



SANDALWOOD VILLAGE MANAGEMENT POLICY

Bond:

- The Tenant is required to pay 4 weeks bond prior to signing the lease agreement, or at the time of signing the lease agreement.

Lease Agreement:

- A Lease agreement to be signed between the Shire and the Tenant prior to taking possession of the property.
- The Tenant is to receive a copy of the lease agreement at the time of signing it.
- All Tenants to be placed on a periodical lease agreement.

Rent

- As per scheduled fees and charges
- Rent is to be paid on a fortnightly basis via direct debit to the Shire of Cunderdin

Insurance:

- Tenants are aware that they must obtain their own Contents Insurance.

Utilities

- Tenants to pay water consumption as per the amount stipulated in their lease agreement
- Tenants to pay for 100% of electricity consumption and telephone/internet and are to set up an account in their name. Each unit is metered separately.

Visitors to the Units:

- Additional persons may stay for a maximum of 4 weeks for any one twelve month period. Any stay longer than this will need to be discussed/approved by the Shire.

Prolonged Absence:

- The tenant agrees to advise the Shire of prolonged absence from the unit in excess of 4 weeks.

Pets

- The only pets permitted at the Units are fish in a medium sized tank.
- A written request to the Shire, and its approval, is required.
- Should the Shire become aware of unauthorised pets it may at any time by notice in writing require the tenant to remove them.

Tenants Obligation to Sell Property:

- When offered tenancy in Sandalwood Village, prospective tenants are expected to sell their current home where practical and not use it for rental to supplement their income.



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Tenants Obligations to Maintaining Unit:

- The tenant is responsible for maintaining the courtyard and garden area in a tidy, clutter free condition
- The tenant is responsible for maintaining the premises in a reasonable state of cleanliness
- The tenant shall not intentionally or negligently cause or permit damage to the premises.
- The tenant shall notify the lessor as soon as practicable of any damage to the premises.
- No Smoking inside the premises at any time.
- Caravans, trailers, mobile homes and/or unregistered vehicles are not permitted.
- Passage ways are to be kept clear of any furniture or artefacts to ensure easy access to bedrooms for residents and Support Services.

Owner Obligations (Shire):

- The owner is responsible for the payment of rates, water rates, taxes, building repairs and regular up-keep of the common garden areas and landscaping
- The owner reserves the right to investigate any complaints in relation to unruly behaviour
- To provide possession of a property which is clean and in good repair
- To provide a tenant with quiet enjoyment of a property and only seek entry according to the provisions of the Residential Tenancies Act 1987
- To provide a secure premises
- To provide and maintain the property in a reasonable state of repair and to be responsible for all maintenance and repairs that are not due to neglect, misuse, wilful damage and rubbish
- To comply with relevant building, health and safety laws
- To keep accommodation pest free.
- Undertake 6 monthly inspections of the property for asset management purposes.

Vacating the Premises:

- Tenants are required to give 21 days' written notice prior to vacating the premises. The Shire of Cunderdin can give the tenant 60 days' notice to vacate the premises. The 21 days required written notice to vacate is negotiable under unforeseen circumstances such as the tenant's placement in an alternative care facility.
- The tenant understands that tenancy of a unit is on the condition that the resident is able to tend to his/her requirements. If at any time a tenant is unable to do so, following an ACAT assessment, arrangements must be accepted for alternative accommodation, but the Shire of Cunderdin is under no obligation to provide this.

Sandalwood Village:

- The tenant is asked to be considerate of neighbours and attempt to develop and preserve a harmonious neighbourhood.