

Tenant : .....

Property: .....

- Full lease perused and discussed, terms and conditions explained. Residential Tenancies Authority Green booklet (Form 17a) received
- Procedures concerning additional occupants residing in the home
- Pets – are pets allowed and the need to apply for permission, what to do at end of lease
- rentalswest.com.au Office hours explained
- Methods of rent payment (account details or deposit book) dishonored cheque and tracing fees
- Entry Condition report (what it is for; when it must be returned)
- Emergency Repairs - Definition of an Emergency and whom to contact and where to find contact details.
- Procedures concerning General repairs and maintenance - Verbal requests for routine maintenance will not be accepted. **MUST BE REPORTED IN WRITING** - Report any problem as soon as noted
- Breaking a lease - costs and process
- Where not to park and connection of electricity
- Bond equal to 4 weeks rent to be received **as cleared funds** by rentalswest.com.au by no later than lease start date
- Routine inspections (when, how they will occur; date of inspection not able to be altered )
- Vacating the premises (the procedure)
- Broken leases- the costs and procedure
- Charges for excessively used water and how excessive usage is determined
- Contents and Legal Liability Insurance
- The need to mow, **weed** and edge gardens regularly. Watering must be attended, only in accordance with Council Regulations. No severe lopping back of any shrubbery without permission
- Care of pools, air-conditioners and dishwashers
- Smoke alarm requirements - testing, batteries etc and a fire evacuation plan
- All original keys issued to be returned at end of tenancy or locks are changed

I / We acknowledge that procedures, rights and responsibilities as outlined herein have been clearly explained

Signed..... Date .....