

RESIDENTIAL TENANCY INFORMATION

During your Tenancy

1. Paying your Rental

Rental must be paid on or before the due date. You can choose to pay by:

- DEFT - B Pay or internet banking.
- Direct Credit to our Trust account
- Cheque or Money Order, made payable to PRDnationwide Schloeffel & Paul and mailed to P.O. Box 275 Hurstville BC 1481

Please note this is a cashless office, We do not hold cash on the Premises and therefore cannot give change.

2. Things to remember

- When there are lawns and gardens, you need to water them (subject to current regulations & restrictions) and generally maintain the grounds (subject to current regulations).
- Regular inspections of the Property will be carried out by us and/or the Owner. You will be given seven (7) days written notice.
- If you change work or any telephone numbers, please let our Office know.
- If you wish to connect a second phone line, have Foxtel connected, put up picture hooks - you must make your requests in writing and await written reply as to the decision made.
- If you are Leasing a Strata Title Unit, you are required to obey the by-laws that that apply to the building.
- You will be invoiced for the water that you use. This is calculated using meter readings on the Property if separately metered. The account can be paid by using your DEFT Card or other methods detailed above, and it is to be made payable to PRDnationwide Schloeffel & Paul – **not** Sydney Water.

3. When emergency repairs are needed

This particularly refers to Plumbing and Electrical repairs. Promptly report the matter to our Office. In the case of an after hours emergency contact:

Anita Suters	0414 656 441	Yasmin Uzun	0415 091 333
Hayley Jones	0415 677 402	Leesa Aldous	0414 373 984.

Repairs (unless urgent) are undertaken during business hours, and our Tradespeople generally use the keys to access the property.

4. Locked Out?

If you are locked out of the Property:

- During Business hours, you can collect a set of keys from our office (you will need to provide personal identification). You will be required to return them before the end of business that day.
- Out of hours, we will where possible, and for a fee, access the office and provide you with a set of keys. In this case you return them during the next business day. Failing this you will have to make your own arrangements with a locksmith, at your own cost.