

Special Terms (Attachment A)

1. The tenant(s) will abide by the Building's By Laws as documented in the Lessor's Good Neighbour Charter and the Lessor's Policies and Procedures as set out in the *Tenant Handbook*. These may be altered from time to time. Any alterations to the Lessor's Good Neighbour Charter and Policies and Procedures will be given to the tenant in the form of a Building Managers *Memorandum*.
2. The tenant(s) will be responsible for notifying Common Ground Queensland when the following repairs and maintenance of the accommodation are required during the period of their tenancy:
 - a) Replacement of all light bulbs;
 - b) All accidental and wilful damage caused to the accommodation/furniture and appliances by either the tenant(s) or visitors. (All such damage will be reported to the Maintenance Manager at the time of its occurrence);
 - c) Any repairs or alteration not authorised by the lessor, including the placement of picture and other hooks into the walls or doors, the installation of shelving, painting and the installation of any electrical equipment including air conditioners;
 - d) Damage caused by a break and enter (a crime number is required);
3. As part of the building maintenance program, pest control will be undertaken monthly within residential units to keep pest and vermin under control.
4. If requested, Tenants will refrain from smoking in their unit while inspections, pest control and maintenance are being conducted.
5. Tenants are charged a weekly utility fee for electricity at the rate the Energy provider charges Common Ground Queensland. Energy charges and tenant's usage is reconciled quarterly. Tenant will be refunded for excess fees paid for electricity usage and invoiced if electricity usage is more than fees paid.
6. Tenants are charged a weekly utility fee for water usage at the rate the Water Authority charges Common Ground Queensland. Water charges and tenant's usage is reconciled quarterly. Tenant will be refunded for excess fees paid for water usage and invoiced if water usage is more than fees paid.
7. Subject to the required notification being provided by the Lessor, the rent and bond amounts on the premises may be increased in accordance with the *Residential Tenancies and Rooming Accommodation Act 2008*.
8. Tenants will allow and provide evidence as required for the Lessor to carry out annual continuing eligibility reviews on the household living within the premises to ensure his/her household continues to meet eligibility requirements for the property.
9. Tenants are required to inform Tenancy Managers of changes of: income, contact details for themselves and next of kin.
10. During the period of this lease the tenant(s):
 - a) Will ensure any furniture or furnishings provided within the accommodation are kept internally within the unit and not placed in any open area of the unit e.g. balconies (unless it is specific balcony furniture); charges will apply to the tenant if damaged.
 - b) Will not store goods and chattels of any kind in the ceiling of the unit, in communal areas or outside areas of the unit of accommodation; and
 - c) Must not switch off, destroy or in any way interfere with any smoke detectors or other security devices provided in any part of the accommodation.
 - d) Acknowledge that photographs of the unit may be taken during periodic inspections for the purpose of identifying the condition of the unit and inclusions.

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11. At the termination of the tenancy, if applicable, the tenants(s) will pay for the professional cleaning of the unit including flooring, furniture or any area of the accommodation and will produce to the Lessor a receipt from a professional cleaner that this work has been completed. If the tenant(s) are unable to provide a receipt, the Lessor will contract a professional cleaner to complete the work to which, any costs incurred by the Lessor will be charged to the tenant(s). A daily rate of rent will apply until the unit is back to its original state upon commencement of tenancy.
12. The tenant(s) will be liable for any damage, beyond fair wear and tear (as defined by the *Residential Tenancies and Rooming Accommodation Act 2008*) caused to furniture and appliances in the unit.
13. Units are fully furnished and tenants are responsible to care for each item in their unit. The toaster, kettle and small kitchen utensils are a one-off inclusion in the unit and will not be replaced. All large furniture items including chairs, tables, lounges, beds, and bedside tables, television, fridge, microwave oven and washing machine remain the property of Common Ground Queensland.
14. The tenant(s) understand that there is no onsite parking at the complex. As such there are no car washing facilities for tenants. All vehicles parking in restricted areas will be towed at the vehicle owner's expense.
15. The tenant(s) understand that should a false alarm which causes the Queensland Fire and Rescue Services to attend the property and it be deemed that it is due to the negligence of the tenant and/or their visitors, they may be responsible of any fees incurred.
16. Tenant(s) are not able to sublet their unit to any other person/s for any reason.
17. The concierge provider reserves the right to eject visitors from the building common areas if their behaviour is affecting the peace and/or safety of the tenants and staff of the building.
18. The Department of Housing and Public Works, reserves the right to enter the building to address defects and disasters should they arise.
19. In an Emergency, the State may prevent residential and non-residential tenants and their visitors, including Common Ground Queensland from entering and may require them to leave and stay out of the Premises until such time as the State gives notice to CGQ that the Premises are safe for occupation. No compensation will be paid to tenants relating to the state's occupation or action in an emergency.