
Do not use the lifts to evacuate the building.

The alarm is sensitive and, apart from smoke, could also be triggered by steam, hair spray, deodorant, etc.

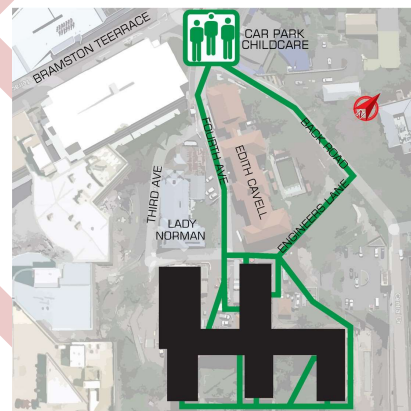
If your alarm goes off, the Fire Brigade will be called immediately, and the building will be sent into evacuation mode. If it is a false alarm, you can be charged up to \$3000.

- **I AGREE NOT TO TRIGGER THE ALARM.**

Otherwise, I send the building into evacuation mode.

- I agree to follow the direction of my fire evacuation diagram located in my room
- If there is a fire evacuation, I am to follow the fire safety guidelines stated above, and I will follow and understand the fire evacuation diagram provided in my room.

EVACUATION AREA:



Initial Here

Initial Here

Initial Here

Signature: _____ Date: _____

By signing this document you acknowledge that you have read and agree to abide all the above.

UniLodge Herston Tenancy Agreement {{Name_First}} {{Name_Last}} room {{Room_Space_Description}} reference {{Entry_ID}}

SCHEDULE OF FEES

Our home is your home, and as a resident at UniLodge Herston we hope you treat it as your home. However, we reserve the right to charge accordingly if you choose to break Queensland laws, legislation, and house rules.

DESCRIPTION	FEE
 False Fire Alarm - due to unwanted alarm activation in the room or in the building	\$1505.60 Subject to change by QFS \$340 for reset of fire panel, Subject to change by QFS
 All type of smoking anywhere in the building inc rooms & balconies	\$500.00
Smoke Detector tampering - covering, taping, touching	\$1,000.00
 Lockout	\$50.00 per lockout after-hours; 1st lockout free per person. Free during reception opening hours.
Lost hard key for the locker/s	\$50.00 per key
 Break Lease Room Change	Reletting cost and T&Cs applied The equivalent of ONE week's rent
 Departure cleaning Additional cleaning	\$179.00 (including if changing the room) Subject to the condition of the room
 Rubbish removal	\$50.00 charged rubbish left in the room at the time of check-out
Illegal disposal - rubbish & waste	\$500.00 charged for disposing rubbish from the room in non-designated areas or bin

The Credit Card surcharge fee is 1.5% for MasterCard and VISA.
Any PayWay surcharge is 1.5%. AMEX and DinersClub cards are not accepted.
Vandalism/damage to property charged at the cost of repair.

This schedule applies to residents of UniLodge Herston. Fees are effective from 04.09.2025 and are subject to change.

Signature: _____ **Date:** _____

ACKNOWLEDGMENT DOCUMENTS

UniLodge

HERSTON

Name: _____

Room Number: _____

Entry ID: _____

The following form contains information that is essential to your stay here at UniLodge Herston. Please read each section carefully and initial that you understand and agree. If you have any questions/concerns, don't hesitate to ask.



CONSENT FOR IMAGE

I give consent to UniLodge Herston and UniLodge Australia the right to use and/or retain an image or recording that is taken of me for advertising and company purposes.

Initial Here



HANDBOOK

I have read, fully understand, and will abide by and accept the contents of the resident handbook.

Initial Here



EMERGENCY CONTACTS

I consent that UniLodge Herston may contact my nominated emergency contact in the event of a serious event or otherwise required/permitted by law.

Initial Here



SMOKING

I understand and agree that smoking is strictly prohibited everywhere.

Initial Here



SWIPE CARD

I understand and agree that I am not to give/lend my card to anyone under any circumstances. Replacement keys are charged at \$50 as are after-hours lock out calls. I will receive one free call-out, and any subsequent call-outs will incur a \$50 lockout fee.

Initial Here



WAIVER OF LIABILITY

I understand that staff/cleaners/sub-contractors will enter to inspect, clean or repair aspects of my apartment. UniLodge Herston and its sub-contractors do not accept responsibility for your personal items and encourage you to keep your apartment clean, tidy and secure.

Initial Here



COOKING

I understand that cooking on hotplates are not allowed in my room as there is no exhaust system to evacuate hot air. Any cooking is to be done in the Share Kitchens where the hotplates and ovens are. Air fryers, toasters and sandwich pressers have set off smoke alarms previously.

Initial Here



GARBAGE

I understand and agree to take all rubbish from the room to the bin room. I understand that there are no rubbish bins on the floor. I understand and agree to flatten boxes and take them to the bin room. I will not put cardboard boxes, pillows, doonas and large items down the general or recycled rubbish bin room.

Initial Here

Signature: _____ Date: _____

By signing this document you acknowledge that you have read and agree to abide all the above.

UniLodge Herston Tenancy Agreement {{Name_First}} {{Name_Last}} room {{Room_Space_Description}} reference {{Entry_ID}}

HOW TO CONNECT TO WIFI

UniLodge

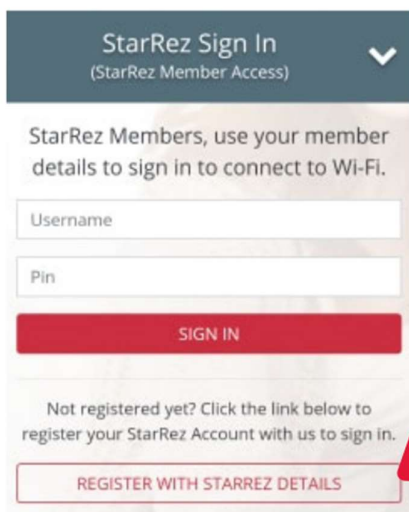
HERSTON

Username: _____
Password (PIN): _____

Once you have been checked in to UniLodge Herston you will be able to access your WiFi account immediately. Your account can be used on up to 5 devices and Wifi is unlimited.

Please keep your personal Username and Password in a safe place as you will be automatically logged out every month. When this happens simply login again.

STEP 1



StarRez Sign In
(StarRez Member Access)

StarRez Members, use your member details to sign in to connect to Wi-Fi.

Username

Pin

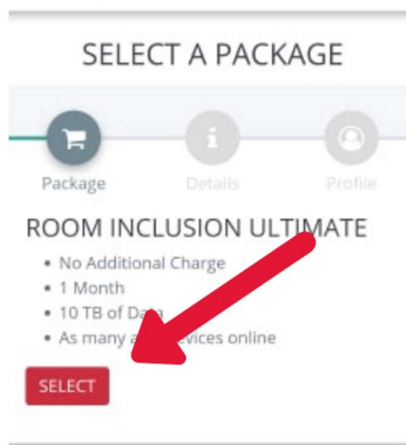
SIGN IN

Not registered yet? Click the link below to register your StarRez Account with us to sign in.

REGISTER WITH STARREZ DETAILS

Click here to register your details with StarRez.

STEP 2



SELECT A PACKAGE

Package Details Profile

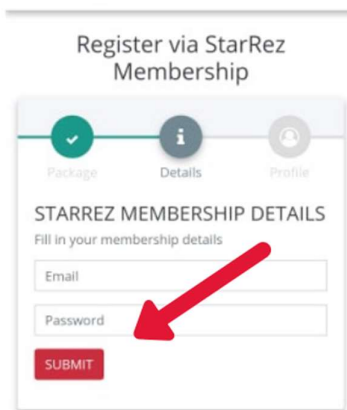
ROOM INCLUSION ULTIMATE

- No Additional Charge
- 1 Month
- 10 TB of Data
- As many devices online

SELECT

Click here to select high speed unlimited internet.

STEP 3



Register via StarRez Membership

Package Details Profile

STARREZ MEMBERSHIP DETAILS

Fill in your membership details

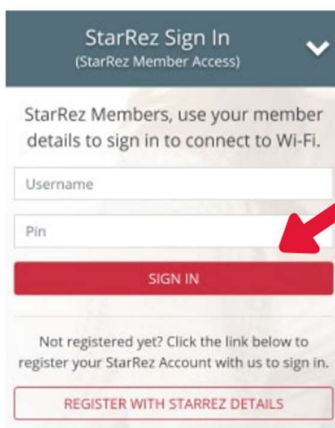
Email

Password

SUBMIT

Register with your Wifi Username and Password.

STEP 4



StarRez Sign In
(StarRez Member Access)

StarRez Members, use your member details to sign in to connect to Wi-Fi.

Username

Pin

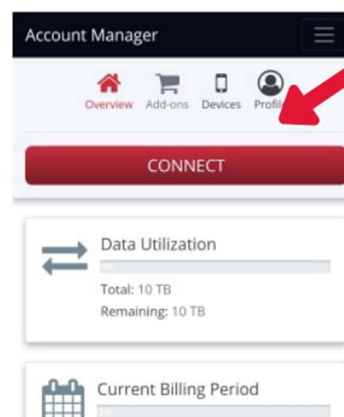
SIGN IN

Not registered yet? Click the link below to register your StarRez Account with us to sign in.

REGISTER WITH STARREZ DETAILS

Once you've registered sign in with your Username and Password.

STEP 5



Account Manager

Overview Add-ons Devices Profile

CONNECT

Data Utilization

Total: 10 TB
Remaining: 10 TB

Current Billing Period

Then approve T&C's and CONNECT.