

Special Conditions for Suites

Suite Address: 5b/130 Gladstone Avenue, Coniston NSW 2500

Landlord: Balgownie Pty Ltd ABN 42 916 608 736 / ACN 616 730 600

Tenant: Illawara & South Coast Central Service Office Inc

1. **Tenant accepts the premises in its current condition and state of repair**
2. No rubbish to be left in common area. **Tenant to dispose of their own rubbish**
3. **Common area** and **exists** to be **kept clear at all times** (including clear of cigarette smoke)
4. Tenants are to install their own fire extinguisher in their suite to abide by the rules and regulations
5. Tenant responsible for all light globes and fittings
6. Tenant will have **business insurance for the premises**, including **Public liability, Plate Glass etc.** Tenant to provide the landlord with a copy of the policy within 7 days
7. \$250 Inc. GST: **lease fee** payable on signing the lease. The Tenant is not responsible for the legal fees of the Landlord in relation to the preparation of the Lease."
8. **Bond** paid by **Bank cheque** or **via direct desposit** payable to **Office of Small Business Commissioner. (Cash or money order not accepted)**
9. The **current GST** payable is **10%**. Should this go up the rent will be adjusted to reflect this
10. **Electricity Connection, Supply and Usage** is the tenants responsibility **upon possession**. A shared meter may apply to some suites. – **Please discuss with the lessor or agent.** Hot water system is not supplied by landlord. If it exists on site, it is the tenants responsibility to service and maintenance or replacement of the system. (Suite 5b has a shared meter with 5a. The metre is in 5a. As 5a is empty, the tenants of 5b must set up an account for electricity and when a tenant is found for 5a, the tenants with mutual agreement will need to set up a payment schedule and usage schedule).
11. **Water Usage** is the tenants responsibility **upon possession**. – **Please discuss with the lessor or agent.**
12. Airconditioning is not supplied by landlord. If it exists on site, it is the tenants responsibility to service and maintenance or replacement of the system.
13. Rent and any applicable outgoings will be paid by **Direct Deposit** into the following bank account:

	130 Gladstone Avenue, Coniston
Account name:	GLNS Superfund
BSB:	062 624
Account Number:	1080 6701
Please include a tenant identifier when making bank deposits	

14. All arrears of more than 7 days incur a \$10 late fee
15. All **arrears notices incur a \$20** management and administration fee plus interest charged after 14 days
16. **All non-electronic payments will incur a \$10** management and administration fee
17. Smoke alarm system is being installed at central chambers – tenant to co-operate there for your safety

Signed

Tenant

Date