



The Annix Tenancy Application Form

PROPERTY ADDRESS						
Townhouse number:		@ The Annix, Mango Hill	Application date: dd – mmm - yy			
Weekly Rent	\$	Bond: 4 x weekly rent	Lease: 12 months			
Move in Date:	dd – mmm - yy	Please note this date should be as close to the available date				
# adults/children:		Please complete this application page for each resident over 18				
PERSONAL INFORMATION / IDENTIFICATION & PREVIOUS RENTAL HISTORY						
Surname:		<input type="checkbox"/> copy of ID included (licence/passport)				
Given names:						
Emergency contact:						
Licence number:		<input type="checkbox"/> copy of drivers licence included				
Passport number:		<input type="checkbox"/> copy of passport included				
Date of birth:		<input type="checkbox"/> are you a smoker				
Phone/Mobile:		Please space into 3 sections, ie 0405 415 350				
Email address:		Please write email as neat as possible				
Medicare number:		<input type="checkbox"/> copy of medicare card included				
Car registration(s):		<input type="checkbox"/> are your vehicles loud / noisy				
Current address:						
Agent telephone:		<input type="checkbox"/> proof of address included				
Agent email:		<input type="checkbox"/> were you breached during tenancy				
Rent Paid per week:		<input type="checkbox"/> rental ledger/receipts included				
Previous address:						
Agent email:		<input type="checkbox"/> were you breached during tenancy				
FINANCIAL INFORMATION & EMPLOYMENT DETAILS						
Employment (role):		Employment length:				
Employers name:						
Employers address:						
Employers phone:						
Income per week:		<input type="checkbox"/> copy of recent pay-slips				
Bank statement:		<input type="checkbox"/> bank statements may be included to show tenant has sufficient funds to afford rent				
OFFICE USE ONLY						
<input type="checkbox"/> application complete	<input type="checkbox"/> TICA	<input type="checkbox"/> Finance	<input type="checkbox"/> Approved	<input type="checkbox"/> Owner	<input type="checkbox"/> Payment	<input type="checkbox"/> Power

 Please logon to our facebook page <https://www.facebook.com/theannixtownhouses> and like us.



The Annix v2.0

0405 415 350
managers@northlakespm.com.au
www.northlakespm.com.au/theannix

ANNEXURE A TO TENANCY AGREEMENT

1. I/We acknowledge this annexure forms part of our Tenancy Agreement.
2. I/We acknowledge that the tenant is responsible for arranging power connection which is offered by Metered Energy (1300 633 637) and connection forms can be found online at <https://www.meteredenergy.com.au/>.
3. I/We acknowledge that should my/our application be accepted I/we am/are required to pay two weeks rent in advance plus bond. I/We acknowledge once payment is made that should I/we change my/our mind, one weeks' rent will be forfeited.
4. I/We acknowledge we have reviewed the **Body Corporate by-laws** (<https://www.northlakespm.com.au/theannix/complex/bylaws/>) and agreed to comply in full.
5. I/We acknowledge that the peaceful coexistence of all residents within the complex is essential and that I/we will respect all residents in relation to my/our behaviour and guests which I/we invite into this complex.
6. I/We acknowledge that damage caused by me/us, visitors, removalists, delivery vehicles engaged by us will be at a cost to me/us as the tenant/s. Parents/guardians are held responsible for any damage or vandalism caused by their children under 18.
7. I/We acknowledge that contactable hours are 9am to 5pm Monday to Friday and preferred method of contact is via email.
8. I/We acknowledge receipt of **keys** (during lease signing). It is strongly suggested that a spare copy is made and provided to friends for safe keeping. I/We acknowledge that should we lose or lock the keys inside the property the following options apply:
 1. Office hours, agent onsite: If the agent is onsite during office hours (Mon-Fri 9-5pm) then you can collect the management set of keys and return them within an hour. Identification is required to collect keys. Please note the agent is not required to be in the office every day and if not onsite then options 2 and 3 apply.
 2. After hours, agent available: If you lock yourself out after hours and unable to obtain backup keys from a friend then please call the agent. If the agent is available to unlock the property you will incur a **\$100 + GST** call out fee payable on call out.
 3. After hours, agent not available: If you lock yourself out after hours and the agent is not available (ie non-contactable or unable to return to the complex), then you will need to ring a locksmith to gain entry. The cost of a locksmith to come out and open your property may cost over **\$200 + GST**.
 4. Lost keys: If you lose your keys and unable to find them then all apartment locks (including post-box locks) will need to be replaced at a cost of **\$400 + GST**.
9. I/We acknowledge the requirement for notifying the agent/owner and obtaining their approval for any **new individuals** intending to **reside** within the property before their move-in. We understand that the owner retains the right to decline an application if they find the individual unsuitable for the premises.
10. I/We acknowledge that it is my/our responsibility to pay the **water consumption** usage on a quarterly basis as invoiced by the agent. I/We acknowledge that payment of the water consumption must be paid within 30 days of date of invoice.
11. I/We acknowledge that it is the owners' responsibility to ensure smoke alarms are complaint. I/We acknowledge that it is the tenants' responsibility to ensure smoke alarms are cleaned, tested at least once every 12 months and any issues are reported to the agent promptly. I/We acknowledge that should the smoke alarm battery go flat after the commencement of the lease, then it is the tenant/s responsibility to replace the battery. I/We acknowledge that the smoke alarm or batteries are not to be permanently removed.
12. I/We as tenant/s understand that it is tenant's responsibility to insure their own property and possessions by way of **personal contents insurance**.
13. I/We acknowledge that smoking inside the property is prohibited. If smoking occurs on balconies or outside the property it is the tenant/s responsibility to ensure that smoke does not drift inside the property or adjoining properties. It is important to note that a body corporate can pass a smoking nuisance by-law in terms that are consistent with the general nuisance provision of the Body Corporate and Community Management Act meaning future breaches could be issued for smoking anywhere within the complex. If concerned please speak to the agent prior to signing a lease.

14. I/we acknowledge that it is the responsibility of the tenant/s to gently clean the air conditioner filters at least twice a year. The filters are easily removed for a simply clean outside. A user manual for the Air Conditioners(s) is supplied.
15. I/we acknowledge that my/our courtyard/backyard/balconies must remain clean & tidy at all times and that management may enter the backyard at any time (via side gate) to inspect gardens.
16. I/we acknowledge that my/our driveway/car space must remain clean & tidy and free of oil stains at all times.
17. I/We acknowledge that we or any person residing in the unit permanently and is not recorded on the tenancy agreement will not use the designated visitors parking bays or park on the internal roadways.
18. I/We acknowledge that I/we are only allowed to park my/our vehicle in our designated car park. I/we acknowledge that I/we are/am not allowed to park in any other car park or visitor car park. I authorise management to tow my/our vehicle at my/our expense should we park in a non-designated car park.
19. I/We acknowledge that no pets are allowed to be kept on or inside the property, unless first approved by the manager.

Pet you would like to keep (type/breed/size): _____

20. Should you need to break your lease then please contact the agent using an RTA form 13 "Notice of Intention to Leave". Under section 357A of the act, the tenant is required to pay the lessor of the remaining rent until a replacement tenant is found, or reletting fees with the total amount capped depending on the remaining lease term. The agent can provide the tenant further details on this and we recommend the tenant visit the Residential Tenancy Authority to understand their responsibilities and maximum costs payable.
21. At the completion of the tenancy agreement, I/we agree to clean our property to the same standard as the property was provided at the start of the tenancy agreement or to engage a **professional cleaner**.
22. At the completion of the tenancy agreement, I/we agree to clean our carpets to the same standard as the carpets were provided at the start of the tenancy agreement or to engage a **professional carpet cleaner**.
23. At the completion of the tenancy agreement, I/we agree to ensure pest control has been carried out to ensure the property is returned to the same standard as was provided at the start of the tenancy agreement or to engage a **professional pest controller**.
24. If approved for a pet, I/we agree to ensure fumigation for fleas and ticks has been carried out to ensure the property is returned to the same standard as was provided at the start of the tenancy agreement or to engage a **licensed pest controller and provide receipts**.
25. At the completion of the tenancy agreement, I/we agree to empty and clean the rubbish and recycle bins. If this is not completed the tenant/s will incur a fee of **\$25 + GST** per bin.
26. I/We acknowledge that the Gigafy modem supplied in the property is our responsibility to take care off and if the modem is damaged or goes missing we will incur a **\$200 + gst** cost to replace the modem.
27. Please note we are under no obligation to provide you a reason should your application be declined.
28. I/We consent to the agent using our personal information being used to perform previous rental history, employee checks and TICA tenancy database checks.

Applicant Name:	Signature:	Date:
Applicant Name:	Signature:	Date:
Applicant Name:	Signature:	Date:



Application for Rush Internet

Rush Internet supplies internet services to The Annix and your townhouse has been installed with a 4 port LAN/WIFI modem allowing you to connect and activate within minutes. We can offer our residents one months' free internet as a welcome gift and can setup your internet connection to start the day you move in. More information can be found here <https://www.northlakespm.com.au/theannix/complex/internet/>.

Swift	Pulse	Turbo
Gigafy 100M / 100M	Gigafy 250M / 100M	Gigafy 500M / 250M*
\$79.95 /month	\$99.95 /month	\$109.95 /month

Contact Details

Townhouse Number: _____

First Name: _____

Last Name: _____

Mobile Number: _____

Email Address (username): _____
**Your email address will become your username for the network*

Plan Selection and Billing

Swift Pulse Turbo

Plan Start Date

ASAP or enter date ___ / ___ / 20

Payment

If you prefer not to provide credit card details to our office then you can setup your connection directly with Gigafy from within your townhouse. Please visit

Credit Card Details – Direct Debit			
Name on Card			
Card Number			
Expiry		CVV	

I understand that my credit card will be automatically charged on the above plan after my first free month of usage (if applicable).

Full Name: _____

Date: _____

Signature: _____



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