



ROOFTOP TRAVELLERS LODGE
 A Division of PERRY PROPERTIES PTY LTD
 146 – 148 GLEBE POINT ROAD,
 GLEBE, NSW 2046
 Tel: (02) 9660 7711 Fax: (02) 9660 7411
info@rooftoptravellerslodge.com

ABN: 40 143 451 177 ACN: 002635421

OCCUPANCY AGREEMENT FOR PART OF PREMISES. ROOM _____ BED _____

INTENDED PERIOD OF STAY ___/___/___ TO ___/___/___ (___) WEEK CONTRACT

Name:	D.O.B.
Phone:	Mobile:
Drivers Licence Number:	Country of Issue:
Passport Number:	Country of Issue:
Next of Kin details (for emergencies)	
Name:	Phone:
Next of Kin Home Address:	

REFERENCES:

Name:	Phone:
Real Estate / Organisation:	
Name:	Phone:
Organisatio	
Name:	Phone:
Organisatio	
Name:	Phone:
n:	

TERMS AND CONDITIONS & HOUSE RULES:

- THIS OCCUPANCY AGREEMENT IS VALID FOR OCCUPANCY AS AGREED AT TIME OF CHECK IN. AFTER THE INITIAL PERIOD MANAGEMENT WILL REVIEW YOUR STAY AND EXTEND OR CANCEL DEPENDENT ON ALL HOUSE RULES AND CONDITIONS BEING KEPT.
- RENT MUST BE PAID IN ADVANCE EACH WEEK DURING OFFICE HOURS. IF THERE IS A PROBLEM WITH YOUR RENT YOU NEED TO COMMUNICATE WITH THE OFFICE.
- BOND OF TO BE PAID ON ARRIVAL.
- AFTER HOURS CALLOUT – IF YOU REQUEST A CALL OUT TO LET YOU BACK INTO YOUR ROOM AFTER HOURS YOU WILL BE LIABLE TO PAY AN AFTER HOURS CALLOUT FEE. THIS MUST BE PAID TO THE OFFICE THE DAY FOLLOWING THE CALL OUT. NOTICES AT RECEPTION ADVISE THE CURRENT RATE FOR CALL OUT FEES.
- THE MAXIMUM NUMBER OF PEOPLE PER ROOM IS NOT TO BE EXCEEDED AND ONLY PEOPLE NAMED ON A CONTRACT WITH PERRY PROPERTIES ARE TO STAY OVERNIGHT. VISITORS ARE NOT PERMITTED TO STAY OVERNIGHT.
- **MINIMUM TWO WEEKS NOTICE** MUST BE GIVEN PRIOR TO YOUR DEPARTURE DATE. FAILURE TO DO SO YOU WILL FORFEIT PART OR YOUR ENTIRE BOND. **FORMS ARE AVAILABLE IN THE OFFICE. BSB AND BANK ACCOUNT NUMBERS MUST BE PROVIDED IN ORDER FOR US TO PROCESS THE BOND REFUND.**
- LOST KEY REPLACEMENT CHARGES WILL BE DEDUCTED FROM YOUR BOND IF YOUR KEYS AND/OR GARAGE REMOTE IS NOT RETURNED UPON VACATING THE PREMISES. LOST KEYS WILL INCUR A \$10 REPLACEMENT FEE.
- BEDROOMS AND ALL SHARED LIVING AREAS MUST ALWAYS BE KEPT CLEAN, TIDY AND FREE OF ANY PERSONAL CLUTTER AT ALL TIMES. **PLEASE CLEAN UP AFTER YOURSELF. WE SUPPLY ALL CLEANING EQUIPMENT FOR ALL TENANTS TO USE IN THE GENERAL EVERYDAY CLEANING OF THE ACCOMMODATION. – YOUR RUBBISH IS YOUR RESPONSIBILITY ! PLEASE NOTE: A \$50 CLEANING LEVY APPLIES WHERE THIS RULE IS CONSISTENTLY DISREGARDED.**

- ALL ROOMS, HALLWAYS, KITCHENS AND COMMON AREAS ARE STRICTLY NON- SMOKING. SMOKING IS ONLY PERMITTED OUTSIDE. **\$25 EXCESS CLEANING FEE APPLIES WHERE CIGARETTE BUTTS OR STRONG CIGARETTE SMELL IS FOUND IN THE ROOM. REPEATED OFFENDERS MAY BE ASKED TO LEAVE THE ACCOMMODATION AND FORFEIT BOND AS CLEANING EXPENSE .**
- SLEEPING BAGS ARE ABSOLUTELY NOT PERMITTED IN THE ACCOMMODATION DUE TO HEALTH AND HYGIENE REASONS.
- NOISE AFTER 11PM WILL NOT BE TOLERATED. NOISE MUST BE KEPT TO A REASONABLE SOUND LEVEL AS WE ARE IN AN AREA SURROUNDED PRIVATE HOUSES AND RESIDENTS
- ALCOHOL IS PERMITTED IN THE PROPERTIES HOWEVER **IT IS NOT PERMITTED ON THE COMPLEX COMMON AREAS / ROOFTOP / KITCHEN / CARPARKS AND PUBLIC ACCESSWAYS.** TENANTS MUST ACT IN A RESPONSIBLE AND CONSIDERATE MANNER AT ALL TIMES.
- ILLEGAL DRUGS ARE BANNED / ANY TENANT FOUND WITH, OR USING ILLEGAL DRUGS IN OR AROUND THE PROPERTY WILL BE IMMEDIATELY EVICTED. DRUG DOGS AND POLICE MAY DO RANDOM INSPECTIONS OF THE PROPERTY WITHOUT PRIOR NOTICE.
- ANTI-SOCIAL BEHAVIOUR IS NOT TOLERATED. UNDER **NO CIRCUMSTANCES** WILL **VANDALISM** OR **VIOLENCE** BE TOLERATED OR ABUSE TO STAFF, NEIGHBOURS OR OTHER TENANTS. FOR THE SAFETY OF ALL TENANTS, VIOLENCE AND ANTISOCIAL BEHAVIOUR TOWARDS STAFF OR TENANTS MAY WARRANT IMMEDIATE EVICTION WITHOUT NOTICE.
- ON DEPARTURE, YOUR ROOM MUST BE CLEAN AND LEFT AS IT WAS WHEN YOU ARRIVED. ALL LITTER MUST BE REMOVED BEFORE ANY BONDS WILL BE RETURNED. ROOMS MUST BE VACATED AND KEYS RETURNED BEFORE 10AM ON THE DAY OF DEPARTURE.
- BONDS WILL BE DEDUCTED FOR ANY BROKEN OR MISSING ITEMS OR DAMAGE TO ANY ITEMS OR PROPERTY SUPPLIED TO YOU DURING YOUR STAY WITH US.
- **DO NOT BURN ANY INCENSE OR CANDLES AS THIS WILL TRIGGER THE FIRE ALARM. IF YOU ARE RESPONSIBLE FOR FALSELY TRIGGERING THE FIRE ALARM, YOU WILL BE CHARGED FOR THE FIRE BRIGADE FINE OF \$1400.**
- STAFF MAY ENTER YOUR ROOM AT ANY TIME TO DEAL WITH MAINTENANCE AND CLEANLINESS. WE MAY ALSO ACCESS THE ACCOMMODATION TO SHOW PROSPECTIVE TENANTS AROUND OUR PROPERTIES.
- IF REQUIRED, STAFF RESERVE THE RIGHT TO MOVE YOU TO ANOTHER ROOM (EG DUE TO CLEANINESS, DUE TO YOU BEING THE ONLY PERSON IN THE ROOM ETC). IF THIS HAPPENS YOU WILL BE NOTIFIED BY A MEMBER OF STAFF.
- BY SIGNING THIS AGREEMENT, YOU HEREBY AUTHORISE PERRY PROPERTIES AND ITS STAFF TO CHECK REFERENCES PROVIDED BY YOU, ACCESS DETAILS REGARDING YOUR PAYMENT CAPACITY AND RENTAL HISTORY, AND GENERAL INFORMATION REQUIRED IN DETERMINING YOUR APPLICATION.
- YOU FURTHER AUTHORISE THIS INFORMATION TO BE STORED AND USED IN PROVIDING YOU ACCOMMODATION, AND AUTHORISE RELEASE OF DETAILS TO OTHER REAL ESTATE AGENTS, ACCOMMODATION PROVIDERS AND OTHER AUTHORISED PARTIES SEEKING REFERENCE CHECKS ON YOUR BEHALF.

ACCOMMODATION IS GRANTED SUBJECT TO & UPON ACCEPTANCE OF ALL THE TERMS, CONDITIONS & HOUSE RULES. ACCOMMODATION IS FURTHER GRANTED AT THE SOLE DISCRETION OF PERRY PROPERTIES PTY LTD AND ITS DIRECTORS, AND AS SUCH PERRY PROPERTIES RESERVES THE RIGHT TO WITHDRAW ACCOMMODATION AT ANY TIME, AND FOR ANY REASON PERRY PROPERTIES PTY LTD DEEMS FIT.

ANY TERMS BROKEN & YOU WILL BE EVICTED WITH IMMEDIATE EFFECT AND BONDS/RENT WILL NOT BE RETURNED.

READ, UNDERSTOOD AND SIGNED:

TENANTS NAME: _____ SIGNATURE: _____

BOND PAID \$ _____ NOTES _____

LANDLORDS NAME: **PER MR.V PERRY** AS PER LANDLORDS SIGNATURE: _____

HOW DID YOU HEAR ABOUT OUR PROPERTY?

OFFICE USE ONLY:	Date:
References Checked By:	



ABN: 40 143 451 177 ACN: 002635421

ROOFTOP TRAVELLERS LODGE
A Division of PERRY PROPERTIES PTY LTD
146 – 148 GLEBE POINT ROAD,
GLEBE, NSW 2046
Tel: (02) 9660 7711 Fax: (02) 9660 7411
info@rooftoptravellerslodge.com

OCCUPANCY AGREEMENT FOR PART OF PREMISES.

NAME OF TENNANT _____

OCCUPANCY AGREEMENT FOR PART OF PREMISES. ROOM _____ BED _____

INTENDED PERIOD OF STAY ___/___/___ TO ___/___/___ (___) WEEK CONTRACT

TERMS AND CONDITIONS AND HOUSE RULES:

- TENANTS & RIGHT OF ENTRY – MANAGEMENT HAS FULL DISCRETION TO DECIDE WHO TO ACCOMMODATE. MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY.
- PRESENTATION OF VALID IDENTIFICATION IS REQUIRED TO GAIN ACCOMMODATION. MANAGEMENT AND STAFF MAY DECIDE FROM TIME TO TIME TO ACCOMMODATE OTHER PERSONS ON THE BASIS OF LESSER IDENTIFICATION. HOWEVER SUCH ACCOMMODATION IS ONLY GRANTED IN EXCEPTIONAL CIRCUMSTANCES AS JUDGED ON A CASE-BY-CASE BASIS.
- MANAGEMENT RESERVES FULL DISCRETION TO VETO ANY DECISION OF ANY STAFF MEMBER AND RESCIND AN OFFER FOR ACCOMMODATION UPON ANY REVIEW OF ANY ASPECT OF A TENANT'S STAY.
- RENT MUST BE PAID IN ADVANCE AT CHECK-IN AND EACH WEEK THEREAFTER - FOR PROPERTIES WITH CARDLOCKS: EACH WEEK WHEN PAYING RENT KEY CARDS ARE CHARGED FOR THE AMOUNT OF DAYS THAT RENT HAS BEEN PAID. IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR RENT IS PAID ON TIME AND YOU ARE NOT FACED WITH THE PROBLEM OF BEING LOCKED OUT OF YOU ROOM.
- IF YOU ARE LOCKED OUT DURING OFFICE OPENING HOURS YOU CAN COME TO THE OFFICE AND STAFF WILL ARRANGE TO LET YOU INTO YOUR ROOM. IF YOU ARE LOCKED OUT AFTER HOURS YOU MUST CALL **02 9660-7711** – SOMEONE WILL THEN COME OUT AND LET YOU INTO YOUR ROOM, YOU WILL THEN BE LIABLE TO PAY A AFTER HOURS CALLOUT FEE THE NEXT DAY TO THE OFFICE.
- REPLACEMENT OF LOST KEYS / KEYCARDS / REMOTES WILL INCUR A \$10- LOST REPLACEMENT CHARGE.
- BOND OF 2 WEEKS RENT TO BE PAID ON ARRIVAL.
- THE MAXIMUM NUMBER OF PEOPLE PER ROOM IS NOT TO BE EXCEEDED AND ONLY PEOPLE NAMED ON A CONTRACT WITH PERRY PROPERTIES ARE TO STAY OVERNIGHT. VISITORS ARE NOT PERMITTED TO STAY OVERNIGHT.
- **TWO WEEKS NOTICE** MUST BE GIVEN PROIR TO YOUR DEPARTURE. FAILURE TO DO SO WILL FORFEIT PART OR YOUR ENTIRE BOND.
- SHARED LIVING AREAS MUST ALWAYS BE KEPT CLEAN AT ALL TIMES– IT IS YOUR RESPONSIBILITY TO CLEAN YOUR ROOM/ BATHROOM/ KITCHENETTE AND DISHES. CLOTHES MUST BE PUT AWAY IN THE CUPBOARDS AND DRAWERS PROVIDED AND NOT LEFT OVER THE FLOOR. CLEANING PRODUCTS AND BIN BAGS ARE AVAILABLE FROM THE OFFICE FREE OF CHARGE – ROOM INSPECTIONS ARE CARRIED OUT ON A WEEKLY BASIS AND AT DEPARTURE.
- RUBBISH IS TO BE REMOVED FROM THE ROOM ON A DAILY BASIS – BINS AND DUMPSTERS ARE PROVIDED AND LOCATED AT THE BACK OF THE BUILDINGS.
- WHEN USING THE COMMON AREAS SUCH AS LOUNGE ROOMS, KITCHEN & OUTDOOR AREAS / ROOFTOP / BBQ'S – PLEASE CLEAN UP AFTER USE AND USE THE BINS PROVIDED. WHEN USING THE KITCHEN, ALL DISHES ARE TO BE BROUGHT BACK TO YOUR ROOM OR STORED AWAY IN YOUR ROOMS ALLOCATED CUPBOARD. NO DISHES ARE TO BE LEFT IN THE KITCHEN OR ON THE SINKS.
- ALL ROOMS ARE STRICLY NON-SMOKING. FINES WILL APPLY IF YOU ARE CAUGHT SMOKING, USING TOASTERS / PORTABLE OVENS, BURNING INCENCE IN THE ROOMS. COOKING IS NOT PERMITTED IN ANY AREA OTHER THAN THE BBQ'S AND THE KITCHEN. ALL ROOMS ARE FITTED WITH SMOKE DETECTORS FOR YOUR SAFETY – THESE CAN ALSO BE TRIGGERED BY TOO MUCH STEAM IN THE ROOM FROM OPEN SHOWER DOORS OR FROM AEROSOLS DIRECTLY UNDER THE FIREALARM SENSORS. IF YOU / YOUR ROOM IS RESPONSIBLE FOR SETTING OFF THE FIRE ALARM, THERE WILL BE A FINE CHARGED BY THE NSW FIRE DEPARTMENT OF \$1400- THIS WILL BE PAYABLE BY THE PERSON RESPONSIBLE OR BY ALL THE PERSONS LIVING IN THE ROOM.
- SLEEPING BAGS ARE ABSOLUTELY NOT PERMITTED IN THE PROPERTY DUE TO HEALTH AND HYGIENE REASONS.
- NOISE MUST BE KEPT TO A MINIMUM AS THIS IS A RESIDENTIAL AREA AND NOISE AFTER 11PM WILL NOT BE TOLERATED.

- **ALCOHOL IS NOT PERMITTED ON THE ROOFTOP OR KITCHEN AREAS – ANY TENANT WHO BREAKS THIS HOUSE RULE WILL BE EVICTED AND BONDS WILL NOT BE RETURNED! PUBLIC DRINKING, DRINKING IN PARKING AREAS OR COMPOUNDS OR LOITERING IN GENERAL PUBLIC AREAS IS NOT PERMITTED IN THE PROPERTIES.**
- ALCOHOL IS PERMITTED IN THE ROOMS; HOWEVER TENANTS MUST ACT IN A RESPONSIBLE AND CONSIDERATE MANNER AT ALL TIMES. EXCESSIVE DRUNKEN BEHAVIOUR WILL NOT BE TOLERATED AND CAN RESULT IN IMMEDIATE EVICTION, POLICE INVOLVEMENT & CHARGES.
- DRUGS – ILLEGAL DRUGS ARE BANNED. POSSESSION OR USE OF DRUGS WILL LEAD TO POLICE PROSECUTION & IMMEDIATE EVICTION. POLICE SNIFFER DOGS AND POLICE MAY DO RANDOM INSPECTIONS OF THE PROPERTY WITHOUT PRIOR NOTICE.
- ANTI-SOCIAL BEHAVIOUR IS NOT TOLERATED. THIS INCLUDES THREATING OR DEMEANING ANY PERSON OR STAFF MEMBER. DAMAGE TO ANY PROPERTY, GRAFFITI, THEFT, PHYSICAL OR SEXUAL HARRASSMENT, LOUD AND ROWDY NOISE WILL RESULT IN POLICE INTERVENTION AND IMMEDIATE EVICTION.
- ON DEPARTURE YOUR ROOM MUST BE AS IT WAS WHEN YOU ARRIVED- LINEN LEFT ON THE BED. ALL PERSONAL RUBBISH PLACED IN DOWNSTAIRS BINS. KITCHEN ITEMS MUST BE RETURNED TO THE CUPBOARDS (CLEAN) BEFORE BONDS ARE RETURNED YOU WILL BE CHARGED FOR ANY MISSING, DIRTY OR DAMAGED ITEMS.
- STAFF MAY ENTER YOUR ROOM AT ANY TIME TO DEAL WITH MAINTENANCE AND CLEANLINESS. WE MAY ALSO ACCESS THE ACCOMMODATION TO SHOW PROSPECTIVE TENANTS AROUND OUR PROPERTIES.
- IF REQUIRED, STAFF HAS THE RIGHT TO MOVE YOU TO ANOTHER ROOM (EG DUE TO CLEANINESS, DUE TO YOU BEING THE ONLY PERSON IN THE ROOM ETC). IF THIS HAPPENS YOU WILL BE NOTIFIED BY A MEMBER OF STAFF.
- OFFICE OPENING HOURS 8.00AM – 5.00PM. DAILY WITH AFTER HOURS CHECK IN AVAILABLE UNTIL 8PM.
- CHECK-OUT TIME IS 10.00 AM
- PLEASE MAKE SURE YOU ALWAYS CLOSE THE DOOR BEHIND YOU TO PREVENT INTRUDERS.
- LOSS – THE MANAGEMENT TAKES NO RESPONSIBILITY WHATSOEVER FOR ANY LOSS SUFFERED BY ANY TENANT. KEEP ALL MONEY AND VALUABLES ON YOUR PERSON AT ALL TIMES – YOU CAN ALWAYS KEEP VALUABLES SUCH AS PASSPORTS, ELECTRONICS AND OTHER VALUABLES AT THE OFFICE.

**ACCOMMODATION IS GRANTED SUBJECT TO AND UPON ACCEPTANCE
OF ALL THE TERM AND CONDITIONS AND HOUSE RULES.**

ACCOMMODATION PROVIDED UNDER THESE TERMS AS PER MR V. PERRY:

POSTAL ADDRESS:

ROOM _____ BED _____
C/O ROOFTOP TRAVELLERS LODGE
146-148 GLEBE POINT ROAD
GLEBE, NSW 2046, AUSTRALIA

RENT CAN BE PAID VIA EFTPOS OR CASH AT THE OFFICE.