

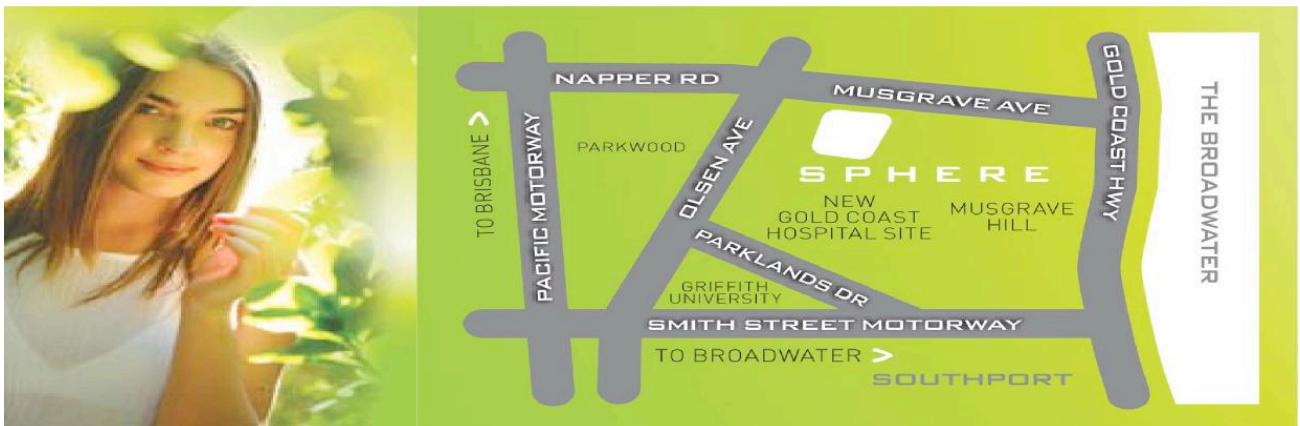


SPHERE

SOUTHPORT LIVING

A Guide to Renting Tenancy Information

Welcome to Sphere – Southport Living, the master planned community of Sphere has been designed with the residents’ lifestyle in mind through various facilities and additions to each apartment. We look forward to you joining our community in the near future.



We hope the following information will be of assistance to you in the lead-up to your move to Sphere. Our team is available to provide you with any additional information you may need.

APPLYING FOR TENANCY

Prior to submitting an Application for tenancy you will be required to view the property you are applying for.

When you are ready to rent a property through Sphere Management, you will be asked to complete an Application Form. In filling out this form you will be asked to identify yourself by providing 100 points of identification as outlined in the documentation.

You will be required to supply information about where you have previously rented, current employment and proof of income.

Once your completed Application has been reviewed and the information presented confirmed, you will be contacted by our office to advise whether your application for tenancy has been successful or not.

COMMENCING YOUR TENANCY

Once your Application has been approved by both our Letting Manager and the property owners, there is certain documentation that must be completed to commence your tenancy.

TENANCY AGREEMENT

The Residential Tenancy Agreement (Lease) will be prepared prior to the commencement of your tenancy. A copy of this document will have been provided to you prior to viewing any apartments at Sphere. Please ensure you have read and understood this important document. The Lease details your rights and responsibilities for the period of your tenancy.

CONDITION REPORT

A Condition Report will be supplied to you at the commencement of your tenancy and is evidence of the state of repair and condition of the residential premises. You are provided with a three (3) day opportunity to review the report and either accept the condition of the property as documented, or to make additional comments of variance. The commencement Condition Report is used for comparison at the end of your tenancy.

BOND

A bond equivalent to four (4) weeks rent is required to be paid prior to the commencement of your tenancy. The bond will be lodged with, and retained by, the Residential Tenancies Authority as a security for the performance of obligations under a residential tenancy agreement (lease). The bond will be refunded to you at the finalisation of your tenancy provided all monies have been paid and the apartment has been left in the same condition as at the commencement of your tenancy, excepting fair wear and tear.

KEYS

At the commencement of your tenancy each person noted on the residential tenancy agreement will be provided with property keys. Our Agency will also retain an access key to the apartment. Access cards to the Gymnasium and Mail Centre are subject to completion of an application.

DURING YOUR TENANCY

INSURANCE

We urge you to take out insurance cover over all of your personal possessions. Your personal possessions are not the responsibility of the property owner.

RENT PAYMENTS

Under the Residential Tenancies and Rooming Accommodation Act there are various steps that can be taken against you as the Tenant if your rent falls into arrears. By paying your rent on or before the due date at all times, you'll save on time and effort for everyone.

Please ensure you familiarise yourself with your rent payment cycle to avoid missing your due dates. Payments should be made to the Agency Trust Account as detailed in your lease agreement.

For other payment options, please check with the Sphere Management team for details.

If you are experiencing difficulty paying rent, please make contact with us.

PROPERTY INSPECTIONS

You can expect routine property inspections of your apartment to be carried out regularly in accordance with the Residential Tenancies and Rooming Accommodation Act.

You will be notified in writing providing the required notice period prior to an inspection. A day and time will be given when the inspection will be conducted and you are encouraged wherever possible to be present. However, if you are unable to be present we will undertake the inspection in your absence.

MAINTENANCE AND REPAIRS

You must notify us of any repairs needed to essential services as soon as practicable in the case of Urgent and Emergency repairs. For general maintenance, please contact the Management Office to complete a maintenance request form.

GIVING NOTICE AND MOVING OUT

Your tenancy agreement is a legal contract providing protection for both you and the property owner.

If you need to vacate the property you should make contact with the Sphere Management team.

In accordance with your Residential Tenancy Agreement there are prescribed notice periods that you must adhere to. Please check with the Sphere Management team for clarification.

In the event that unforeseen circumstances arise and you need to vacate prior to the expiry of your Residential Tenancy Agreement, contact the Sphere Management team immediately so we can assist in finding another suitable replacement tenant. You will still be responsible for rental payments until another tenancy commences.

All final inspections will be carried out after you have completely vacated the apartment and returned the keys to our office.

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