



## Helpful Hints when Applying for Rental Properties.

Most agents will ask you to view the property from the outside before making arrangements to inspect it. Once you have done this, you can contact the office and they will do one of two things. (i) Ask you to leave a monetary key deposit, in exchange for the keys and you will go and inspect the property yourself or (ii) you will need to make an appointment and the agent will take you to inspect the property.

To process your application most agents will require the following:

- 100 points of IDENTIFICATION. Points will vary from agent to agent but they will usually have the same types of identification listed. Common identifications are driver's licence, passport, birth certificate, financial information, recent payslip, and bank statement, recent rent slips.
- You will also need references to accompany your application. If you have rented before one reference will need to be from either the owner or agent. The other can be from your employer, etc. If you have not rented before you can submit references from employer, etc.
- Some agents will ask for University enrolment details and Uni ID card, if you are an international student you may be asked for contacts of parents/relatives overseas (home).

Depending on the agent it may take as little as 24 hours for the application to be approved and the agent will contact you when this happens.

Once the application is approved you will be asked to pay the following money:

- 2 weeks rent in advance (this is a standard request)
- Bond – which is usually 4 weeks rent.
- You may also have to pay an additional processing fee, which will vary from agent to agent.

# RESIDENTIAL TENANCY AGREEMENT ADDITIONAL TERMS & CONDITIONS.

## Breaking your lease

If you need to vacate the property prior to the expiration of the fixed term of the tenancy agreement then you will be responsible for the payment of rent until another tenant is found or until the expiry date of the agreement whichever ever occurs first. You must also pay all or a proportion of the advertising costs, reletting fee and tenancy agreement fee. Please refer to the 'Renting Guide' booklet given to you at the time of signing the tenancy agreement.

## Broken windows/panels

Glass in doors; windows etc cracked or broken due to negligence must be replaced at your expense.

## Change of Tenant

The landlord has approved the tenancy in your name. **If a new tenant wants to occupy the property, their application must be similarly approved.**

## Electricity, Gas and Telephone

Connection of electricity, gas and telephone where applicable is your responsibility and at your expense. The local electricity and gas suppliers will require payment of a security deposit prior to connection.

Telephone numbers to arrange connections and for emergency services are:

<b>Electricity:</b>	<b>Integral Energy Connections –</b>	<b>131002</b>	<b>24 Hour – Emergency Service 131003</b>
<b>Gas:</b>	<b>Connections – AGL</b>	<b>131606</b>	<b>24 Hour – Emergency Service 131909</b>
<b>Telephone:</b>	<b>Telstra Connections –</b>	<b>132200</b>	<b>Repairs &amp; Faults 132203</b>
<b>Water:</b>	<b>Sydney Water Enquires –</b>	<b>132092</b>	<b>Service Difficulties &amp; Emergencies 132090</b>

## Garbage Service

The local council provides a weekly garbage service and a fortnightly & green waste service. Three (3) sulo bins are provided at the property for the purpose (with the exception of flats and units). You are responsible for care of the bins during tenancy. The bins must remain at the property on vacating.

## Inspection Report

A property manager will complete a detailed condition report at the commencement of your tenancy. This report will be used as a comparison when you vacate and as the basis on which your bond is refunded. **You are required to carefully check the initial report, amend as necessary, sign and return to the agent's office within seven (7) days from the commencement to the tenancy.**

## Insurance

It is your responsibility to insure your own possessions (contents and personal effects) against fire, storm damage, theft and burglary etc. as the landlords building insurance only covers the building plus fixtures and fittings.

### **Mail**

As a courtesy would you please re-direct all mail addressed to your landlord or the previous tenant to your Agents office.

### **Non-Smoking**

The tenant agrees that they shall not smoke within the confines of the premises at any time.

### **Pets**

No pets are permitted on the property unless prior written consent has been received from the landlord or the agent's office. Where you have received consent for a pet, an "Agreement for Pet" will be completed and attached to the tenancy agreement.

### **Property Inspections**

A property manager will conduct external inspections of the property on a monthly basis. Internal inspections will be carried out initially six (6) weeks from the commencement of your tenancy and thereafter every three (3) months with a minimum of seven (7) days prior written notice give.

### **Repairs**

All repairs must be notified to the agents' office, some agents request you phone the office directly with details or you will have to fill in a repair request form, either way this will be explained to you when you sign your lease agreement. FOR AFTER HOURS REPAIRS please refer to tradespeople listing on the front page of your tenancy agreement and clause 16 & 17 of the agreement, which will detail the procedure for URGENT repairs.

### **Smoke Alarms**

Where a battery operated smoke alarm is installed in the property you will be responsible for providing and replacing batteries as needed to ensure the continued operation of the alarm.

### **Telephone Numbers**

Please advise the agents' office of your new home telephone number as soon as connected or any changes to work or mobile numbers during your tenancy.

### **Vacating**

Once the fixed term of the tenancy agreement has expired you are required to give **21 days written notice** in order to terminate your tenancy and rent must be paid until the end of the 21-day period. If the keys for the property are not returned at the end of the 21 day period then rent must be paid until the day the keys are returned.

### **Wall Hooks**

No hooks, nails, self-sticking adhesive apparatus (including blutac) or posters are to be affixed onto walls, ceilings or doors of the premises without the prior approval of the landlord/agent. Where approval is not obtained and there is damage to walls etc then any necessary repairs will be at your expense. Our original condition report will detail any hooks, etc already installed prior to you moving in.

### **Water Usage**

Where the premises are separately metered, you will be required to pay for all water usage as calculated and charged by Sydney Water Authority. An account will be sent to you on receipt of the water account and you will be required to pay the amount owing to the agent. Leaking taps in the premises, garden or toilets which are continually running after flushing will increase the water usage charge and hence these matters must be reported to the agent's office for immediate attention. Conserving water will save you money.

## Hints when vacating a property.

The following information has been prepared to assist you when vacating the property you have been renting:

Please note that an agent cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be handed back.

The agent asks that before the final inspection you:

- Ensure that the agent's office has your new forwarding address and phone number.
- You pay your rent until the vacating date.
- Return all keys to the agent's office including letterbox keys.
- Arrange disconnection of your telephone, electricity and gas supply.
- Re-direct all mail to your new address.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in returning your bond.

Subject to the condition of the property at the commencement of your tenancy you should ensure that:

- The property is left in a very clean and tidy condition with any stains removed from the carpets.
- All cupboards, shelves, drawers and benches are cleaned.
- Walls and doors are cleaned of all marks
- Stove, grill, oven and exhaust fan is spotless.
- Windows, sills and tracks are cleaned inside and outside where possible.
- Any furniture, curtains or other items included with the property are returned to original positions.
- Venetian blinds are clean and curtains are washed.
- All garbage bottles and rubbish is removed from the premises.
- The garage and/or storeroom is cleaned and free of cobwebs and the car space/garage has all grease marks removed.
- Bathrooms are thoroughly cleaned with all mould and soap scum removed from tiles, grouting and shower screens. Ceiling mould must also be removed. Toilets are cleaned inside and out, and the bathroom floors are mopped. Exhaust fans are thoroughly cleaned.
- Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).
- All light fittings and ceiling fans are cleaned.
- Damage done to the premises by the tenants (or their visitors) neglect or misuse must be repaired at the tenant's expense.

**AFTER THE VACATING INSPECTION, SHOULD THE PROPERTY NOT BE CLEANED TO THE REQUIREMENT AS SET OUT IN THE CLEANING REQUIREMENTS, THE AGENT RESERVES THE RIGHT TO EMPLOY PROFESSIONAL CLEANERS AT THE TENANTS' EXPENSE. PLEASE NOTE – RENT WILL BE DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED.**

**Disclaimer:** The information provided above is intended as a guide only and terms and conditions may vary from agency to agency. Students and staff are strongly urged to ensure they are familiar with all the terms and conditions required from the agency they are liaising with before entering into any agreements.

The University is not able to, and does not, screen any accommodation providers and the facilities they offer. It is your responsibility to review the accommodation provider, the facilities and the conditions on which the conditions are offered. **Students and staff are therefore strongly urged to visit the dwelling prior to any agreement.**

The University does not accept any liability for any loss or damage that you might suffer due to unsatisfactory accommodation arrangements made by you. Nor will the University pay you for any loss or damage suffered by you.

**The arrangements made by you are entirely at your own risk. Please take care when making those arrangements.**

The University strongly advises that you read "**The Renting Guide**", which is available from the Student Service Centre and online at [http://www.uow.edu.au/about/accommodation/other\\_accomm/private/index.html](http://www.uow.edu.au/about/accommodation/other_accomm/private/index.html) , before meeting the vendor.