

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 (Attachment B)*. These may be altered from time to time. Any proposed alterations to the Lessor's *Good Neighbour Charter* will be given to the tenant in the form of a *Common Ground Queensland Memorandum*.
2. The tenant(s) must remain eligible for social housing assistance as defined by the Department of Housing and Public Works in order to maintain their tenancy at Brisbane Common Ground. Common Ground Queensland will assess eligibility on an annual basis. Tenants will provide income evidence as required for the Lessor to carry out the annual eligibility reviews. Failure to provide income details will result in rent being increased to 100% of market rent for the property.
3. 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*.
4. The tenant(s) will be responsible for notifying Common Ground Queensland of all maintenance within 24 hours using the *Maintenance Request Form*. Emergency repairs should be reported immediately to Concierge.
5. The tenant(s) may only attach a fixture or make a structural change to the property (e.g. picture hooks, shelving, etc.) with the Lessor's written permission.
6. The tenant(s) must report any damage caused by criminal behaviour (e.g. break and enter, vandalism, etc.) to the Queensland Police Service. Failure to provide a Crime Reference Number may result in the costs of repairs being on-charged to the tenant(s).
7. As part of the building maintenance program, pest control will be undertaken as required within residential units to keep pest and vermin under control.
8. The service (utilities) fees stated in Item 14 of the General Tenancy Agreement (Form 18a) are reconciled twice a year. Tenants will be refunded for excess fees paid for the services (i.e. electricity and water) and invoiced if usage is more than fees paid.
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. 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.
 - 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.
11. 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.
12. The tenant(s) understand that there is no on-site parking at the complex. All vehicles parking in restricted areas will be towed at the vehicle owner's expense.

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13. The tenant(s) understand that any fees incurred through negligent activation of an alarm which causes the Queensland Fire and Rescue Services to attend the property will be on-charged to the tenant.
14. Alcohol consumption is prohibited in all communal areas.
15. Smoking and carrying any lit tobacco product is prohibited in all non-designated smoking areas.
16. Tenant(s) are not able to sublet their unit to any other person/s for any reason.
17. Common Ground Queensland 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. No tenant(s) or visitor(s) is allowed to tamper with any fire and safety equipment, including fire extinguishers, fire hose, fire doors and removal of batteries of any smoke detectors / alarms. Fines may be applicable for misuse from the Queensland Fire and Rescue Services.
19. Tenants must treat staff of Brisbane Common Ground with courtesy and respect. Any abusive language or threatening behaviour will not be tolerated and may jeopardise your tenancy.
20. Common Ground Queensland provides a Wellbeing and Safety Check Service. Any tenant who has not been seen in the building or used their swipe card for 8 days or more and has not advised us of their extended absence, will be considered as an opt-in to the Wellbeing and Safety Check Service.
21. Tenants are allowed to be away from their property for up to eight weeks at a time, or for a total of eight weeks in a 12 month period. Requests for longer absences will be considered for specific circumstances as set out in the Department of Housing and Public Works 'Fair absence from your home' Policy. Common Ground Queensland is not obliged to reduce rent during periods of temporary absence. During a temporary absence, tenants must continue to:
 - a. Keep paying rent and any other debt arrangements you have with Common Ground Queensland;
 - b. Keep your electricity connected;
 - c. Arrange for someone to check your home and collect your mail while away; and
 - d. Keep Common Ground Queensland updated about your absence.
22. Tenants who will be absent for more than seven (7) consecutive days are required to advise Common Ground Queensland before they leave. Tenants are responsible for organising a third party to ensure the wellbeing of any pets or plants in their absence. The tenant must complete Consent to Enter Authority Form advising Common Ground Queensland of the nominated third party who will attend to these matters.
23. To satisfy eligibility requirements, tenants must not own or rent any other residential property.
24. Tenants must seek approval to operate a business from their unit.