

PROPERTY MANAGEMENT SERVICES

PHONE: (08) 9259 0888

EMAIL: PM2@VARGAREALTY.COM.AU

WEB: WWW.VARGAREALTY.COM.AU

Testimonials

"We have been with Varga managing the rental property for more than two years. Very professional and quick responsive on any matters. Ashton is a valuable asset to the management in terms of professional and reliable support. It is a pleasure to continue the business so far. Good work team Varga"

- S. Sreejesh

"We have had nothing but excellent service from Varga Realty. Ashley Fowler has been very good to deal with and she is very professional and extremely helpful"

- S. Keleher

"We've been with Varga for just under a year now & it's been the easiest real estate so far. They are the first agency that have communicated quickly and easily when it's needed. They like to make sure we have no issues or concerns & if we happen to they are usually tended to as soon as possible."

- K. Gilleland

"We chose Varga as our previous rental agency were useless. We deal with Amanda who is always very helpful and prompt with everything you ask her. Amanda will make sure it gets sorted. We are very happy with Varga Realty and would definitely recommend then to family and friends."

K. Jolly

"The Varga rental management system is very thorough in capturing and reporting all prospective tenants. On an individual basis, Ashley was always available / quick to respond, and independent in her assessment."

- L. Chong

"The Varga team are amazing! They go above and beyond and manage and organise everything and make property management so easy!! I love you guys, thanks so much!!!!!"

- C. Miller

ADVERTISING & LEASING

HOME OPENS & ENQUIRIES

TENANT DATABASE

We have implemented marketing plans to ensure your property is leased promptly & to a great tenant.

Our average days on market are half that of the Perth average!

Speak to Ashley about how we minimise vacancy days & achieve top price.

Using the latest technology, Inspect Real Estate, we are able to provide prospective tenants with multiple time options, show them through the property & provide feedback to our owners on the spot as well as ensure applying is a simple process for our tenants. Ask for a demol

Almost 300 tenants are on our database waiting for their next home. As soon as your property is listed with us, we will ensure they are the first to hear about. Being a trusted name in the area has built confidence in our tenant market.

TENANT APPLICATIONS

Applications submitted become top priority & will be processed ASAP. All information will be summarised & sent to you to read over. We will provide our professional recommendation on the applicant & negotiate with the tenant where required.

ROUTINE INSPECTIONS

The first inspection will be conducted 6 weeks into the lease agreement & every 3 months after that. Owners are more than welcome to attend these with us. And yes! We will breach a tenant if they are required to rectify an issue.

PROPERTY CONDITION REPORTS

Prior to the tenant moving in we do a property condition report (PCR). This is a thorough report on the condition of your property & will be used to compare the condition come the end of the lease.

You will also receive a copyl

OVERDUE RENT & ACCOUNTS

We have a zero tolerance policy for our tenants due rent & accounts – and it works! With less than 4% of our properties in arrears at any given time, our strategies achieve results. Speak to us further about how we do this.

GENERAL MAINTENANCE

Any maintenance required on your property while vacant or tenanted can be handled by your Property Manager from start to finish. We have a reliable list of trades that ensure prices are kept low for our clients. Ask your Property Manager for multiple quotes & photos of the completed job – they are more than happy to provide these.

URGENT REPAIRS

Urgent repairs relate to essential services, e.g. water & electricity. Your Property Manager will always try to get in contact with you first however, on the odd occasion they may be required to arrange trades quickly. The cheapest option & if possible, an interim fix, will always be first port of call until the owners approval for more is given.

OUR TEAM

LANDLORD INSURANCE

AGENT VS PRIVATE

When your property is managed by Varga Realty, you receive a whole team rather than just one Property Manager. Although one person will be your main contact, there is a lot of 'behind the scenes' work put in by the whole team. This ensures all of our owners are continually receiving top level service.

You have a property manager so you don't need landlord insurance, right? WRONG!
This will cover you for the circumstances out of our control such as sudden death or illness. See the EBM Insurance information in this pack.

We are qualified, trained, & educated yearly.
Let us be the middle man – Firm but Fair.

We have access to a multitude of services/technology private where private owners do not. We hold your records so you don't have to.

Don't be a victim to the tenant

Varga Realty Property Management

Varga Realty is a family owned & run agency dedicated to providing all clients with a reliable & professional service.

Nik Varga & Nikki Varga have over 50 years combined experience in the Real Estate Industry. They have built up a strong team of Property Managers and still maintain a hands on approach to this sector of the business.

We pride ourselves on our attention to detail & flexibility with our clients – as we are an independent company we provide a boutique style service to our customers that sees them grow their investment portfolio with confidence.

Our goal is to develop long lasting relationships with our clients based on trust, integrity and quality service. We strive to maximise the returns and value of our owners' properties by negotiating the right price with quality tenants.



We are so confident you will be satisfied with our services that if you are not after the first 3 months, you will be released from the management without any additional cost to you

Tash Williams

PROFILE



Tash has been working in the Real Estate industry for over 10 years and is known for her excellent customer service and ethical work standards. Nik and Nikki Varga are pleased to have her on the Varga Realty Team and consider her to be an asset to the company.

Having worked with Varga Realty since 2011, she has lovingly built the rent roll from the ground up. With years of experience she is now the team's Senior Property Manager & Trust Accountant. Providing guidance & assistance to the team & ensuring our clients are continually cared for.

9259 0888 rentals@vargarealty.com.au

Ashton Blake



Having started with Varga Realty in April 2015 as our administration assistant, Ashton has developed her knowledge & experience immensely in the Real Estate industry. She has developed a passion for Property Management and has now become a registered Property Manager.

An individual who is always willing to go the extra mile, Ashton strives to resolve issues quickly and to provide clients with straightforward advice, dependable communication and peace of mind.

0406 616 820 ashton.blake@vargarealty.com.au

Amanda Loud





Amanda has been working in the Property Management industry since 2013 and has worked in all aspects of Property Management from assisting to managing her own portfolio. Amanda prides herself with her time management; problem and situation analysis and resolution; working autonomously or as part of a team; identifying and prioritizing work to be completed; identifying strategies to be applied; implementing best practice procedures; health and safety workplace awareness and practical application; working effectively in an efficient manner; and of equal importance, a genuine interest, firmness and patience, skills of paramount importance, when working with a broad mix of personalities in a myriad of situations.

0437 480 333 pm@vargarealty.com.au

Ashley Fowler

ROFILE



Ashley, our Business Development Manager, will be your first point of contact when you decide to rent out your property. She will provide support to you and guide you through the ins and outs of what is required when leasing out your property as well as assessing the potential rental income. With the ever changing Real Estate market, Ashley also continually ensures our methods & strategies are achieving great results for our clients.

Ashley obtained her property management registration in January 2016 after deciding to pursue her long life passion of Property Management. Being a landlord herself, Ashley has a true understanding of the industry and strives for best results possible at all times. Ashley prides herself on efficiency and organisation skills. Ashley is a very hard worker and makes sure she sees everything through to the end.

0410 751 653 Pm2@vargarealty.com.au

FEES & CHARGES

All of the below fees will be deducted from the rental income as it comes into your property account. At the mid-month and end of month payments, less any other accounts from the month, you will be paid out the remainder of the funds held in the property account.

OPTION #1

Management Fee – 9.35% Inc. GST

This percentage is taken on each weeks' worth of rent once tenanted and covers the day-to-day managing of your property and tenant.

Advertising Fee - Breakdown of advertising resources are as follows:

\$109 Inc. GST for signboard (+\$15 for strata complex signboards)

\$88 Inc. GST for photographer

\$67 Inc. GST for all internet advertising

These fees are charged each time your property requires advertising for a new tenant (photos only charged when applicable).

Leasing Fee - 2 x Weeks Rent Plus GST

This fee covers the time and resources required to obtain a new tenant for the property. Including, but not limited to, holding home opens & private viewings, processing applications, & preparation of all required documents for a new tenancy agreement.

Property Condition Report Fee

1 or 2 Bedroom - \$120 Inc. GST 3 Bedroom - \$150 Inc. GST 4 Bedroom - \$200 Inc. GST 5+ Bedroom - \$220 Inc. GST

This report is a one-off charge and will be updated for each new tenancy. This is provided there has been no changes to legislation or the report is no longer current.

Routine Inspection Fee (Quarterly)

1 or 2 Bedroom - \$40 Inc. GST 3 Bedroom - \$50 Inc. GST 4 Bedroom - \$60 Inc. GST 5+ Bedroom - \$70 Inc. GST

The first inspection will be carried out 6 weeks after a tenant's start date and every 3 months thereafter to ensure the regular upkeep and maintenance of the property is done as required.

Final Inspection Fee - \$150 Inc. GST

The inspection carried out once a tenant vacates to ensure the property is returned in the condition it was leased in.

The original Property Condition Report will be updated and new photos taken ready for the next ingoing tenant

Lease Renewal Fee - \$100 Inc. GST

This fee is charged if the current tenant agrees to another lease agreement after the current one has ended.

Summary Statement - \$25 Inc. GST (Annual & Optional)

This report can be supplied to assist you for tax purposes at the end of each financial year.

Certificate of Title - As per Landgate Charge (if applicable)

A copy of the Certificate of Title is required on file at all times with the current lessors' names matching those on the management authority. If you don't have a copy, one can be ordered for you.

ACN Search - As per ASIC Charge (if applicable)

A copy of the ACN is required on file at all times should the property be under a company name. If you do not have a copy, one can be ordered for you.

Court Lodgement - As per Magistrates Court Charge

If required to lodge to court to enforce a notice on a tenant, this charge will be applied to reimburse the Magistrates Court charge.

Court Attendance - \$75 Inc. GST per hour to a maximum of \$225.00 Inc. GST

Should we be required to attend court to enforce a notice on a tenant, this charge will be covered for the time and documentation required by your property manager.

Bank Fees - \$0.75 inc GST per Bpay payment made by tenant

If your tenant is paying rent by Bpay the bank charges 75cents which is payable by the lessor.

OPTION #2

Management Fee - 14% Inc. GST

This percentage is taken on each weeks' worth of rent once a tenant secured and covers the day-to-day managing of your property and tenant.

Advertising Fee - Breakdown of advertising resources are as follows:

\$109 Inc. GST for signboard (+\$15 for strata complex signboards)

\$88 Inc. GST for photographer

\$67 Inc. GST for all internet advertising

These fees are charged each time your property requires advertising for a new tenant (photos only charged when applicable).

Property Condition Report Fee

1 or 2 Bedroom - \$120 Inc. GST 3 Bedroom - \$150 Inc. GST 4 Bedroom - \$200 Inc. GST 5+ Bedroom - \$220 Inc. GST

This report is a one-off charge and will be updated for each new tenancy. This is provided there has been no changes to legislation or the report is no longer current.

Plus the following charges if applicable:

Certificate of Title - As per Landgate Charge

A copy of the Certificate of Title is required on file at all times with the current lessors' names matching those on the management authority. If you don't have a copy, one can be ordered for you.

ACN Search - As per ASIC Charge

A copy of the ACN is required on file at all times should the property be under a company name. If you do not have a copy, one can be ordered for you.

Court Lodgement - As per Magistrates Court Charge

If required to lodge to court to enforce a notice on a tenant, this charge will be applied to reimburse the Magistrates Court charge.

Court Attendance - \$75 Inc. GST per hour to a maximum of \$225.00 Inc. GST

Should we be required to attend court to enforce a notice on a tenant this charge will be cover the time and documentation required by your Property Manager.

Bank Fees - \$0.75 inc GST per Bpay payment made by tenant

If your tenant is paying rent by Bpay the bank charges 75cents which is payable by the lessor.

OWNER CLEANING CHECKLIST

√	THROUGHOUT	PAY ATTENTION TO:
	Cobwebs	Remove throughout property, inside and outside.
	Window tracks	Vacuum and clean.
	Fly screens	Brush down.
	Window sills & ledges	Dust and clean.
	Walls	Wash off any marks, mould etc & ensure clean. Fill & paint any large chips.
	Ceilings	Spot clean, remove any marks & / or mould.
	Doors	Clean finger/hand marks from doors & handles, surrounds, wipe over ledges & door jambs.
	Sliding doors	Clean & mark free, if mirrored – streak free. Slide easily/smoothly & in good working order.
	Door / cupboard handles & locks	Firmly secured & operational. All locks in good working order.
	Skirting boards	Remove dust & any marks. Ensure secured.
	Ceiling fans	Clean any dust, cobwebs. Ensure firmly secured & in good working order.
	Light fittings	Ensure in good working order. Remove light shades where practicable, wipe out any dead insects, wash dust away, wipe dry before re-securing. Ensure working light globes in all light fittings.
	Light switches, power points & fan controls	Clean off any marks. Ensure firmly secured & in good working order.
	Exhaust Fans	Ensure in good working order. Remove fan cover & clean, may require soaking & scrub. Replace cover once clean.
	Grout to all tiled areas	To be clean & in good repair.
	Curtain rod fixtures / pelmets	Dust and wipe over. Ensure firmly secured.
	Storage / linen press	Vacuum, dust / wipe over both inside and outside to remove any marks.
	Air conditioning units	Dust and wipe over, ensure filter clean & in good working order. Serviced if applicable. Supply Property Manager with copy of service record if possible.
	Blinds (Venetian / Holland / Vertical)	Remove where practicable and dust, vacuum where appropriate, replace. Ensure firmly secured & in good working order.
	Chains / Cords to verticals etc	To be in good working order & firmly secured.
	Curtains / drapes	Hand-wash and iron or have them dry cleaned if necessary, depending on age & fabric.
	Telephone(s)	Dust & wipe over with disinfectant. Ensure firmly secured if a wall phone.
	Smoke Detectors	Ensure new batteries are installed. Test unit. Supply Property Manager with receipt for batteries.

Ensure no leaking/dripping taps etc. All in good working order & firmly secured.
Ensure operational & wiped clean.
Ensure operational, sensors are dust / cobweb free & firmly secured.
In good working order & all attachments are available.
Ensure clean & in good working order. Please run dishwasher cleaner through then hang a dishwasher freshener in dishwasher please.
Clean & lint free. Ensure in good working order & firmly secured.
KITCHEN
Degrease walls, rungs etc. clean, Taking care not to scratch surfaces
Wipe over both inside and outside, all doors / drawers open & close smoothly.
Wipe over, scrub where necessary.
Wipe over, remove tarnish with Ajax or CLR or similar.
Remove fan cover & clean, may require soaking & scrub. Replace cover once clean.
Ensure firmly secured, in good working order. Clean. Ensure filter is clean also.
Ensure operational.
BATHROOM(S)
Scrub off mould & soap scum, taking care not to scratch coated sinks/taps. Remove hair etc from plug holes.
Wipe inside & out. Ensure open & close smoothly.
Clean and polish, ensure streak free & firmly secured. If very tarnished that it inhibits visibility please replace.
Clean & scum free. In good working order.
Ensure clean & scum free. In good working order, no cracks / chips etc.
Ensure firmly secured.
TOILET(S)
Clean & disinfect toilet seat, toilet bowl, toilet pedestal & pipe at back of toilet. Clean cistern.
Ensure firmly secured & wiped clean.
LAUNDRY
Scrub inside & out. Clean off tarnish, clean plug holes.
Wipe over both inside & outside.
FLOORS
Carpets to be professionally cleaned by nominated carpet cleaner. Receipt MUST be provided to your Property Manager at Varga Realty.

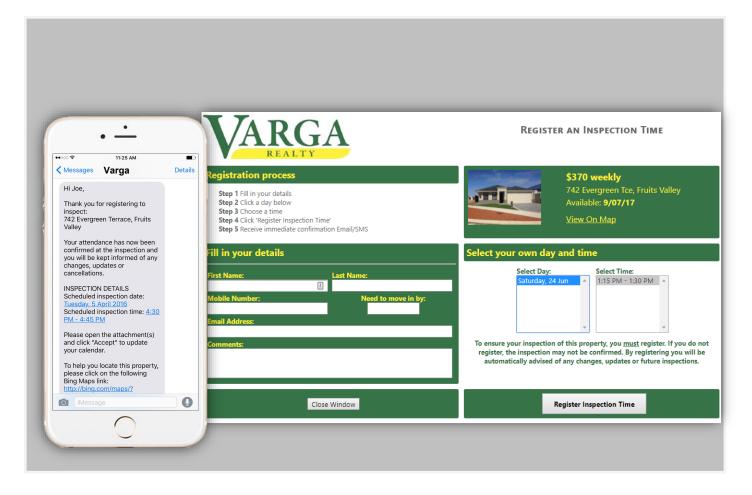
Har	rd floor surfaces	Sweep/vacuum and mop.
		FURNITURE
If a _l	pplicable	Dust, wipe, polish and /or vacuum. Vacuum under removable cushions. Furniture to be in good working order.
		EXTERIOR
	rport, garage, storage areas & crances	Clear away cobwebs & sweep out. De-grease & hose or mop where necessary. Weed paving / paths etc.
Rut	obish bins	Disinfect & hose out.
Rut	obish	Clear away to tip where necessary. It is important to ensure property is rubbish free.
Ou	tside walls	Clean down cobwebs, moth eggs, etc.
Gar	rden sheds, greenhouses etc	Clean out, remove rubbish, sweep etc.
Gut	tters	Ensure clean & debri free.
Gar	rden hoses / sprinkler	Ensure in good working order / condition. Remove or replace if broken or not working properly.
Let	terbox	Ensure in good working order, firmly secured.
Gar	rage doors	Ensure operational, firmly secured & in good working order
Gat	tes & fencing	Ensure firmly secured. Gates in good working order. Latches secure.
		YARD
Lav	vns	Mow & whipper snip, ensure edges cut, weed free & green & healthy. Fertilise lawns & water in.
Gar	rden beds	Weed & prune where necessary, ensure healthy. Important garden beds are weed free.
Pat	hs & driveways	Sweep, de-grease & hose if necessary, weed where necessary.
Gra	ass clippings / leaves / branches	Remove, to tip if required.
Ret	iculation	Ensure all reticulation in good working order.
Bor	re (if applicable)	Ensure in good working order & clear instructions on its use provided to your Property Manager.
		SWIMMING POOL / SPA
If a _l	pplicable	Ensure pool water is clean & healthy. A printout of the state of the water by a pool company to be provided to Property Manager dated within 2 days of keys being handed to office.
Poo	ol / Spa equipment	Ensure intact and stored appropriately out of the sun please.
	ol fencing	Ensure complies with council standards & in good working order. Firmly secured.

	PLEASE SUPPLY A	AS SOON AS POSSIBLE 1	O YOUR PROPERTY MANAGER
2 FULL SE	TS OF KEYS TO PROPERTY MANA	GER	
COPY OF	THE 'CERTIFICATE OF TITLE' FOR	THE PROPERTY SHOWII	NG CURRENT OWNERS NAME(S).
COPY OF	THE REGISTERED BY-LAWS (if app	licable.)	
COPY OF	'CERTIFICATE OF CURRENCY' FOR	r Building Insuranci	& PUBLIC LIABILITY
COPY OF	'CERTIFICATE OF CURRENCY' FOR	R LANDLORD PROTECT	ON INSURANCE
COPY OF	ALL INSTRUCTION MANUALS i.e.	FAN, AIR CONDITIONIN	IG UNIT, RETICULATION, ALARM SYSTEM, ETC. (if available)
ENSURE A	ALL LIGHT GLOBES ARE WORKING	INTERNALLY & EXTER	NALLY.
ENSURE S	SMOKE ALARMS & RCD'S MEET CU	irrent regulations.	
SECURITY	ALARM DETAILS	Arm:	Disarm:
ALARM M	ONITORING COMPANY DETAILS	(if applicable)	
IF SHAREI	D BORE – DETAILS:		
Alinta Gas	s 13 13 58 – Cancel account in you	ur name if applicable	
Telstra 13	22 00/Other Phone or Internet Pr	ovider – Cancel accour	t in your name if applicable
Synergy 1	3 13 53 – Cancel account in your	name if applicable	

Online Booking System



Less Vacancy • More Tenants • Better Returns



HOW DOES IT WORK?

- Inspection times and dates for your property are listed on the internet through our custom-designed software, Register Online.
- Genuine 24/7 system. 40% of tenants book inspections after normal business hours.
- Our system allows numerous inspection times to be nominated, meaning more prospective tenants can arrange to see your property.
- When an inspection is booked, the tenant receives an instant confirmation.
- Tenants also get reminders, via SMS and/or email, about their upcoming inspection one day and one hour in advance.
- Our software is also accessible from smartphones (such as iPhones) & tablet computers (such as iPads)

 so appointments can be arranged anytime, anywhere.

SEE RESULTS IN ADVANCE!

- Our custom-built database allows us to look ahead and see how many people have registered to inspect your property.
- This information allows us to tailor strategies to ensure your property is rented as quickly as possible.
- We have access to accurate, real-time data about the amount of interest in your property

While our competitors wait and hope, we are making it easy for prospective tenants to inspect your property!



2/ 73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888

F: 08 9259 0800

pm@vargarealty.com.au

Routine Inspection Report

Property Details
Address
Owner
Tenant Name
Inspected By
Amanda Loud

Our Summary

Overall a fantastic inspection, property is clean and well maintained.

Maintenance Required

The following issues have been raised and need attention:

- Grout deterioration around waste drain in ensuite shower
- Sections of floorboards starting to lift

For Tenant Attention

No issues to raise

I write to advise that a visual Routine Inspection was conducted at your property.

Please refer to this inspection for any important notes or maintenance issues. Please reply with your instructions on any maintenance issues raised in the report.

If you have any questions in relation to the Routine Inspection Report, please do not hesitate to contact me on pm@vargarealty.com.au.

Regards Amanda Loud

Varga Realty Page 1 of 14



2/ 73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888

F: 08 9259 0800 pm@vargarealty.com.au

Detailed Observations From This Inspection

Area	Clean	Undamaged	Working	Maintenance	Comments/Notes
Front Gardens	1	1	4	~	Well maintained
	1				Lawn recently mowed
					Garden beds free of weeds and grass intrusion
		1			Paving swept and tidy
		400			Driveway paving repaired
Entry/Exterior	~	~	~ \		Clean and tidy
					No damages visible
			. 4		All intact
Entry/Interior	~	~	1	V	Clean throughout
				4	No damages visible
Lounge	~	1	1	400	Clean and tidy
					No damages visible
Bedroom 1	~	~	1		Clean and tidy
					No damages visible
Walk in Robe	1	~	1		Clean and tidy
					No damages visible
Ensuite	~	×	1	1	Clean throughout
					No leaks evident
					Exhaust fan has been cleaned.
					No mould or soapscum visible
					Grout deterioration around waste drain still not repaired
Toilet	1	~	1		Clean
					No stains visible
					No leaks visible
					Exhaust fan is clean
					All intact
Walk in Robe	~	1	1		Clean and tidy
					No damages visible
Passage	1	~	~		Clean
					No damages visible
Theatre Room	1	~	1		Clean and tidy throughout
			-		No damages visible
					All intact
Kitchen	1	×	✓		Stove, oven and rangehood clean
					No burns or burnt-on grime
			HA K		Benches and sink clean
651					No leaks evident

Varga Realty Page 2 of 14



2/ 73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888

F: 08 9259 0800 pm@vargarealty.com.au

					Several floorboards starting to lift
Living	4	1	1		Clean and tidy
					No damages visible
Passage 2	1	4	1		Clean & intact
	A			A	No damages visible
Butler's Pantry	1	1	1		Clean and tidy
		No.			No damages visible
					All intact
Passage 3	Y	×	4		Clean
		of Street, or other Persons			Several floorboards starting to lift
		VIII.			Laminate peeling to edges that are lifting
		1			Bubbled section outside bathroom door
Laundry	4	4	1		Clean throughout
					no leaks evident
					No calcium or soap scum visible
Toilet	1	1	1	1	Clean
				4	No leaks evident
				10	No stains visible
Bathroom 1	1	1	1		Clean throughout
					No mould or soap scum visible
					Exhaust fan is clean
					No leaks evident
Bedroom 2	~	~	1		Clean and tidy
					No damages visible
Bedroom 3	1	1	~		Clean and tidy
					No damages visible
Bedroom 4	~	1	~		Clean and tidy
					No damages visible
Rear Gardens	~	1	~		Well maintained
					Lawn recently mowed and free of weeds
					Garden beds free of weeds and grass intrusion
					All intact and clean
Pool	1	1	1		Clean and tidy
					No leaf debris
					No issues to raise

Disclaimer

This routine inspection report is a visual inspection only and is carried out by this agency to assess the manner in which the tenants are maintaining your property and identify any maintenance required.

As your property manager our role is to manage the tenancy. We are not qualified to assess the structural aspects of areas, including but not limited to, staircases, decking and balconies, or to ensure that plumbing, electrical or gas fixtures or fittings, glass windows, doors and balustrades, smoke alarms, pests (ie. termites), asbestos, swimming pool safety barriers (and associated fittings) comply and operate in accordance with applicable building/council codes and/or laws and regulations.

This agency recommends that all landlords have regular inspections carried out by suitably qualified licensed and insured contractors and experts in the appropriate area when necessary.

Varga Realty Page 3 of 14



2/73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888 F: 08 9259 0800

pm@vargarealty.com.au

Front Gardens Taken: 27/07/2018



Front Gardens Taken: 27/07/2018



Front Gardens Taken: 27/07/2018



Front Gardens



Front Gardens Taken: 27/07/2018



Entry/Exterior Taken : 27/07/2018



Varga Realty Page 4 of 14



2/ 73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888 F: 08 9259 0800

pm@vargarealty.com.au

Bedroom 1 Taken : 27/07/2018



Ensuite Taken : 27/07/2018



Ensuite Taken : 27/07/2018



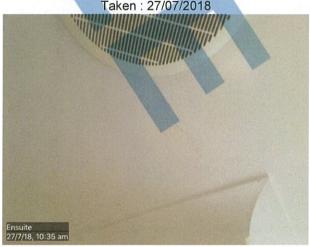
Ensuite Taken: 27/07/2018



Ensuite Taken : 27/07/2018



Ensuite Taken : 27/07/2018



Varga Realty Page 6 of 14



2/ 73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888 F: 08 9259 0800

pm@vargarealty.com.au

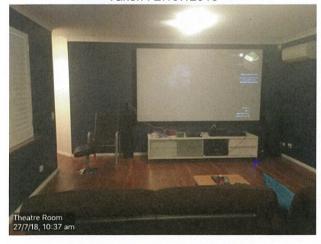
Toilet Taken : 27/07/2018



Passage Taken: 27/07/2018



Theatre Room Taken: 27/07/2018



Passage Taken: 27/07/2018



Theatre Room Taken: 27/07/2018



Kitchen Taken : 27/07/2018



Varga Realty Page 7 of 14



2/ 73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888 F: 08 9259 0800

pm@vargarealty.com.au

Kitchen Taken : 27/07/2018



Kitchen Taken: 27/07/2018



Kitchen Taken: 27/07/2018



Kitchen



Kitchen Taken: 27/07/2018



Kitchen Taken : 27/07/2018





2/73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888 F: 08 9259 0800 pm@vargarealty.com.au

Passage 3 Taken : 27/07/2018



Passage 3 Taken : 27/07/2018



Passage 3 Taken: 27/07/2018



Passage 3



Laundry Taken : 27/07/2018



Varga Realty Page 10 of 14

Passage 3 27/7/18, 10:45 am



2/ 73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888 F: 08 9259 0800 pm@vargarealty.com.au

Laundry Taken : 27/07/2018



Bathroom 1 Taken : 27/07/2018



Bathroom 1 Taken : 27/07/2018



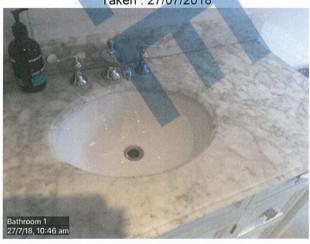
Toilet Taken : 27/07/2018



Bathroom 1 Taken : 27/07/2018



Bathroom 1 Taken : 27/07/2018





2/73 Pinetree Gully Road Willetton WA 6155 P: 08 9259 0888 F: 08 9259 0800

pm@vargarealty.com.au

Rear Gardens Taken: 27/07/2018



Rear Gardens Taken: 27/07/2018



Pool Taken: 27/07/2018



Pool





Varga Realty Page 14 of 14



2/73 Pinetree Gully Road Willetton WA 6155 Varga Realty

Email: pm2@vargarealty.com.au

PROPERTY CONDITION REPORT FOR THE PURPOSES OF SECTION 27C OF THE RESIDENTIAL TENANCIES ACT 1987

FORM 1AE

HOW TO COMPLETE THIS FORM

- Before the tenancy begins, the lessor or the property manager should inspect the residential premises and record the condition of the premises by indicating whether the particular room item is clean, undamaged and working by placing "Y" (YES) or "N" (NO) in the appropriate column. Where necessary, comments should be included in the report.
 - Two copies of the report, which has been filled out and signed by the lessor or the property manager, must be given to the tenant within 7days of the tenant moving into the premises. 2 6
- As soon as possible after the tenant receives the report, the tenant should inspect the residential premises and complete the tenant section on both copies of the report. The tenant indicates agreement or disagreement with the condition indicated by the lessor or the property manager by placing "Y" (YES) or "N" (NO) in the appropriate column and by making any appropriate comments on the form.
- The tenant must return one copy of the completed property condition report to the lessor or the property manager within 7 days after receiving it. The tenant should keep the second copy of the 4
- If photographs or video recordings are taken at the time the property inspection is carried out, it is recommended that all photographs or video recordings are signed and dated by all parties. 5
 - NOTE: Photographs and/or video recordings are not a substitute for accurate written descriptions of the condition of the property.

 As soon as practicable, and in any event within 14 days after the termination of the tenancy agreement, the lessor or the property manager should complete a property condition report, indicating the condition of the premises at the end of the tenancy. This should be done in the presence of the tenant, unless the tenant has been given a reasonable opportunity to be present and has not attended the inspection. 6

MPORTANT NOTES ABOUT THIS REPORT

- This condition report is an important record of the condition of the residential premises when the tenancy begins. It may be used as evidence of the state of repair or general condition of the premises at the commencement of the tenancy if there is a dispute, particularly about the return of the security bond money and any damage to the premises. It is important to complete the condition report accurately. Residential Tenancies Amendment Regulations 2013 Part 3 Other matters r. 20 page 44 Draft 4 .
 - A property condition report must be filled out whether or not a security bond is paid.
 - At the end of the tenancy the premises must be inspected and the condition of the premises at that time will be compared to that stated in the original property condition report. V 6 4
- A tenant is not responsible for fair wear and tear to the premises. Fair wear and tear is a general term for anything that occurs through ordinary use such as the carpet becoming worn in frequently used areas. Wilful and intentional damage, or damage caused by negligence, is not fair wear and tear.
 - If you do not have enough space on the report, attach a separate sheet. All attachments should be signed and dated by all of the parties to the residential tenancy agreement. Information about the rights and responsibilities of lessors and tenants may be obtained by contacting the Department of Commerce on 1300 30 40 54 or visiting 6.5



www.commerce.wa.gov.au/ConsumerProtection.

SAMPLE CONDITION REPORT

Property Address	
Tenant's Name(s)	
Tenant's Signature	

Varga Realty 2/73 Pinetree Gully Road Willetton WA 6155

Email: pm2@vargarealty.com.au

ADDRESS TENANT

AGENT/LESSOR

Ashley Fowler

COMMENCEMENT INSPECTION DATE

TERMINATION INSPECTION DATE

PLEASE NOTE Any amendments to this report must be listed in writing and a signed copy returned to the Managing Agents within SEVEN (7) days of receiving same. Failure to do this will result in the bond inspection being carried out against this original report Thursday, 5 July 2018

	Condition of premises at END of tenancy "OFFICE USE ONLY"							
	Clean							
	Condition of premises at START of tenancy		Red cement driveway, patched up cracks, otherwise intact, no other damages visible.	Red brick paving. Minor moss present in some areas. Otherwise, no weeds or grass intrusion visible. No damages visible, in good condition. Intact.	One garden bed to front of house, wood chips. No weeds, no grass intrusion. Two large hibiscus trees present. Both Healthy. Two flowering bushes, both healthy. One half buried white bathtub used as a feature garden bed, three plants present, all healthy.	Blue beams and posts with metal roof. Minor cobwebs visible. Otherwise All intact. No damages visible, in good secure condition. Intact. Metal "2" secured to the front post, intact.	Red brick communal letter box at the front of the complex. Metal "no junk mail thank you" sign & a Black metal "2" secured to the front. The back of the letter box has a red metal flap, all intact. No damages visible.	metal gutters & downpipes. All in good clean condition, no rust, dents, damages or build-up visible. Eaves are also all intact with no stains, cracks or
	Tenant Agrees					1		
	Working		>	>	>	>	>	>
1	Undamaged		>	>	>	/ /	>	>
	Clean	Front Exterior	Driveway	Paving Y	Garden	Carport	Letterbox/Street Number Y	Gutters/Downpipes/E γ aves

306 04/13 | PAGE 2 OF 26

VARGA

Varga Realty
2/ 73 Pinetree Gully Road
Willetton WA 6155

Phone: 08 9259 0888 **Fax:** 08 9259 0800 Email: pm2@vargarealty.com.au

Condition of premises at END of tenancy "OFFICE USE ONLY"							
Undamaged							
Clean	D	D D	क्			£ t	
Condition of premises at START of tenancy	One single bayonet light fitting with a black base secured to the wall. Light bulb present and in working order. Plugged into a gang white plastic power point secure to the wall. In slightly dusty condition. Otherwise intact. No damages visible. All in good working order.	One Samsung and one Daikin aircon outdoor condenser units. No damages visible, in good working order. Intact.	Red metal gas meter box secured to the wall. In slightly dusty condition, minor paint scuffs to the top right hand side otherwise intact, no dents or rust spots visible.	One wooden gate painted blue. In slightly weathered condition, but freshly painted. One small line of white paint to the front bottom. Bolt and combination padlock present. All intact.	One green general waste bin and one recycling bin, minor scuff marks to the sides of both, the general waste bin had a white "2" painted on the top. Otherwise both intact, no other damages visible. General waste bin has rubbish inside, recycling bin is empty.	One black and frosted oval shaped light fitting secured to the wall. Minor debris inside. The light switch for this is a single gang white plastc light switch secured to the wall, slightly discoloured, one silver bit of tape stuck to the top of light switch plate. Otherwise, In good working order. No damages visible. Intact.	
Tenant Agrees					01		
Working		>	>	>	1	>	
Undamaged		>	>	>	_	>	
Clean		>	>	>	>	>	
		Additional	Gas meter box	Fence / Gate	Bins	Lighting	TENANT'S COMMENTS

Varga Realty
2/ 73 Pinetree Gully Road
Willetton WA 6155

Phone: 08 9259 0888 **Fax:** 08 9259 0800 Email: pm2@vargarealty.com.au

	Condition of premises at END of tenancy "OFFICE USE ONLY"							
TIGORED STORY	Working							
	Undamaged							
	Condition of premises at START of tenancy		Brown double security screen door with black Flyscreen mesh, bronze and silver lockable handle, clear plastic guard to the door near the handle. Black metal door closer. Vertical lockable bolt to the top of the side door. One patch of white sticker adhesive residue to the front top left hand corner of door. Mesh is dusty. All intact, no damages visible. No holes to mesh.	Wooden door sill painted blue, a couple of very small paint chips at the edge.	Wooden double door painted white with a peephole & a metal "2" secured to the front. Round silver handle. Round silver deadbolt. Two vertical locking bolts to the side door. Minor scuff marks above bottom bolt. One silver hook and bracket to the bottom back of the door (to keep open). All in good condition no damages visible. Intact.	Flooring is down rectangular tiles. No dust, cracks, chips, stains or damages visible. Intact. In good clean condition.	Wooden skirting painted off white. In good condition, no other damages visible. Intact.	Some walls are painted white, very minor faint scuff marks visible to the bottoms of the walls throughout, otherwise no cracks, chips or damages visible. Intact. One silver screw type hanging hook near aircon, intact. One bronze hanging hook secured to wall underneath fuse box, another three on wall behind door, all intact. One blue and white franja penny plaque hung on a wall screw opposite front door. Intact. Four art paintings / pictures hung on the wall, No
Street Street	Tenant Agrees Working			>			>	
	Undamaged			>		*	7	≻
	Clean			>		>	>	>
		Lounge	Door			Floor	Skirting	Walls

306 04/13 | PAGE 5 OF 26

Property Address

306 04/13 | PAGE 11 OF 26

Tenant's Signature

Email: pm2@vargarealty.com.au Condition of premises at END of tenancy "OFFICE USE ONLY" **Tenant Agrees** Working Undamaged Clean One double tub silver stainless steel kitchen sink. One One silver and glass Fisher & Paykel oven. Two silver Doors & all externals look almost freshly painted. Very the cupboard near the outside door. Intact. All in good All contact is starting to slightly peel off, insides are in silver oven tray, aged and marked. Otherwise all else Four white wooden drawers with white round handles One silver four burner gas stove top. Six silver knobs is In good clean condition no damages visible. Intact. and in laundry cupboard have faint stains throughout white plastic hanging hook secured to the side of the clean condition. No stains, chips, marks or damages Top drawer has a wooden cutlery divider present. All racks present. One black metal tray present with the silver rack insert. Minor black marks inside tray. One One white wooden pantry. Two nails to the left hand Condition of premises at START of tenancy over shelves, except under sink and in cupboard on One silver drawer underneath oven, one pot holder damages visible. No burns or burnt on grime visible. insides are wooden with contact on bottom surface. cupboard. One silver tea towel holder in the side of slightly aged condition. Otherwise All in good clean handle present. No damages visible, in good clean Shelves are in aged condition. Shelves under sink minor small chips to the edges of the bench. One side and one nail to the top of the door. Handle is visible. No damages visible. No rust spots visible. No burnt on grime visible. In good working order. silver flick mixer tap present. All intact. No leaks present. All intact. In good clean condition. No aundry side, mostly all are starting to peel off. condition, no chips or damages visible. In good working order. condition. Intact. visible. Intact. Intact. **Tenant Agrees** > > Working Undamaged Clean > StoveTop Drawer Pantry Oven Sink

Varga Realty
2/73 Pinetree Gully Road
Willetton WA 6155

ully Road 55

Email: pm2@vargarealty.com.au

Condition of premises at END of tenancy "OFFICE USE ONLY" Tenant Agrees Working Undamaged Clean chips, stains or damages visible. Intact. In good clean Otherwise In good clean condition no other damages Metal door frame painted white. One very small paint Flooring is small brown square tiles. No dust, cracks, stains or other damages visible. Intact. In good clean One round white plastic smoke alarm secured to the One single bayonet light fitting secured to the ceiling. secure to the door frame, intact. No damages visible. wooden handle. Cannot reach to open. No damages Condition of premises at START of tenancy One fixed pane glass window up high, No damages Walls are bare brick walls. Two brown nails present Wooden door painted white. Silver lockable handle. ceiling. In good clean condition no damages visible. chips at end of hallway. Otherwise No dust, cracks, No damages visible, in good clean condition. Intact. Ceiling is raked with exposed beams painted white. No damages visible, in good clean condition. No Light bulb present and in working order. The light switch is a single gang white plastic light switch One white wooden cupboard with white round chip to the doorframe above the lightswitch. Green LED light is lit, in working order. visible, in good clean condition. Intact. stains, cracks or marks visible. All in good working order. visible. Intact. visible. Intact. condition. **Tenant Agrees** > > > Working > > > Undamaged > > > > > Clean > COMMENTS TENANT'S Bathroom 1 Cupboard Window Ceiling Walls Floor Door

Tenant's Signature

306 04/13 | PAGE 14 OF 26

Property Address

Varga Realty
2/ 73 Pinetree Gully Road
Willetton WA 6155

VARGA

Final: pinz@valgalcany.com.aa	Condition of premises at END of tenancy "OFFICE USE ONLY"									
	Tenant Agrees Working									
	Undamaged									
,	Clean									
	Condition of premises at START of tenancy	condition.	Walls are painted off-white, no scuff marks, cracks, chips or damages visible. Intact.	Ceiling is painted white. No damages visible, in good clean condition. No stains, mould cracks or marks visible.	One single bayonet light fitting with a white metal base. Light bulb present and in working order. The light switch is a single gang white plastic light switch secure to the door frame. intact. No damages visible. All in good working order. In good clean condition.	One single fluorescent light fitting above mirror. Light bulb present and in working order. No damages visible, in good clean condition. Intact.	One skylight. No damages visible, in good clean condition. Infact.	One single white plastic PowerPoint secured to the wall in good clean condition no damages visible. Intact.	White bathroom sink. Silver faucet and a set of silver hot and cold taps. Hot and cold indicators present. All in good clean condition no damage is visible. No cracks or chips or stains visible.	The walls to the shower recess area are white and pink marble patterned square tiles. Grout discolouration to the corners at the bottoms. Otherwise No cracks, chips, stains, mould or damages visible. Intact. In good clean condition. One silver shower caddy secured to the wall in the corner. With two racks / shelves. No damages visible, in good clean condition. Intact. No rust or dents visible. One white rubber plug present. Intact.
	Tenant Agrees					>		>	>	
	Working Undamaged		Y Y	>		>		7	>	>
	Clean		>	>		>		>	>	>
			Walls	Ceiling	Lighting			Points	Sink/Taps	Shower/Bath/Taps



VARGA					Varga Realty 2/ 73 Pinetree Gully Road Willetton WA 6155	Road			Phone: 08 9259 0888 Fax: 08 9259 0800 Email: pm2@vargarealty.com.au
	Clean	Undamaged	Working	Tenant Agrees	Condition of premises at START of tenancy	Undamaged	Working	Tenant Agrees	Condition of premises at END of tenancy "OFFICE USE ONLY"
Walls	>	>	>		Walls are painted light purple / grey, two white hooks near window, lots of small chips and faint scuff marks visible throughout. Medium vertical paint chip in corner to the left hand side of the window. Three green wall plugs present to left hand wall. Otherwise intact, no other damages visible.				
Ceiling	>	>	>		Ceiling is raked with exposed beams painted white. No damages visible, in good clean condition. No stains, cracks or marks visible.				
Lighting	>	>	>		One frosted light to the center of the fan. The light switch is a single gang white plastic light switch secure to the wall in good clean condition. Fan light in good working order. No damages visible.				
Points	>	>	>		One single white plastic PowerPoint secured to the wall in good clean condition no damages visible. Intact.				
Corded Blinds and Window Coverings	>	>	>		One grey curtain hanging from a black curtain rod. All intact. No damages visible. No stains visible.				
Wardrobe/Drawers/S helves	>	>	>	AL	One large wardrobe which has two white & opaque and one mirror sliding cupboard doors. The interior is white melamine shelves & grey metal rack / drawers & three silver metal hanging rails. Intact. No damages visible. intact no other damages visible. In good clean condition.				
			4		One brown wooden shelf up high with a brown wooden hanging rail. In slightly aged condition. Otherwise intact, no damages visible.				
					One brown laminate cupboard with two drawers with silver handles and two silver and opaque doors. There is two peeling sections with red tape holding it together on the inside top left hand side. Otherwise intact, no other damages visible. In good clean condition. One white plastic hanging hook secured to				

306 04/13 | PAGE 22 OF 26

Varga Realty
2/ 73 Pinetree Gully Road
Willetton WA 6155

С	U	V	Ti		U		
Clean	Indamaged	Vorking	Condition of the Condit	Condition of premises at START of tenancy	Undamaged	Vorking	Condition of premises at END of tenancy "OFFICE USE ONLY"
			the right I	the right hand side of this cupboard. One wooden hanger reacher hung from this hook. All intact.	1		
Windows/Window Safety Devices	>	>	One fixed frame & c frame B creen ar window. Y glass. Ott cracks to good clez	One fixed pane glass window with a white wooden frame & one wind-out glass window with a dark metal frame. Black winding mechanism. Black security screen and fly screen mesh in front of the winding window. Very minor cobwebs between the mesh and glass. Otherwise All intact. No holes to mesh. No cracks to glass. All other parts of the window are in good clean condition. Intact. No damages visible.			
Ceiling Fan/Air Y	>	>	One ceilii present ir damages	One ceiling fan secured to the ceiling. Remote present in bracket. All in good working order. No damages visible. Intact. in good clean condition.			
		-					
>	>	>	Brown br Multiple s flooring. (Brown brick paving, slightly uneven in some areas. Multiple small white paint spots visible to the patio flooring. Otherwise intact, no other damages visible.			
>	→	>	Lots of sr one magn small hibi spider pla ground co ornament fence, tw white gra several a bush, gro plants, or red berrie bougainv	Lots of snake plants to the left hand side of the patio, one magnolia tree, four large, two medium and one small hibiscus trees, two lines of thick clusters of spider plants, eight grey cement pavers spaced with ground covering plant, one black Buddha garden ornament, two yuccas, one vine growing over back fence, two medium and five small snow bushes, one white grapefruit tree, several liriope-like plants, several aloe veras, one cycad / palm plant, one fem bush, ground covering vine, more spider and tlip-like plants, one old logged back native tree, one tree with red berries, large green bush, trumpet vine, one small bougainvillea. All in healthy condition, well manicured. Well mulched and fertilised. No weeds or grass			

306 04/13 | PAGE 23 OF 26

Property Address

Tenant's Signature

Varga Realty
2/ 73 Pinetree Gully Road
Willetton WA 6155

Clean	Undamaged	Working	Tenant Agrees	Willetton WA 6155 Condition of premises at START of tenancy	Clean	Undamaged	Tenant Agrees Working	Email: pm2@vargarealty.com.au Condition of premises at END of tenancy "OFFICE USE ONLY"
>	>	>		One double outdoor style white plastic PowerPoint secured to the wall in good clean condition no damages visible. Intact.				
>	>	>		One outdoor setting. Glass and metal table and four green and white outdoor chairs. No damages visible. Intact.				





Varga Realty 2/73 Pinetree Gully Road Willetton WA 6155

Phone: 08 9259 0888 **Fax:** 08 9259 0800 Email: pm2@vargarealty.com.au

Maintenance Required			
Tenants Comments			
COMMENCEMENT	1 1	TERMINATION	
PROPERTY INSPECTOR	Ashley Fowler	PROPERTY INSPECTOR	
SIGNATURE		SIGNATURE	
DATE	Thursday, 5 July 2018	DATE	1 1
TENANT(S):		TENANT(S):	
SIGNATURE		SIGNATURE	
DATE		DATE	1 1

Further items and comments may be added on a separate sheet. NOTE: signed by lessor / agent and the tenant and attached to this report.

Signed by the PROPERTY MANAGER approving changes and return of PCR

	Property Address:
Date	
	[Signature of lessor/property manager]

Signed by the PROPERTY MANAGER - PCR NOT returned by the Tenants. Original PCR stands as true and correct

Date	
	[Signature of lessor/property manager]



INTRODUCTION

With an estimated 63% of Australian households owning pets, Australia has one of the highest rates of pet ownership in the world.

Yet the majority of landlords choose to make their rental properties "NO PET" zones, even when they are likely to be pet owners themselves. Many would cite the lack of insurance cover as making the risk too great.

There are certainly some compelling reasons why landlords (and property managers) should seriously consider a changing viewpoint.

Not considering pets could in fact be detrimental to the value of their investment, and may be costing them, and you, money.

Sharon Fox-Slater has over 30 years experience in the insurance industry and 25 of these have been handling all aspects of landlord insurance, including claims.

Sharon will provide some interesting facts regarding pets in rental properties.



Double your tenant pool!

There is high demand for pet friendly properties. By eliminating pet owners from your prospective tenants, your tenant pool may be just 37% of all available tenants. Two out of three tenants may not even consider your rental. Many of these are likely to be high quality long term tenants.

Rent properties faster!

More available tenants means more competition, and that means faster re-letting periods and lower vacancies. In fact research says that pet-friendly properties receive twice as many applicants than other housing. Less vacancy means more money in your pocket and a better return on your investment.





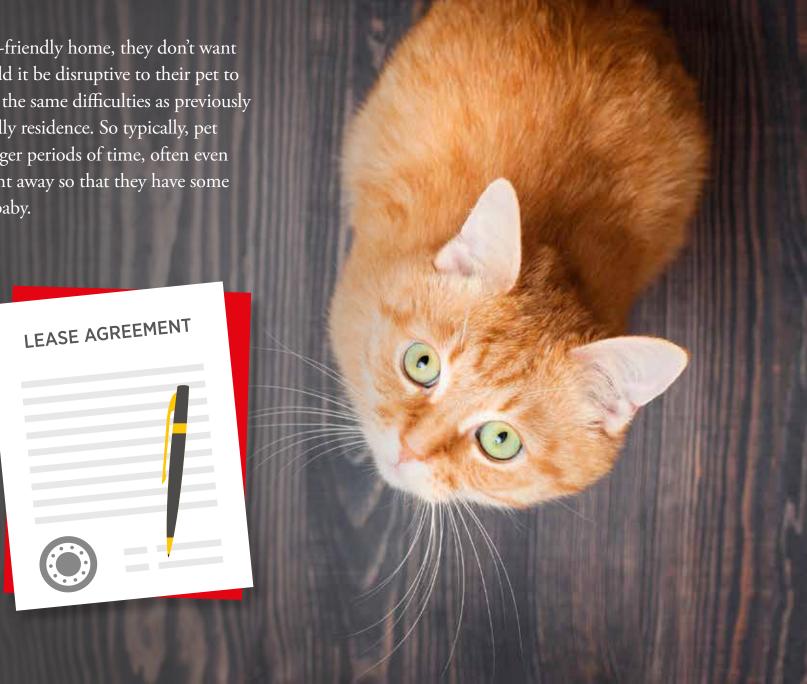
LONGER TENANCIES

Longer tenancies

Once a tenant has found their pet-friendly home, they don't want to move in a hurry. Not only would it be disruptive to their pet to relocate, they are again faced with the same difficulties as previously experienced in finding a pet friendly residence. So typically, pet owners stay where they are for longer periods of time, often even committing to longer leases straight away so that they have some security for their much loved fur baby.

Responsible tenants

The difficulties in obtaining pet friendly housing may have an influence on why pet owners are often regarded as more responsible in keeping a rental property the way the owner would like it. This is music to the ears of landlords because problem-free tenants are like gold.



Eliminating the "hidden" pets

The bane of many property managers and landlords lives are the "hidden" pets. Those that aren't named on the lease (probably because pets were not permitted), yet have been snuck in later on. It may just be a cuddly little fur baby to the owner but if the landlord said "no pets" they meant "no pets". There are a couple of possible scenario's.

- 1. The tenant manages to keep their pet hidden for some time, shifting it out every time you inspect, however the tell-tale signs start to appear and time and energy is used on springing the trap and eradicating the beast.
- 2. The tenant in fact doesn't do the right thing and the pet causes damage. Insurance you say? Most insurance policies won't cover pet damage at all, and some that do require it to be a "named pet", meaning it has to be officially noted on the lease. There are also some that cover very small amounts. So in that case, a hidden pet means **no claim**. But more on insurance shortly.



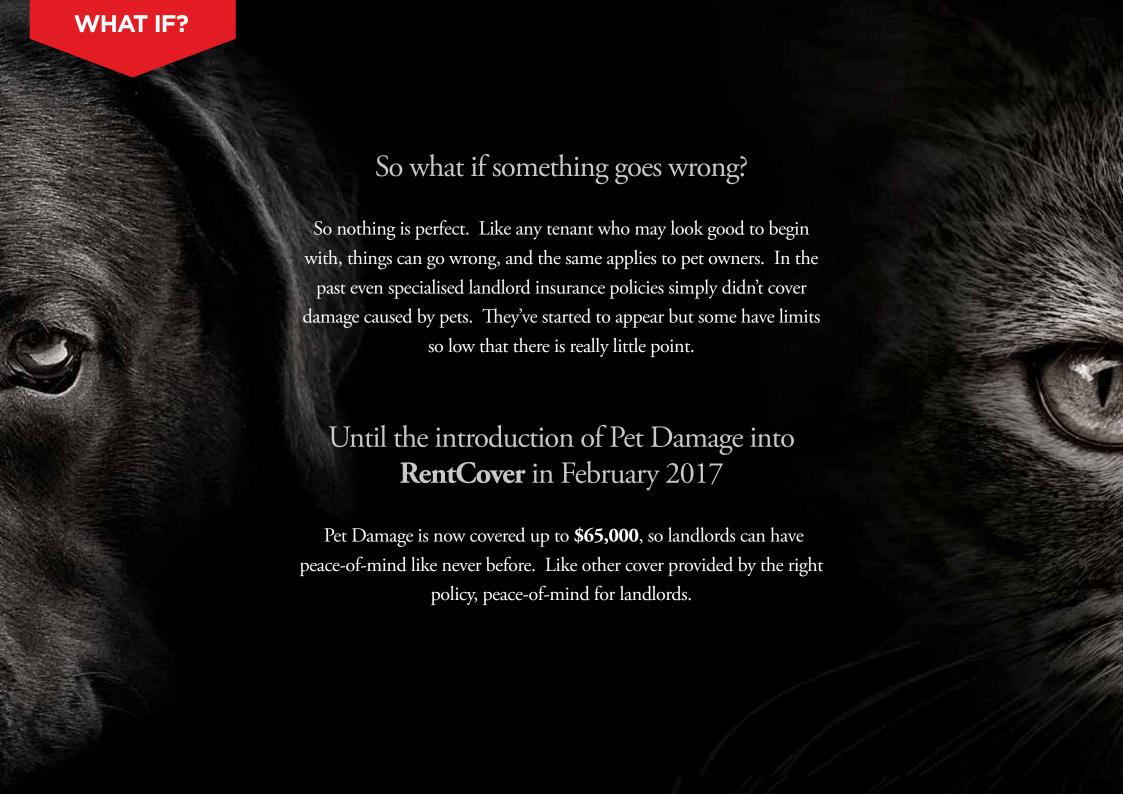
Lower advertising costs

It follows that if you are renting properties quicker there will be less costs in advertising. Make it clear that it is a pet-friendly property in your advertising and the average time taken to lease the property could be reduced by over 30%.

There is no "lock-in" clause

Simply because the property has been declared pet-friendly, you are under no obligation to accept the first tenant who turns up with 12 German Shepherds and a miniature horse in the back of his panel van. In fact you are under no obligation to rent to a pet owner at all. It simply opens up to a whole new world of tenants that you otherwise would not have been exposed to. So like a kid in a candy shop you just have plenty to pick from, but still only need to select the one you like best.











GOVERNMENT OF WESTERN AUSTRALIA



The Building Regulations 2012 (the Regulations) require the owner of a dwelling to have compliant smoke alarms installed:

- prior to the transfer of ownership;
- where a dwelling is rented under a residential tenancy agreement or made available for such rent;
- where a dwelling is made available for hire.

What is a compliant smoke alarm?

To comply with the Regulations, owners must ensure that the smoke alarm(s):

- (a) are in accordance with the Building Code of Australia ('BCA') that is applicable at the time of installation of the alarms. (Note: dwellings that were approved for construction prior to 1 May 2015 do not have to comply with the BCA requirement for interconnection of smoke alarms where there is more than one); and
- (b) are not more than 10 years old at the time of transfer of ownership or making the dwelling available for rent or hire; and
- (c) are in working order; and
- (d) are permanently connected to consumer mains power.

What types of dwellings need to comply?

The laws apply to existing residential properties that are subject to sale, transfer of ownership, rental or hire and which fall within the following residential building classes as broadly defined in the BCA:

Class 1a: A single residential dwelling, being a detached house or row houses, duplexes, town houses, terrace houses or villa units where attached dwellings are separated by a fire resisting wall.

Class 1b: includes the following:

- Boarding houses, guest houses, hostels or the like in which not more than 12 people would ordinarily be resident and with a total area of all floors not exceeding 300 square metres;
- or four or more single dwellings located on one allotment and used for short term holiday accommodation.

Class 2: Individual units such as apartments and flats.

Class 4: A residential unit in a non residential building e.g. a caretaker's residence

Is there a requirement to maintain smoke alarms?

An owner who makes their dwelling available for rent or hire must, to the extent practicable —

- (a) ensure that each alarm installed in the dwelling is in working order; and
- (b) if an alarm was, at the time of its installation, required to be connected to the mains power supply, ensure that the alarm
 - (i) is permanently connected to the mains power supply; or
 - (ii) if the alarm is to be installed at a location in the dwelling where there is no hidden space in which to run the necessary electrical wiring and there is no appropriate alternative location - has a 10 year life battery that cannot be removed; or
 - (iii) if, in relation to the alarm, the use of a battery powered smoke alarm has been approved under regulation 61 - has a 10 year life battery that cannot be removed; and
 - (c) ensure that each alarm installed in the dwelling -
 - (i) has not reached its expiry date if one is provided on the alarm; or
 - (ii) is not more than 10 years old if no expiry date is provided on the alarm.

It may be useful for people involved in the rent or hire of a dwelling to document when the smoke alarms will need replacing.

How do I maintain smoke alarm/s?

For smoke alarms to remain in working order, they should be tested and maintained regularly.

The Department of Fire and Emergency Services recommends the following smoke alarm maintenance routine:

- Testing once per month to ensure the battery and the alarm sounder are operating
- Replacing batteries annually, where appropriate mains powered smoke alarms have back-up batteries

You need mains-powered smoke alarms





Check your smoke alarm for a build-up of dust and cobwebs and clean with a vacuum cleaner at least

every six months

 Vacuum with a soft brush attachment around the smoke alarm vents

- Use a surface insect spray around the smoke alarm to prevent insects nesting inside
- Smoke alarms should never be painted
- * Always refer to the manufacturer's guide when selecting batteries and following testing procedures

Are battery powered smoke alarms permitted?

The laws do permit the installation of battery powered smoke alarms in limited circumstances. In those circumstances local government approval is required unless:

- (a) There is no hidden space in which to run the necessary electrical wiring and there are no appropriate alternative locations for the smoke alarm, and
- (b) Where a building is not connected to the mains power electricity supply network.

It is unlawful to install battery powered smoke alarms just because it is more convenient to do so.

For example, where a two-storey dwelling is permitted the use of a battery powered smoke alarm because the first floor is concrete, the owner must not (for the sake of convenience) install a battery powered smoke alarm on the second floor where the ceiling has sufficient roof space to run the electrical wiring

Do smoke alarms need to be interconnected if there is more than one?

Only dwellings that are approved for construction on or after 1 May 2015 need to have interconnected smoke alarms. Existing dwellings (i.e. those constructed or approved for construction prior to 1 May 2015) that are subject to sale, transfer of ownership, rent or hire do not need to have interconnected smoke alarms.

How many smoke alarms are required?

The number of smoke alarms required will depend on the class, size and layout of your property.

Class 1a buildings (house, duplex, villa or town house)

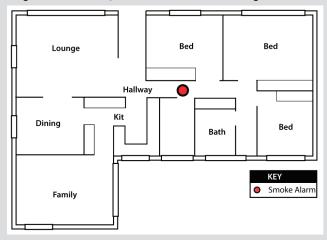
Class 2 (flat or apartment)

Class 4 (residential unit inside a building of another class)

Smoke alarms must be installed in a Class 1a building on or near the ceiling in:

- (a) any storey containing bedrooms—
 - (i) between each part of the dwelling containing bedrooms and the remainder of the dwelling; and
 - (ii) where bedrooms are served by a hallway, in that hallway, and;
- (b) any other storey not containing bedrooms. (see Fig. 3 for multilevel)

Figure 1 - Class 1a, Class 2 and Class 4 buildings



Class 1b (boarding/guest house or hostel where up to 12 persons can reside)

In a Class 1b building, smoke alarms must be installed on or near the ceiling—

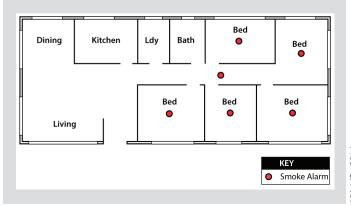
(a) in every bedroom; and

(b) in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building; and

(c) on each other storey. (see Fig. 3 for multilevel)

(Source: Building Code of Australia, 2012)

Figure 2 - Class 1b buildings



GOVERNMENT OF



You need mains-powered smoke alarms

Multilevel homes and properties

In multi-level properties, a smoke alarm is required in every storey, even if it consists only of carparking, bedrooms, laundries and the like.

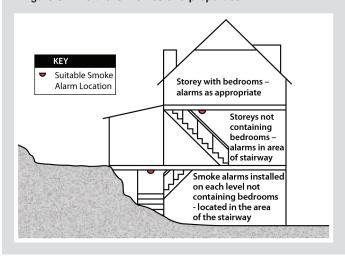
In storeys not containing bedrooms, smoke alarms should be installed in the area of the stairway between each level, e.g. if the bedrooms are on the first floor, then an alarm should be positioned near the area of the interconnecting stair at ground level.

This location is favoured as it is the path that people will most likely take to evacuate the building. It ensures that an alarm will be raised before smoke makes the common exit path impassable. If the other storey is not connected to the remainder of the dwelling (for instance a ground floor garage), the alarm should be centrally located in the lower area.

Multilevel homes and properties

Smoke alarms should be installed in each bedroom, in corridors and hallways that lead to exits and the living area. If you are installing smoke alarms in a multilevel home or property you should have an additional alarm in the stairway between each level. Often, people sleep with their bedroom doors closed at night and only a smoke alarm installed in that, room will detect a fire fast enough to get out safely.

Figure 3 – Multilevel homes and properties

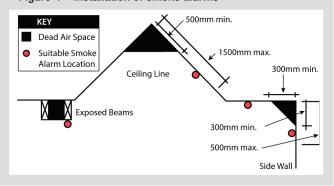


Installation of smoke alarms

Smoke alarms should be installed on or near the ceiling, with special care taken to avoid installation in the following areas:

- the apex of cathedral ceilings
- the corner junction of walls and ceilings
- between exposed beams, where there may be a dead air space If it is not practical to install the smoke alarm on the ceiling, then it may be installed on the wall. The recommended position in this situation is between 300mm to 500mm below the ceiling. For cathedral ceilings, the recommended position should be between 500mm and 1500 mm from the apex to the top of the alarm.

Figure 4 - Installation of smoke alarms



Installation of smoke alarms

Smoke alarms are very sensitive and may detect smoke and moisture created by common household activities, such as burning toast or steam from a bathroom.

Smoke alarms should not be located near:

- Cooking appliances
- Heaters or fireplaces
- Doorways to bathrooms, laundries or other humid areas
- Heating and cooling duct outlets
- Ceiling fans, doors and windows (excessive air movement may prevent smoke from reaching the smoke alarm)
- Fluorescent light fittings (to avoid the effect of electrical 'noise' or 'flicker') or doorways and windows where barbecues and incinerators are located.





You need mains-powered smoke alarms

Which smoke alarm is best?

A mains powered photoelectric smoke alarm is best with a fixed rechargeable battery that does not need to be changed for the life of the smoke alarm. This type of alarm can detect smoke faster and more types of smoke than other models. This means you will be alerted to a fire earlier giving you more time to escape safely. All smoke alarms should comply with Australian Standard 3786.

Are there penalties involved?

Yes. Where the dwelling does not comply with the smoke alarm requirements under the Regulations, a local government may issue an infringement notice under the Criminal Procedure Act 2004, which attracts a penalty of \$1,000 for a prescribed offence; or the local government may prosecute an owner for non-compliance resulting in a penalty of up to \$5,000 for a prescribed offence.

Want more information?

Contact the Department of Fire and Emergency Services on 9395 9816, visit **www.dfes.wa.gov.au**, contact your local government or access the laws (Building Regulations 2012) at **www.slp.wa.gov.au**

RCD Laws Residual Current Devices (RCDs)

Laws introduced in 2009 require all home sellers (before sale) and landlords to install at least two RCDs, protecting all power points and lighting circuits.

RCDs save lives

RCDs monitor the flow of electricity from the main switchboard and prevent electrocution by cutting the electricity supply if an imbalance in the current is detected. By installing at least two RCDs, the property's circuits can be divided evenly. This ensures some light and power remain if one RCD operates and also minimises faulty operation from appliances which have low-level leakage current. All properties constructed from the year 2000 should already have two RCDs fitted.

Homes for sale

At least two RCDs must be fitted to protect all power points and lighting circuits before the land title is transferred. If you are planning to sell your home and it does not already have at least two RCDs protecting all power points and lighting circuits, you will need to engage a licensed electrical contractor to fit two RCDs to the main switchboard or distribution board.

Renting a home

Landlords must arrange for at least two RCDs to be installed on the switchboard at their rental premises to protect all power point and lighting circuits. If RCDs are not fitted then tenants should contact the managing agent or landlord and request that two RCDs be installed. Property Managers should also check that RCDs are installed in their rental properties.

Number of RCDs

The regulations require two RCDs be installed on the main switchboard. In some cases, to reduce the number of circuits affected by the operation of any one RCD, homeowners may consider having more than two RCDs fitted.

Testing the RCD

All RCDs have a test button which should be pressed every three months. Pushing the test button simulates an earth leakage fault and indicates whether or not the RCD is operating correctly. Electric clocks and timers will require resetting after each test.

Compliance

Penalties of up to \$15,000 for individuals and up to \$100,000 for a body corporate may apply if the regulations are breached.

For more information visit www.energysafety.wa.gov.au/RCD or call 6251 1900.



Energy Safety 303 Sevenoaks Street Cannington Western Australia 6107 Administration: 6251 1900 Licensing: 6251 2000

Facsimile: 6251 1901

Email: energysafety@commerce.wa.gov.au

Changes to residential tenancy law

Frequently asked questions

Minimum levels of security

On 1 July 2013, changes to the Residential Tenancies Act 1987 (the Act) and the Residential Tenancies Regulations 1989 will commence. The changes include a list of the locks and devices that must be installed in premises to make them reasonably secure. These frequently asked questions are designed to assist you in understanding how the new laws may apply to your rental premises.

How long will I have before my property has to comply with these new requirements?

Lessors will have until 1 July 2015 to comply.

What security must be installed on all rental properties?

Main entry door

The minimum required security is a:

- deadlock; or
- a key lockable security screen door that complies with AS 5039-2008.

Additional information

The deadlock can be either a single cylinder or double cylinder deadlock. A single cylinder deadlock can be opened from the inside simply by turning the handle or a knob, reducing the risk of a person being unable to exit the house quickly in case of an emergency.

The deadlock can be separate to the door handle or it can be incorporated into the handset.

These are either/or requirements. If there is a key lockable security screen compliant with Australian standards already fitted to the front entry door, there is no requirement to retrofit a deadlock. Likewise, if there is a deadlock fitted, you are not required to fit a security screen door.





Department of **Commerce Consumer Protection** Division

1300 30 40 54

Gordon Stephenson House Level 2/140 William Street Perth Western Australia 6000 (hours 8.30am - 5.00pm)

Locked Bag 14 Cloisters Square WA Administration: 08 6251 1400

Email: consumer@commerce.wa.gov.au www.commerce.wa.gov.au

All other external doors

The minimum required security is a:

- deadlock; or
- · if a deadlock cannot be installed, a patio bolt lock; or
- a key lockable security screen door that complies with AS 5039-2008.

Additional information

The same requirements as above apply.

If there is a need to install a patio bolt, it does not need to be lockable by key.



Windows

Minimum required security

Windows to be fitted with a lock, whether or not a key lock, that prevents the window from being opened from outside the premises.

Additional information

This does not mean having to install keyed window locks, but that window latches, closers or locks are fitted and are in working order to reduce the risk of a window being forced open from the outside. If the window is fitted with a security screen compliant with Australian standards (AS 5039-2008), there is no requirement to retrofit a window lock.



External lighting

Minimum required security

An electrical light at, or near, the main entry that is capable of illuminating the main entry to the premises and is operable from the inside.

Additional information

This won't apply if the property is a flat or apartment and the lighting is the responsibility of the strata body.



How is this different from the current laws?

Landlords have always been required to provide and maintain locks or other devices to ensure rental premises are "reasonably secure." These new laws simply provide more detail about the minimum standards that need to be in place to ensure the premises are reasonably secure.

Why have the changes been made?

A review of the Residential Tenancies Act 1987 recommended the changes to provide clarity about what is considered "a reasonable level of security." There is also an increasing concern within the community about the safety in the home of more vulnerable people, including the elderly and children.

How were the minimum standards of security decided?

The Department of Commerce consulted with industry representatives, property owners and tenants. The Department also sought advice from the Office of Crime Prevention.

The minimum levels of security reflect a position of agreement reached with the majority of the stakeholders.

I own an apartment that is not on the ground floor. Do I still need to comply with these requirements?

You will need to meet the minimum security requirements in relation to the main entry door. If there is a door onto a balcony, you do not need to install the required security if the balcony can only be accessed from inside the premises.

You do not need to install window locks if the windows are not easily accessible from the outside of the premises.

You do not need to meet the requirement for an entry light if the external lighting is the responsibility of the strata body of owners rather than the individual owner.

Do the minimum standards of security apply to my two storey house?

Yes, but only to some of the doors and windows. The required locks will need to be applied to all entry doors and windows on the ground floor. If there is a door onto a balcony, you do not need to install the required security if the balcony can only be accessed from inside the premises. The requirements also do not apply to any window that is situated on the second storey or above in a multi-storey home and is not easily accessible from the outside.

My property has louver windows. Do I need to install window locks on these?

Louver windows rely on an internal lever to move them into the open and closed position. This lever, when pushed into the fully closed position, locks the louver window. If this locking mechanism is not functioning, you will need to install another mechanism that will allow this lever to be locked in the fully closed position.

Do the minimum standards of security apply to rural properties?

If the property is on land zoned for agricultural or rural use, you will not be required to meet the minimum security standards. You will still be required to provide and maintain locks or other devices to ensure the rental premises are 'reasonably secure'.

The property I own is heritage listed and I am not allowed to install deadlocks. What can I do?

Properties listed on the State Heritage Register are exempt from these requirements. You will still be required to provide and maintain locks or other devices to ensure the rental premises are 'reasonably secure'.







Obligations of landlords -

Corded internal window coverings

What types of internal window coverings are a safety hazard for children? Blinds and curtains with loose cords or chains can strangle young children.

Since the early 1990s, at least 18 children have tragically died in Australia this way. A child can place a loop over their head or get tangled in loose cords or chains when:

- sleeping in a cot or bed where cords or chains are hanging;
- · playing near cords or chains; or
- standing on furniture (chair, sofa, bed, table etc.)
 or climbing using something like an overturned
 toy box/crate to look out of a window that has
 blind or curtain cords or chains.

Do landlords have obligations to ensure internal window coverings are safe?

Yes. Under section 42(2)(c) of the *Residential Tenancies Act 1987*, the landlord (lessor) is required to ensure that all aspects of the premises comply with laws relating to buildings, health and safety. Product safety laws for internal window coverings have applied in Western Australia since 23 January 2004, so landlords need to ensure that blind/curtain cords and chains supplied after this date meet the national product safety requirements.

If blinds/curtains were bought before January 2004, it is strongly recommended that landlords ensure blind/curtain cords or chains on their rental premises are safe for children. Under common law, a landlord has a duty of care to tenants, as well as anyone the tenant invites into the property, and must ensure the premises are safe to live in. If a child dies or is injured on the rental premises as a result of a blind/curtain cord or chain injury, the landlord may be sued for negligence. Even if the tenants do not have children, a court could consider that it was reasonably foreseeable that the tenants may have children visiting the home from time to time.

How do I know if cords or chains are unsafe?

If a cord or chain for a blind or curtain hangs lower than 1.6m from the floor then it must be secured by a safety device.

Will I have to replace all my curtains and blinds?

No. Product safety laws have required that curtain/blind suppliers and shops provide window coverings with any necessary safety devices to secure loose cords or chains, installation instructions and a warning label and tag. If your blinds/curtains were supplied from January 2004 onwards then they should meet the product safety and installation standards.

However, if any blinds/curtains bought from January 2004 onwards are unsafe, alert your tenants, advise them to immediately tie the cords or chains out of reach and move away any furniture that children might climb on to reach the cords or chains. As soon as possible contact the supplier and Consumer Protection to discuss. If product safety standards were not met then the suppliers are required to rectify the work at no cost under the Australian Consumer Law (ACL).

What if the blinds/curtains were bought before January 2004?

If blinds/curtains were bought before January 2004, it is strongly recommended that you alert your tenants, advise them to immediately tie any cords or chains so they are out of reach and move away any furniture children might climb on to reach the cords or chains. It is also recommended that you arrange to:

- buy and install cleats or tensioning devices from a hardware store or curtain and blind shop and use at least two screws to fix them in place; or
- cut the cords or chains to prevent them causing a loop if these are not essential to the working of the blind.

How can I make loose cords or chains safe?

You can buy safety devices from hardware stores or curtain and blind shops to secure loose cords and chains.

Department of **Commerce Consumer Protection** Division

1300 30 40 54

Gordon Stephenson House Level 2/140 William Street Perth Western Australia 6000 (hours 8.30am - 5.00pm)

Locked Bag 14 Cloisters Square WA 6850

Administration: 08 6251 1400

Email: consumer@commerce.wa.gov.au www.commerce.wa.gov.au

If a "cleat" is used (i.e. a device to wind the cord or chain around to keep it out of reach) then it must be secured at least 1.6m from the floor level because children can be capable of unwinding a cord or chain from a cleat. Another option is a tie down or tension device to pull a looped cord or chain tight and secure it to the wall or floor.

The safety device must be firmly secured with at least two screws (not double-sided tape or glue) to prevent a child from being able to remove the cord or chain.

If the cord or chain is not essential to the working of the blind, you may want to consider cutting it to 1.6m above the floor.

Cords or chains that hang 1.6m or more above the floor when fully extended do not need to be secured.

Curtains and blinds without cords or chains do not require safety devices.

Are there any obligations on curtain and blind shops and other commercial suppliers of curtains and blinds to ensure they are safe?

Yes. Product safety laws have applied to suppliers in Western Australia since January 2004. The current Commonwealth product safety standard for suppliers requires that all looped cords or chains must:

- have warning labels attached;
- include installation instructions;
- have safety devices designed to withstand a 7kg force applied for 10 seconds; and
- prevent the possibility of a loop of 22 cm forming at a height less than 1.6m from the ground.

Fines may be issued if blinds are not supplied in accordance with the mandatory standard.

If traders do not supply blinds/curtains which meet the requirements of the product safety standard, they are required to meet their legal obligations under the ACL. Consumer Protection can take complaints about traders who do not follow the product safety standards.

Are there any obligations on commercial installers of curtains and blinds to ensure installation requirements are followed?

Yes. From 1 January 2015, commercial installers in Australia must follow the safe installation instructions

and install blinds so that dangerous loops and loose cords or chains cannot be formed. The Australian Competition and Consumer Commission is working with businesses and industry groups to help them to understand and comply with the new requirements.

If traders do not follow the mandatory safety standards when installing blinds/curtains, the installer is required to rectify the work at no cost under the ACL. Consumer Protection can take complaints about installers who do not follow the product safety standards. Penalties apply for noncompliance.

What are the obligations of my property manager?

As a matter of best practice when inspecting properties, property managers are advised to check that all internal window coverings in a rental property are as safe as possible for children. Where a hazard exists, the tenants should be advised to secure loose cords or chains so they are out of reach of children and the owner should be advised that a more permanent solution is needed to ensure compliance with the mandatory standards.

What if my tenant asks for permission to install curtains/blinds?

In some circumstances, a tenant may ask for permission to install curtains or blinds in your rental premises. If you provide permission, it is advisable to inform the tenant in writing to install blinds/curtains as required by the national mandatory product safety standards www.productsafety.gov.au. Alternatively, you may wish to specify that only curtains/blind without cords or chains should be installed.

How do I choose safe blinds and curtains?

 All new blinds and curtains available in Australia must now comply with safety standards.

Further information

Further information is available from:

- Department of Commerce website (www.commerce.wa.gov.au/blindcordsafety).
- Australian Competition and Consumer Commission product safety website: www.productsafety.gov.au – search for "blinds and curtains".

National Relay Service: 13 36 77

Quality of service feedback line: 1800 30 40 59 Translating and Interpreting Service (TIS) 131 450

This publication is available in other formats on request to assist people with special needs.

Regional Offices

Goldfields/Esperance Great Southern Kimberley Mid-West Pilbara South-West (08) 9026 3250 (08) 9842 8366 (08) 9191 8400

(08) 9842 6366 (08) 9191 8400 (08) 9920 9800 (08) 9185 0900

(08) 9722 2888











				Schedule					
ITEM 1	Lessor 1 (Primary (Contact)							
Lessors	Address:								
	Telephone: V	Vork:				Home:			
		Nobile:				Facsimile:			
		-mail:				T desirrine.			
	Lessor 1 prefers t	o be contacted by phone post sr	ns						
For extra Lessors	Lessor 2								
see annexure schedule page 9 & 10	Address:								
	Telephone: V	Vork:				Home:			
	N	Nobile:				Facsimile:			
	E	-mail:							
	Lessor 3								
	Address:								
	Telephone: V	Vork:				Home:			
		Nobile:				Facsimile:			
		-mail:				T desirine.			
	OTHER CONTACT								
ITEM 2 Property	Trading Name:	Varga Realty							
Manager	Licensee:	VARGA REALTY F	TY LT	D .					
	ABN:	402 972 576 17	D	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	2455	Triennial No:	61480		
	Address:	2/73 Pinetree Gully Business: 9259 08		, vvilletton, vvA,	0155				
	Telephone:	Facsimile: 9259 08							
	E-mail:	pm@vargarealty.co							
ITEM 3 Premises	Premises Address:								
riemises	Local Council:					Г			
	Lot No:	on Surv	ey/Str	ata/Deposited/F	lan/Di	agram			
	Volume/Folio								
	initials:	Property Manager		Lessor 1		Lessor 2	!	Lessor 3	





ITEM 4	Strata Title:	Yes No No	
Strata	Strata Manag	er Telephone	
	Address		
	Dogistared Du	Inverse Inve	
	Registered By	-Laws (Notification) Yes No If Yes then see attachment	
ITEM 5 Rental	Rent range:	\$ to \$	
Rental	1 -	preferred Minimum Term Six (6) Months	
			erms and Conditions
ITEM 6	The Term of t	his Agreement is	
Term of	from	/ until / /	
Management	At the conclus	sion of the Term the Lessor AGREES / BOES NOT AGREE (cross out whichever does not	
Agreement	apply) to exte	nd the Term until twenty-eight (28) days written notice of termination is given by either	
	the Lessor or	the Property Manager to the other.	
ITEM 7	Notice: Fees c	harged by the Property Manager are not fixed by law, and are to be agreed between the	
Property		e Property Manager.	Lessors Initials
Manager's Fees for	7.1 Costs (a)	of identification of Property Managers in advertisements Pursuant to clause 8 of the REIWA Members' Code of Practice, REIWA members who are	1 2 3
Services		Property Managers are required in all advertisements to clearly show the Property Manager's full trading name, together with the telephone number of the Property	
(GST		Manager's principal licensed office or relevant branch office.	
inclusive	(b)	The Owner AGREES / BOES NOT AGREE (cross out whichever does not apply) to pay for the advertising costs otherwise payable under this agreement associated with the	Select Option
unless otherwise		Property Manager complying with the requirements of clause 8 of the REIWA Members'	
stated)	7.2 Marke	Code of Practice. sting and Advertising Expenses	
	(a)	The Lessor AGREES / BOES NOT AGREE (cross out whichever does not apply) to pay to	Select Option
	(b)	the Property Manager separate marketing costs and/or expenses. The Property Manager is authorised on each occasion, when letting is required to	
	(6)	advertise the Premises for letting, at the Lessors expense:	
		(i) on the internet up to a maximum of \$\\$ 180.00 inc GST	
		(ii) in print media up to a maximum of \$ N/A	
		(iii) in other media up to a maximum of \$ N/A	
		ollowing Property Manager's Fees have been agreed: Leasing Fee	
	(a)	For each new tenancy	
		*(i) The Leasing Fee is % of the annual Gross Rental of the tenancy.	
		For example if the Gross Rental is	
		then the Leasing Fee will be	
		OR *(ii) The fixed Leasing Fee for each new tenancy will be \$\[\]	
		OR *(iii) The Leasing Fee is equivalent of 2 (two) weeks rent plus GST. For example 2 weeks rent at \$ per week is \$	
		For example 2 weeks rent at \$ per week is \$ plus GST \$ is a Leasing Fee of \$	
		*Cross out whichever does not apply	
	(b)	Management Fee (i) The Management Fee is 9.35 % of Gross Collections	
		For example if the Gross Collections are \$	
		then the Management Fee is \$	
		OR (ii) A fixed Management Fee of \$ per month/annum	
		(cross out whichever does not apply)	
	(c)	Property Condition Report Fee at the commencement of each tenancy	
		\$ 120.00-\$220.00 or	
		(cross out whichever does not apply)	
	initials:	Property Manager Lessor 1 Lessor 2 Lessor 3	
	וווונוםוט.	Lessor 2 Lessor 2	





ITEM 7 Property Manager's	((d) Final Bond Inspection condition report \$ 150.00 inc GST	at the i	termination of th	ne tena	ncy including a f	inal property	or	Lesso	ors Initials 2	3
Fees for Services		\$ pe	r hour u	p to a maximum	of \$						
(GST		(cross out whichever does not	apply)	•							
inclusive) (continued)	((e) Ingoing Inventory Rep are furnished)	ort (at t	the commencem	ent of	each tenancy wh	ere the prem	nises			
		\$	r hour u	p to a maximum	of \$						
		(cross out whichever does not		'	- L						
		Outgoing Inventory Refurnished)	eport (a	t the termination	n of ead	ch tenancy where	e the premise	es are			
		\$ pe	r hour u	p to a maximum	of \$						
		(cross out whichever does not	apply)	•							
	((f) Routine Inspection Re	ports F	ee: \$ 40.00-\$70	0.00		per inspection	on			
		The first inspection to	be cond	ucted Six (6)			weeks after	the			
		commencement of eac	h tenan	cy then every T	hree (3	3)	mon	ths.			
	((g) Attendance Fee									
		For each attendance:	\$ N/A								
	((h) Meeting Attendance				_					
		\$ N/A		per hour up	to a m	aximum of N/A	١				
	,	per meeting.									
	((i) Lease Renewal For each Lease Renewa	al :								
		*(i) The Lease Renev	val is			% of the ann	nual Gross Ro	ental			
		of the tenancy.	-	5	4						
			ie Gross	Hental is	, ,						
		OR	lenewal	/ Negotiation F	20 IS -Ş						
		*(ii) A fixed Lease Re	newal /	Negotiation Fee	of: \$	100.00 Incl. GS	ST				
	,	(cross out whichever does not	apply)								
		Rent Review Fee For each rent review, a	fixed R	ent Review fee o	of: \$	N/A					
	,	(k) Annual Financial Sum			NO	*					
		\$ 25.00 inc GST	illary ic	quireu V 123		<u>'</u>	per repo	rt			
	,			d Attandance			регтеро	11.			
		(I) Court / Tribunal Prepa \$ 75.00 inc GST	iration a	ina Attendance	no	r hour up to a m	ovimum of				
						•					
		\$ 225.00 inc GST	+ a ==		he	r claim against t					
	,	m) Administration Fee	\$ 0.00				per r	month			
		(n) Title Search Fee		er Landgate Ch	arges		pers	search.			
		(exclusive of disbursen (o) Title Search Fee disbu		ts at cost curron	tlv ¢ [r	N/A	nore	search			
							heig	cuitii			
		p) All Bank Fees disburse		•		\$ N/A					
	((q) Tenant Enquiry Fees									
	((r) All postage, petties, te	elephone	e, facsimile emai	l and o	ther costs at cos	t, but not				
		exceeding \$ N/A					per m	nonth.			
	((s) Centrelink Deposits di	sbursen	nents at cost \$	N/A		per d	eposit			
	(t) ACN search as per AS	IC char	des.							
		t) rion ocaron do por rio	no onai	g00.					\vdash		
	7.4 I	f Item 7 is not applicable and	an Ann	exure is attache	d to th	is Authority, the	n the fees s	et out			
		n that Annexure will apply.				,,					
	1111.1]					
	initials:	Property Manager		Lessor 1		Lessor 2		Lessor 3			





Annual	7.5 All of the above agreed Fees,	excluding items at cost, in items	7.3 and 7.4 will be reviewed on	Lessors Initials
Review of	the N/A	day of N/A	each year of the Term or any	1 2 3
Property Managers	extension or renewal by an ir	ncrease of N/A	% or if left blank, see clause 6.6.	.
Fees	For example if a Property Ma would be \$11.	nager Fee was \$10 and a 10% incr	ease applied then the new fee	
	Notice: If the Lessor disputes the Prothe Lessor may refer the dispute to the Lessor may refer the dispute the Lessor may refer the Lessor ma			
ITEM 8	The Lessor hereby authorises the Pro		•	
Outgoings	Council Rates	Landlord Protection In	_	RCD Annual Service
5 5	Water Rates (see clause 4.1)	Gardening/Lawn Mow	ring Pool Service	
	✓ Water Consumption	Land Tax		
	Strata Levies (includes gas/elect	ricity) Repairs/Maintenance		
	Building and Contents Insurance	Pest Control		
	(including Strata)	Gas/Electricity		
ITEM 9 Maintenance Limit	Maximum expenditure (inclusive of G maintenance (or trade quotes) without Preferred maintenance contactors:		r repairs and \$ 0.00	
			Tel:	
		(0)		
ITEM 10 Water	The Lessor agrees to contribute Nil towards the cost of water consumed		o a maximum of \$ Nil (0)	
Consumption	The Lessor acknowledges that the rel			er reading.
	The Lessor agrees to pay for any cost		-	
ITEM 11 Payment to	•	Ionthly	tly	
Owner	Payment method: Bank account			
	A/C Name:	Institutio	on	
	BSB:	Account	No:	
	Other			
	CTATEMENTS SULL		"	
	STATEMENTS Statements and corre	espondence are to be sent to: Er	mall: Yes No	
ITEM 12	Pursuant to Condition 4.2.4 it is the L the period of this agency.	essor's responsibility to adequatel	y insure the Premises at the Lesso	or's expense throughout
Insurance Cover	Perils Insured Compar	ny Policy No.	Amount Ex	ccess Due Date
	Public Liability			
	Workers			
	Compensation			
	Landlord Protection			
	Building Insurance Contents Insurance			
ITEM 13	✓ Not App	olicable As detailed be	low See annexure(s)	
Additional Conditions				
	initials: Property Manage	r Lessor 1	Lessor 2 Lessor	3





Terms and Conditions APPROVED BY THE REAL ESTATE INSTITUTE OF WESTERN AUSTRALIA INCORPORATED FOR THE EXCLUSIVE USE OF REIWA MEMBERS 1 Appointment The Lessor appoints and authorises the Property Manager as the Lessors Property Manager on a sole exclusive basis to provide the Services in respect of the Premises for the Term in accordance with the terms and conditions of this Agreement and the Property Manager accepts this appointment. 2 Definitions and In this Agreement, unless a contrary intention appears: Interpretation "Act" means the Residential Tenancies Act 1987 and the Residential Tenancies Regulations 1989; "Administration Fee" means a fee charged for administration services; "Annual Financial Summary" means an annual report of all revenue and expenses for the Premises that have been received or paid by the Property "Attendance Fee" means a fee for attendances at the Premises for purposes other than routine inspections; "Bank Fees" means any proper account keeping fee, transaction fee or any other charge of a like nature imposed by any bank or financial institution in respect of an account in which money is held including dishonoured cheque fees; "Essential Services" means electricity; gas; a functioning refrigerator, but only if supplied with the premises; sewerage, septic tank, or other waste management treatment, and water, including supply of hot water; "Expenses" means the items of cost specified in Item 7; "Gross Collections" means the total dollar value of all monies collected by the Property Manager or Lessor from the tenants or other sources; "Gross Rental" means the total dollar value of all rental revenue collected or to be collected by the Property Manager from the tenants before any deductions; "GST" means any goods and services tax or similar or comparable tax imposed by and defined in the GST Law; "GST Law" means A New Tax system (Goods and Services Tax) Act 1999 or any other act or regulation pursuant to, associated with, amending or replacing that Act; "Lease Renewal Fee" means a fee charged for negotiating the terms and conditions of a new lease with the same Tenant; "Leasing Fee" means a charge specified in Item 7.3(a) by the Property Manager to the Lessor for services in connection with finding a tenant, including arranging advertising, interviewing and checking the credentials of prospective tenants; "Lessor" means the person or organisation specified in Item 1 and includes any executor, administrator, attorney, director or any other person authorised to act on behalf of the Lessor: "Maintenance Limit" means the amount specified in Item 9; "Management Fee" means the charge and fee referred to in Item 7.3(b); "Outgoings" means the payments specified in Item 8; "Premises" means the property specified in Item 3; "Primary Contact" means the person who the Property Manager will contact on all matters and receive instructions from. The Primary Contact will be responsible for relaying all matters to other person named as Lessor or other persons with an interest in the Premise; "Property Manager" means the licensed Real Estate Agent specified in Item 2; "Property Manager's Fees" means all of the amounts specified in Item 7; "Property Condition Reports" describe the condition of the Premises; "RCD" means Residual Current Device; "Rent Negotiation Fee" means a fee charged for negotiating a new rent that is not associated with a new lease or a fixed increase rent that is incorporated into a lease; "Rental" means the amount charged to a tenant for rental of the Premises; "Rent Review Fee" means a fee charged a review of rent during the term of a periodical or fixed term tenancy that does not amount to a renegotiated Residential Tenancy Agreement or a fixed increase of rent. Examples of when this fee applies are CPI rent reviews and market rent reviews. It does not apply to rental increases where the dollar amount or percentage of the increase is specified within the Residential Tenancy "Routine Inspection" is used in the same context as section 46(2)(6) of the Act; "Routine Inspection Fee" means a fee for a Routine Inspection; "Security Bond" has the same meaning as in the Act; "Services" means the services specified in Item 7; "Tenant Enquiry" means an enquiry to determine if a prospective tenant is listed on any relevant database; "Tenant Enquiry Fee" means the cost associated with the Property Manager making a Tenant Enquiry; "Term" means the period specified in Item 6 or any extension. The singular includes the plural and vice versa and references to natural persons include corporations and vice versa. Where more than one person is a party to this Agreement, the terms and conditions to be performed by them bind each party jointly and severally. A reference to an Item is a reference to that Item in the Schedule. 3 Termination 3 1 This Agreement may be terminated by: **Lessors Initials** the Lessor if the Property Manager fails to substantially perform its obligations under this Agreement and such failure continues for twenty eight (28) days after a written notice of default is given by the Lessor to the Property Manager; or the Lessor without giving prior written notice if the Property Manager is found guilty of an offence that 3.1.2 is a fundamental breach of the terms of this Agreement; or the Property Manager giving not less than twenty eight (28) days notice in writing to the Lessor if the 313 Lessor has given instructions that are unlawful or a breach of any Act or Code or are unreasonable. initials: Lessor 3 **Property Manager** Lessor 1 Lessor 2

exclusive management authority for

initials:

Property Manager





re	sidentia	ıl pr	em	ises	REAL ESTATE INSTITUTE OF WESTERN AUSTRALIA	OF WESTERN AUSTRALIA (INC.) COPYRIGHT © REIWA 2016 FOR USE BY REIWA MEMBERS 000004556922	
	Termination (continued)	3.2	Premise sum equif none unexpir and rea termina Propert The Rea to in su	vent that this Agreement is wrongfully terminated by the Lessor during the sest before the end of the Term), the Lessor will pay to the Agent as and by univalent to fifty percent (50%) of the Management Fee which was last pay was payable then the Management Fee based on the lowest rent range seed period of the Term. The Lessor agrees that payment of the liquidated contained by the Propert ated prior to the expiry of the Term and reflects the real loss or damage likely Manager. al Estate Institute of Western Australia (Inc) considers that the liquidated b-clause 3.2 above provides an accurate calculation of the actual damages	way of liquidated of yable to the Proper it out in Item 5, for damages in this cla ty Manager if this A ely to be suffered b damages rate of 5 that would usually	damages a ty Manager or the buse is a fair Agreement is by the 0% referred	Lessors Initials 1 2 3
			suffere	d if an agreement is terminated in a manner that attracts liquidated dama	iges.		
	Lessor's Obligations and Acknowledgments	Lesso 4.1	and tha	Itions Issor acknowledges that it is a requirement of the relevant authority that subtraction it accounts will be issued in the Lessor's name. Payment for consumption ant as appropriate.			
		4.2	The Les 4.2.1	sor warrants that: the Lessor is the registered proprietor of the Premises or has the written this Agreement and has the legal capacity to enter into this Agreement;	authority of the re	egistered proprie	etor to enter into
			4.2.2	all information and/or descriptions provided to the Property Manager in r Lessor undertakes to promptly advise the Property Manager of any change	ge to that informa	tion;	nd correct and the
			4.2.3 4.2.4	the whole of the Premises comprise residential premises and is to be use the Lessor holds appropriate insurance in respect of the Premises as spec cover to the Property Manager within seven (7) days from the date of exe insurance during the Term;	cified in Item 12 an	d will provide ev	
			4.2.5	there is no other residential management agreement relating to the Prer			
			4.2.6 4.2.7	the Property Manager will be informed in writing of any changes to the o the Premises comply with the Building Amendment Regulations 2009 fo to protect the power point and lighting final sub-circuits to comply with t	r smoke alarms an	d have at least t	two RCDs fitted
			4.2.8	if the Lessor is notified of the need for an urgent repair to the premises a ensure that the necessary repairs are carried out by a suitable repairer as	soon as practicabl	е.	•
		4.3	4.2.9 The Ow	the minimum standards of security will be provided and maintained at the ner acknowledges its obligation under the Residential Tenancies Act 1987	· ·		
		Lacco	r Indem	nnitias			<u>, </u>
		4.4	The Les	infices sor indemnifies and will keep indemnified the Property Manager against a ts, charges, late fees and expenses (including, but not limited to any loss o tion with or attributable to:			
			4.4.1	any breach of this Agreement by the Lessor;			
			4.4.2	the failure by the Lessor to provide adequate instructions to the Property Agreement or to provide adequate monies to the Property Manager to en Property Manager's obligations under this Agreement;	able the Property	Manager to prop	perly carry out the
			4.4.3	any loss or damage whatsoever to the Premises or to any goods and chat the Premises; to the extent such liability is attributable to the negligence or default of th			ny person accessing
		4.5		emnities contained in clause 4.4 survive the expiration or termination of th	, , ,	er.	
		Lesso	r Ackno	wledgments			
		4.6	The Les	sor acknowledges that:			
			4.6.1	the Property Manager may receive an offer of or receive a commission, fe performance of the duties or functions to be carried out by the Property I Manager receiving such commissions, fees or rewards as notified by the I	Manager and the L Property Manager	essor consents t in writing;	to the Property
			4.6.2	the Property Manager's duties and obligations are limited to those contaby the parties;	3		3
			4.6.3 4.6.4	the Property Manager gives no warranty or other assurance as to the cred the Property Manager is expressly authorised by the Lessor to carry out t Manager pursuant to this Agreement including, but not limited to, author	he duties and oblig	gations attribute	ed to the Property
			4.6.5	the Property Manager is expressly authorised to deduct from the Propert by the Lessor to the Property Manager pursuant to this Agreement include Expenses, the Outgoings and any payments due under clause 3, from any behalf of the Lessor.	ding but not limite	d to, the Proper	ty Manager's Fees, the
			4.6.6 4.6.7	the Property Manager is not responsible for any damage caused by any to the Lessor is responsible for the payment to service providers of repairs a instructions to on the Lessor's behalf.		hat the Property	Manager has issued
			4.6.8	It is the Lessor's obligation to ensure a smoke alarm and at least two RCI accordance with the statutory regulations.	Ds are installed to	the Premises an	d maintained in
			4.6.9	It is the Lessor's obligation to ensure that action is taken as soon as practhe Act apply.			
			4.6.10 4.6.11	It is the Lessor's obligation to ensure that the Premises have the minimu The Property Manager may transfer, sell or assign the Property Manager' written consent of the Lessor (if it is an assignment) the third party agre Agreement.	s rights under this	Agreement to a	third party with the

Lessor 2

Lessor 1

Lessor 3



APPROVED BY
THE REAL ESTATE INSTITUTE
OF WESTERN AUSTRALIA (INC.)
COPYRIGHT OF REIWA 2016
FOR USE BY REIWA MEMBERS
00004556927



5 Property Manager's Obligations

Property Letting

- 5.1 Unless otherwise specified in the Schedule, the Property Manager will:
 - 5.1.1 use reasonable endeavors to let or re-let the Premises (as applicable) as and when they become vacant, at the Rental range and for the preferred term specified in Item 5, or at such other rental as the Lessor from time to time may nominate in consultation with the Property Manager but in accordance with market conditions;
 - 5.1.2 at the Lessor's expense, advertise the Premises to let in an appropriate manner;
 - 5.1.3 interview prospective tenants and conduct any necessary checks (as determined by the Property Manager);
 - 5.1.4 negotiate the terms and conditions of tenancy with any prospective tenants;
 - 5.1.5 at the Lessor's expense, prepare a residential tenancy agreement, and execute such an agreement and any other documents which may be required under the Act on behalf of the Lessor.
- 5.2 Where it is agreed that certain letting obligations will not apply to this Agreement, the corresponding sub-clause of clause 5.1 will not apply.

Property Management

5.3.9

- 5.3 Unless specified otherwise in the Schedule, the Property Manager will:
 - 5.3.1 negotiate and sign leases on behalf of the Lessor;
 - 5.3.2 use reasonable endeavors to collect the Gross Rental and other monies (if any) from the tenants;
 - 5.3.3 pay Outgoings from monies collected by the Property Manager, upon receiving accounts from or for the Lessor. Subject to the Property Manager holding sufficient funds in trust the Property Manager is authorised to pay the Property Manager's Fees, Expenses and the Outgoings listed in Items 7, 8, 9 and 10 relating to the Premises on behalf of the Lessor;
 - 5.3.4 account and render statements in writing to the Lessor for all monies received, paid or appropriated and to pay all remaining monies due to the Owner as specified in Item 11;
 - 5.3.5 inspect the Premises from time to time when deemed necessary by the Property Manager and, if requested by the Lessor, will report in writing to the Lessor on the general condition of the Premises;
 - 5.3.6 advise the Lessor of any major damage to or accident occurring in or on the Premises as soon as reasonably practicable upon the Property Manager becoming aware of the same;
 - 5.3.7 If the Property Manager is unable to contact the Lessor, or if the Property Manager and the Lessor agree then despite clause 5.3.6, at the expense of the Lessor, effect any maintenance or repairs to the Premises whatsoever (without regard to limits specified in item 9 of the schedule) where in the reasonable opinion of Property Manager, such maintenance or repair relates to:
 - (a) repairs necessary for the supply or restoration of an essential service being electricity, gas, functioning refrigerator, sewerage, septic tank or other waste water management treatment, and water including the supply of hot water; and/or
 - (b) urgent repairs to avoid exposing a person to the risk of injury, exposing property to damage or causing the tenant undue hardship or inconvenience.

assist the Lessor in relation to insurance claims and other insurance matters in respect of the Premises as and when require to do

provided that the Property Manager will use reasonable endeavours to contact and gain the approval of the Lessor to engage such maintenance and repairs prior to authorising such expenditure;

- 5.3.8 at the expense of the Lessor, arrange for any device or keys to the Premises to be provided to the Tenant for the purposes of entering the Premises;
- 50;
 5.3.10 advise the Lessor if the Premises are or are to become vacant as soon as practicable after the Property Manager becomes aware
- 5.3.10 advise the Lessor if the Premises are or are to become vacant as soon as practicable after the Property Manager becomes award of it and will seek the Lessor's instructions as to re-letting;
- 5.3.11 advise the Lessor as and when tenancies become due for renewal and/or expiry;
- 5.3.12 negotiate the terms and conditions of extensions or renewals of residential tenancy agreements with tenants;
- 5.3.13 assess and determine any application for assignment or subletting of a tenancy;
- 5.3.14 use reasonable endeavors to advise the Lessor of any known breach of terms of any residential tenancy agreement as soon as reasonably practicable upon the Agent becoming aware of it;
- 5.3.15 complete, sign on behalf of the Lessor and serve all application forms and notices required which may be served by the Property Manager on behalf of the Lessor under the Act;
- 5.3.16 at the Lessor's expense, present the Lessor's case before the Magistrates Court or any other relevant authority on behalf of the Lessor;
- 5.3.17 insert the date on the form "Authorisation for an Agent to Present a Party's Case";
- 5.3.18 attend at the Premises as reasonably required and complete and serve any documentation, as required under the Act;
- 5.3.19 receive, lodge and disburse from the Security Bond and pet bond (if applicable) in accordance with the lease and the Act;
- 5.3.20 make Tenant Enquiries before any letting.
- 5.4 In performing its obligations under this Agreement, the Property Manager agrees to act with due care and diligence.
- Where it is agreed that certain management obligations will not apply to this Agreement, the relevant sub-clause of clause 5.3 will not apply.

6 Property Managers Fees and Expenses

6.1 In consideration of the Property Manager performing its obligations under this Agreement, the Lessor must pay the Property Manager the Property Manager's Fees, and reimburse the Property Manager for the Expenses and the Outgoings (if any) pursuant to this Agreement including, but not limited to, those specified in Items 7, 8, 9 and 10. They are payable immediately upon the entitlement arising. In the event that the rental is paid by a third party including but not limited to an insurer, the Management Fee is payable on the portion of that rental that relates to the Term of this Management Agreement including any extension thereof, regardless of whether the payment is made to the Lessor, Property Manager or to a third party.

Payment of Property Manager's Fees

6.2 Subject to clause 6.4, where the Property Manager introduces or otherwise procures for the Lessor a tenant and the Lessor then enters into an agreement to let the Premises to that tenant or to that tenants nominee', or if the Premises are let by any other means during the Term the Lessor must at that time pay to the Property Manager the Property Manager's Fees for letting the Premises.

initials:	Property Manager	Lessor 1	Lessor 2	Lessor 3	



APPROVED BY
THE REAL ESTATE INSTITUTE
OF WESTERN AUSTRALIA (INC.)
COPYRIGHT © REIWA 2016
FOR USE BY REIWA MEMBERS



6 Property Managers Fees and Expenses (continued)

Payment of Expenses

- 6.3 The Lessor agrees that if any residential tenancy agreement between the Lessor and a tenant introduced by the Property Manager pursuant to this Agreement is terminated or lapses by reason of the Lessor's breach or default or the Lessor being unwilling to proceed with the residential tenancy agreement, then such conduct by the Lessor will be a breach of the Lessor's obligations under this Agreement. In such circumstances the Lessor will, in addition to any other monies payable under this Agreement, be liable to pay the Property Manager as liquidated damages an amount equal to 50% of the Property Manager's Fees for letting and management which would have been payable if the residential tenancy agreement had not lapsed or terminated. The parties acknowledge that this is a genuine pre-estimate of the loss the Property Manager would incur in relation to such a breach.
- 6.4 The Lessor will not be required to pay the Property Manager's Fees to the Property Manager where, during the period in which the Premises are let, this Agreement has been properly terminated.
- 6.5 The Lessor must pay to the Property Manager the amount of the Expenses specified in Item 7 and actually incurred by the Property Manager.

Review of Property Managers Fee

The Property Managers Fees will be reviewed on the dates set out in Item 7.5 of the Schedule. Unless agreed otherwise, on the review dates the Property Managers Fees will be increased by the percentage referred to in Item 7.5 or if no figure is stated then it will be increased by multiplying the Property Managers Fee payable immediately prior to the review date ("Current Fee") by a fraction obtained by dividing the Consumer Price Index All Groups (Perth) for the quarter last published prior to the review date ("Current CPI") by the Consumer Price Index All Groups (Perth) for the quarter last published prior to the commencement of the Term (in the case of the first review) or the previous review date (in the case of each other Property Manager's Fee review).

New fee=Current Fee x [(Current CPI-Previous CPI)/Previous CPI] Where in this clause

Current Fee means the Property Manager's Fee payable immediately prior to the Review Date

Current CPI means the Consumer Price Index All Groups (Perth) for the quarter last published prior to the Review Date

Previous CPI means the Consumer Price Index All Groups (Perth) for the quarter last published prior to the commencement of the Term or the previous Review Date

Fee Disputes

6.7 If the Lessor disputes the fee payable to the Property Manager on the grounds that it is unjust the Lessor may refer the dispute to the Commissioner for Consumer Protection for assistance or the Real Estate Institute of Western Australia (Inc.) for arbitration.

7 Goods and Services Tax (GST)

The Property Manager and the Lessor acknowledge and agree that:

- 11 If GST applies to any supply made under or in connection with this Agreement by either the Property Manager, the Lessor or a third party:
 - 7.1.1 the Property Manager may, in addition to any amount or consideration expressed as payable in respect of the supply, recover from the Lessor an additional amount on account of GST; and
 - 7.1.2 the Lessor will pay to or reimburse to the Property Manager or to a third party (as the case may be), any additional amount on account of any GST that is or was incurred, paid or payable by the Property Manager and/or the Lessor in respect of that supply; and
 - 7.1.3 the amount payable by the Lessor to the Property Manager or to a third party in respect of that supply will be increased by the product of:
 - 7.1.3.1 the rate at which GST is imposed at that time; and
 - 7.1.3.2 the amount or consideration payable for the relevant supply.
 - 7.1.4 the Lessor will pay any additional amount on account of GST at the same time as the payment for the relevant supply is payable or at another time as directed by the Agent.
- 7.2 The Lessor agrees to pay and indemnify the Property Manager against any taxation penalties and/or interest that may be charged or levied against the Property Manager in respect of any GST liability under or in connection with this Agreement.
- 7.3 If for any reason any supply made under or in connection with this Agreement is not GST free or input taxed (as the case may be) as contemplated by the parties, then the Lessor will on demand pay to the Property Manager by way of further consideration for the supply, an amount calculated in the manner specified in clause 7.1 including any penalties and/or interest incurred by the Property Manager under the GST Law.
- 7.4 Clause 7 shall survive the expiration or termination of this Agreement.

8 Information Collection Notice Privacy Act 1988 Australian Privacy Principle 5

The Agent (whose contact details appear on this form) collects the personal information provided in this form in compliance with the provisions of the *Privacy Act* 1988 and the Australian Privacy Principles. The Agent collects this information to enable it to provide the services and benefits the subject of this form and to enable it to conduct its business. Further details regarding the purposes for which the information is collected, the disclosures that are usually made of personal information collected by the Agent, the situations where the Agent is required to collect information by law, and any disclosure of information that may be made by the Agent overseas, can be obtained from the more detailed collection notice on the Agent's website. The Agent's privacy policy may also be accessed on that website. If the information collected in this form is not provided, the Agent may not be able to provide its services as effectively. Individuals who wish to access or correct information held about them or who wish to make any complaint regarding privacy should contact the Agent's privacy officer.

9 Disputes

The Lessor has the right to refer any dispute that arises with the Property Manager to a number of different institutions. Depending upon the nature of the dispute these institutions may include the Commissioner for Consumer Protection, the civil and criminal legal systems, the Western Australian Department of Consumer and Employment Protection and the Australian Competition and Consumer Commission.

10 Additional Conditions

This Agreement includes the additional terms and conditions as specified in Item 13 and any annexures.

11 General

- 11.1 This Agreement is governed by and construed in accordance with the laws from time to time in force in Western Australia and the parties submit to the non-exclusive jurisdiction of the Courts of that State.
- 11.2 If any provision of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable in law, then in such case the parties hereby request and direct such court to sever that provision from this Agreement.

initials: Property Manager Lessor 1 Lessor 2 Lessor 3	initials:	Property Manager		Lessor 1		Lessor 2		Lessor 3		
---	-----------	------------------	--	----------	--	----------	--	----------	--	--





Annexure to Schedule APPROVED BY THE REAL ESTATE INSTITUTE OF WESTERN AUSTRALIA INCORPORATED FOR THE EXCLUSIVE USE OF REIWA MEMBERS

This Annexure page is to be used only if there is insufficient space in the Schedule.

Please insert the relevant corresponding Item number and heading.

List items, with appropriate sub-headings and cross reference with terms of the Agreement.

Lessor(s) is to adhere to our zero tolerance policy & systems regarding rent and account arrears.



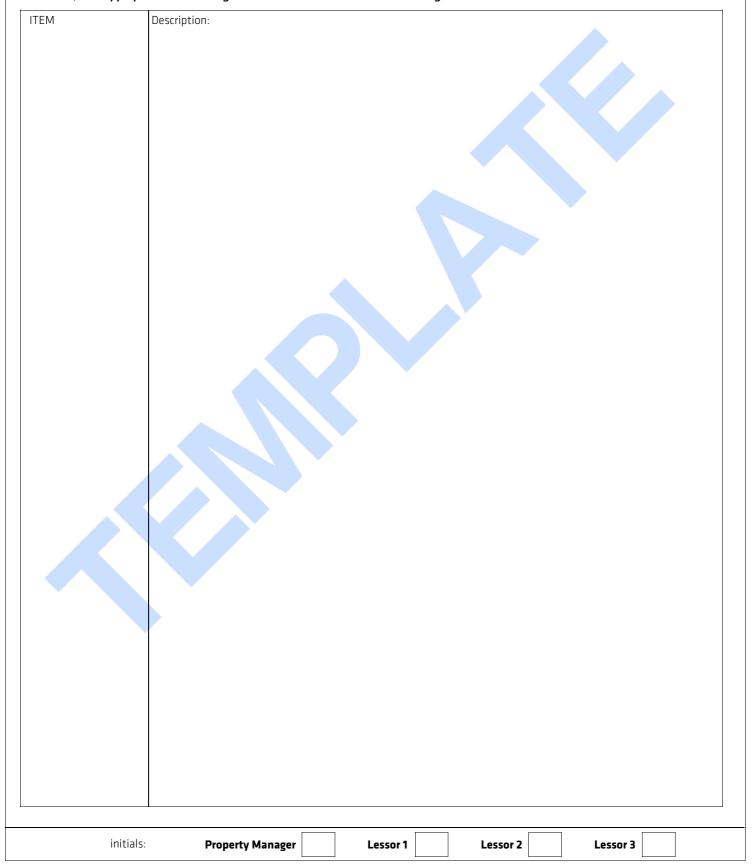


Annexure to Schedule APPROVED BY THE REAL ESTATE INSTITUTE OF WESTERN AUSTRALIA INCORPORATED FOR THE EXCLUSIVE USE OF REIWA MEMBERS

This Annexure page is to be used only if there is insufficient space in the Schedule.

Please insert the relevant corresponding Item number and heading.

List items, with appropriate sub-headings and cross reference with terms of the Agreement.







		PROPERTY IN	IORMATION		
For the Property at	Tenanted Fixed Te	erm Periodic	Settlement		
Eurrent Property Manage					
/					
Keys and remotes House	Duplex	Villa	Townhouse	Apartment	Unit
Furnished	Unfurnished	villa	Townhouse	Apartment	Office
Single Level	Two storey		No in complex		
Facilities:		Cum		Pool T	ennis Court
	Security gates Bath	Toilets Gym	Sauna Spa Living Areas	POUI II	ennis court [
Kitchen	Kitchen/meals	Kitch/meal/fam	Living Aicus		
					- 1
Hot plates: Make,model & serial no.	Gas Electric	Induction	Make, model & serial no.	ven: Gas 🗌	Electric
	Make model C sorial no		Make, moder & Senamo.		
	Make, model & serial no. Located in:				
Gas bayonet:					
Patio Pool	Enclosed yard Below ground	Above ground	Saltwater	Chlorine In-p	ool cleaner [
		Above ground	Saltwatel	Ciliotille 🔲 III-F	Joor Cleaner [
Pool pump/filter make, m					
Parking	1 🔝	2	3 📗	On road	
Garage	Carport	Undercover	Car bay	Door: remo	ote/manual
Hot water system:	Gas storage	Electric	Solar	Heat Pump Instant	aneous gas
Make, model & serial	no.			Warranty: 5 years	10 years
Air conditioner:	Ducted	Split System	Reverse cycle	Cooling only (Ceiling fans [
Reticulation:	Bore	Mains	Shares bore	Auto	Manual
	ed Smoke Alarm(s)		g Life Battery Smoke Aları		RCD (x2)
Security:	Window locks Outside front light	Dead locks	Security doors	Roller shutters Securit	ty windows
	Code:	Monitoring	Tenant to pay	Lessor to pay	
Sewe		Septic	Tenant to pay	Lessor to pay	
	c tanks decommissioned		No _		
Sheds:			Solar panels		
			Areas excluded from L	ease	
Included in Rent: La	_	No			
_	Gardening Yes	No _			
	Pool Service Yes ol Chemicals Yes	No			
1 00	or chemicals res	NO			
tems under warranty					
Instruction manuals:					
				🗆 _ 🗁	
Dotc.	Voc	No	Incida	Outcide Type	
Pets: Smokers:	Yes Yes	No No	Inside	Outside Type Outside	





For the Property at								
(address)								
EXECUTED AS AN AGREEMENT								
Dated this			da	y of				20 .
Signed by or on behalf of the Lessor								
If a corporation, then the Owner executes this								
Agreement pursuant to s.127 of the Corporations Act	Name							
Signed by or on behalf of the Lessor								
	Name							
Signed by or on behalf of the Lessor								
	Name							
Signed for and on behalf of the Property Manager								
RECEIPT The Owner acknowledges receipt of	a copv		(_	_	SE ONLY provided to O	wner	
of this Agreement			roperty					
Lessor's initials: Dated: Lessor's initials: Dated:			Manager's	initials	Date	ea:		
Lessor's initials: Dated: Dated:								
Lessor - PLEASE NOTE 1. REIWA recommends that you should not si 2. Use of this Agreement by a non-member of				atisfied that you	ı unde	rstand its terms.		
NOTE: ALL PARTIES SHOULD INITIA		7	_			1 -		
initials: Property Manag	er	Lesso	r1	Lessor 2		Lessor 3		