



SPECIAL CONDITIONS

Tenant:

Rental Premises:

1. Tenant(s) acknowledge that b-pay, credit card, money order and cheque are the preferred methods of rent payment and outgoings, some of these methods may incur bank fees for the payee. Please note electronic payments are not instant, its best to allow two business days for processing. Dishonored cheques incur a fee of \$15.00.
2. Please note that Paragon Property has a zero rent arrears policy. Termination 1B for non payment of rent notices are issued, either via post or email as necessary. We also use the services of Barclay MIS Protect and Collect debt recovery as necessary and details from your application form are supplied to them if required. If you feel you are going to be late with your rent, please contact your Property Manager immediately.
3. Routine inspections will be performed at the property, the tenant(s) acknowledge that photos of the property will be taken during these inspections. For work safe purposes, the Inspection Agent must wear shoes.
4. Tenant(s) agree to promptly advise our office of any changes to their contact details, including changes to employment as per the RTA.
5. Fireplaces (if applicable) are not to be used unless written permission is obtained from the agent.
6. Vehicles must not be parked on grassed areas, common areas or restricted parking areas. Drip trays must be placed under all cars to protect against oil/grease stains.
7. Any repairs/maintenance/call out costs incurred due to tenant(s) misuse, negligence, lack of awareness or common sense, where no fault is found or for call outs if the tenant does not make the property accessible will be the responsibility of the tenant(s) to pay for.
8. Tenant(s) are to ensure they do not alter or interfere with the RCD's & smoke alarms as it may hinder their ability to work correctly. The tenant(s) agree to test the RCD's and the smoke alarms 3 monthly and to clean these devices. Any faults need to be reported to our office immediately.
9. A refundable \$100.00 key deposit is payable by the tenant(s) if our office keys are borrowed during office hours. This deposit will be forfeited if the keys are not returned within 72 hours and new locks/keys will be payable by the tenant(s). Please note if a tenant(s) lock themselves out after hours they will need to employ a locksmith at their cost.
10. If a property has floorboards or vinyl then protective tape/felt needs to be used under all furniture. High heel shoes or stilettos should not be worn. Chair mats must be placed under chairs with wheels on all flooring types. Pot plants and candles should not be placed directly on the floor or hard surfaces, a protective base needs to be used.
11. All carpets and rugs, and any fabric furniture, bedding, mattresses and curtains (if applicable) need to be professionally cleaned by the tenant(s) upon vacation and a receipt remitted. Mattress protectors (if applicable) must be replaced as new upon vacation and a receipt remitted.
12. Tenant(s) must keep the lawns and gardens (if applicable) in healthy, tidy, mowed, edged, pruned, weed free condition, free of debris. Sprinklers are the tenant(s) responsibility to maintain. Tenants must adhere to Water Corporations water restrictions as applicable.
13. The tenant(s) agree to the following break lease penalties, applicable on original lease and subsequent renewals (fixed term), which apply until a new lease holder is secured, a new lease signed and their tenancy starts;
 - (a) Payment of all rent and outgoings on time without delay.
 - (b) Refund to owner the unexpired portion of the leasing fee – Prorated on a daily rate.
 - (c) Refund to owner the cost of the final inspection and ingoing Property Condition Report – Final up to \$150.00 + PCR up to \$280.00
 - (d) Refund to owner the cost of advertising/signage, internet admin \$150.00-\$200.00, signage \$44.00
14. If the tenant(s) are approved to have animals at the property a bond of \$260.00 is immediately payable and a lease annexure confirming the conditions of such must be signed prior to the animal being in the property. Professional fumigation is required at vacation with a receipt remitted.
15. Smoking is not permitted inside the property at any time and tenant(s) are responsible for rectifying any damage or issue associated with non compliance of such.
16. The owner makes no representations about the availability of phone lines or internet lines or services to the premises. The tenant must make their own enquiries. The tenant is allowed to install their own cabling provided that there is no damage done to the property in installing or removing them and the tenant pays all the costs. Any cabling lines left at the end of the tenancy with the owners consent becomes the

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property of the owner. If the owner requests the lines be removed, the tenant must remove them and make good any damage caused by the removal.

17. Subletting is not allowed, no tenants are to move in or out of the property without the written authorisation of the agent. If permission is granted for a tenant change over then lease and bond, new or renewal variation documentation, is required. The cost of such is \$99.00 payable by the tenant(s) to be refunded to the owner.

18. A final water meter reading is required at the end of the tenancy to finalise the water account (as applicable), the tenant(s) agrees to pay for the special meter reading as charged by the Water Corporation. Urgent meter readings are charged at a higher rate and may apply in a break lease or termination situation.

Signed by all tenants _____