

## Terms and Conditions

The weekly rental rate quoted for periods 2 to 6 months includes the fully furnished and equipped apartment and all utility connection and usage charges. When deciding to proceed with the agreement you will be required to complete the attached form and reply fax to 61-2-94121132. A lease agreement will be prepared which will require a signature from the occupant or its company.

### DEPOSITS AND CANCELLATIONS

An up front security deposit equivalent to four weeks rental is required in order to secure the apartment and is refundable, pending satisfactory inspection of the property. Expenses may be deducted from the bond. If you choose to settle any amount payable by Credit Card we reserve the right to charge an additional 3.0928% Administration Fee.

Cancellation 28 days prior to the start date, you will be charged 25% of your deposit for cancellation fees. Cancellation 21 days prior to the start date you will be charged 50% of your deposit for cancellation fees. Cancellation 14 days prior to the start date there will be NO REFUND of your deposit for cancellation fees.

### CHECK IN /CHECK OUT

Check-In time is after 2.00pm or by arrangement. Checkout time is 10.00am. If late check-out is required please contact Troy and we will do our best to satisfy your request, however we reserve the right to charge an additional night's fee. Key collection is at the foyer reception on the ground floor at high Park Tower.

### UTILITIES

Wireless internet can be provided on request. The current rates can be organised by contacting your property manager Troy. Contracts provided for utility connection and usage costs during the term of your stay. The electricity and gas is however capped at \$5 per day, which is above the average usage cost, even taking into consideration seasonal variations. Before leaving the apartment please turn your air conditioning **off**. We suggest you use the timer to turn it back on when you return. Leaving the air-conditioning on 24 hours a day will cause the cost to go beyond the cap, and in this case, you would be charged for the excess usage and the bill provided to you for verification.

### TELEPHONE

In the majority of cases the phone line is connected, and the rental rate includes 25 free local calls per week. Please confirm that a telephone line is required.

### FURNISHINGS

A full inventory of the standard furnishings will be provided with a report on the condition of the property. Not completing the condition report and ticking off the inventory list will mean that you are in agreement.

## SMOKING

All apartments are non smoking. If you are a smoker please smoke outside and let us know so an ashtray can be provided. Additional \$500 charge "Will" be incurred if the apartment smells of smoke and you may also be required to pay for repainting.

## PAYMENT TERMS

Rental payments are due monthly in advance at all times. The weekly rental rates quoted are based on payment by Cheque, direct deposit or EFT. Master card & Visa card has a surcharge of 3.0928% to the gross rental amount.

## NOTICE OF DEPARTURE

Written notice of departure is required in accordance with the lease agreement. The date indicated on the form will be considered the departure date. When you are unsure of your departure date, generally 14 days notice of departure is required in the last 2 weeks of the lease and 21 days after the lease has expired. Failure to give written notice will result in additional rental being charged at the daily rate.

## PAYMENT OPTIONS

The rent is invoiced on one, simple customised invoice. Rental payments are due in advance and rent is calculated on the actual number of days spent in occupation. You may pay by cheque (clearance required), Electronic Funds transfer, direct deposit, direct debit, or we accept VISA & MasterCard, although a surcharge applies of 3.0928%. Payments can be processed each month automatically once the details have been provided. We can bill individuals or we can invoice a company direct by sending an invoice.

## BOND

We require an up front Security Bond which is variant dependant on length of stay, usually 4 to 6 weeks rent. This Deposit is generally refunded shortly after vacating the property, pending satisfactory inspection & utility usage.

## CLEANING

A minimum exit cleaning fee for a 1 bedroom is \$220 and for a 2 bedroom is \$264. This is applicable at all properties. These rates are GST inclusive, however do not include the cleaning of the kitchen. The kitchen equipment and utensils must all be left in the same condition as they are found. The apartment is to be left tidy and free of rubbish at the end of your stay or additional cleaning fees may be charged.

## **NUMBER OF PERSONS ACCOMMODATED**

The maximum number of persons that may occupy the premises is as specified on your completed guest registration form. We may request that the additional persons vacate the property or levy a pro rata charge.

## **CODE OF CONDUCT**

We expect that guests:

- Shall not be guilty of conduct which is of nuisance or annoyance to adjoining or neighbouring occupiers, and will comply to the by-laws of that property.
- Shall not bring any animals or pets of any kind onto the property.
- Shall not clean seafood on the property.
- Shall not sublet or assign the property or any part of it.

We have the right to inspect the property at any stage during the booking period. Reasonable notice will be given for the inspection unless we believe the property is being damaged or at risk of damage. Inspections may be of reasonable duration. In case the property is on the market for sale during occupancy, the guest will allow access for inspection by appointment.

**Striking By Design reserves the right to exercise its use of the bond supplied by the customer in the case of; All keys and access tags are not returned, excess utility usage and if the furniture, fixtures and fittings are damaged & or removed etc.**

**To help ensure the occupants take due care we strongly advise that companies advise the occupants of most importantly these terms and conditions and , to read the lease agreement, to complete the condition report and inventory list in order to avoid any issues at the end of the tenancy.**