

Special clauses in your lease

Floor cleaning

You must only clean the floor with soft implements. It is your responsibility to check that your floor cleaning tools, such as vacuum cleaner nozzles, do not scratch the floor. Nylon scourers **will** scratch the floor.

When you wash the floor, you must only use plain water with:

- Polyurethane cleaner 50 ml per 4 litres (half bucket) OR
- Methylated spirits 100 ml per 4 litres (half bucket)

The landlord provides a measuring cup and either polyurethane cleaner or methylated spirits.

Pads under furniture

If your furniture has metal or wooden feet or is likely to scratch or dent the floor, you must place a small piece of carpet under each foot or attach an adhesive felt pad. The landlord provides adhesive felt pads, carpet and scissors.

Cleaning the cooktop and power point covers

You must only clean the cooktop, power point and light switch covers with a soft cloth and non-abrasive cleaner. It is your responsibility to make sure that you are using the correct product. Read the instructions to find out how to clean them. Nylon scourers will scratch them.

Attachments to walls

The landlord will install a reasonable number of picture hooks in conventional places on request.

You may not use adhesive putty ("Blu-tack") unless you pay a special bond to cover the cost of repainting when you move out.

You may not use any other method of attaching anything to the walls without written permission.

Hints, tips and landlord's requests

You must read and understand the document **Hints, Tips and Landlord's Requests** and acknowledge in writing that you have done so.

Hints, tips and landlord's requests

Laundry

- You have a power point in the shared laundry downstairs. To enable it, use the switch marked 'Laundry' on your fuse box in the kitchen. If you keep it turned off when not in use, people will not be tempted to use your electricity for expensive clothes drying.

Rubbish collection

- Wednesday night is rubbish night. Each fortnight the janitor puts out the bin for you. On the week in between it is your joint responsibility to put the bin out if required. Every Thursday it is your joint responsibility to bring in your bin and put it back in the bin cage.
- You share a bin with unit 12. There are also recycling bins in the corral.

Electricity, telephone, broadband cable

- Your **electricity** provider is Citipower. You must call them on 131260 and transfer the account to your name by the end of the next working day after you move in.
- The unit has a standard **telephone** connection in working order. To connect a telephone service, plug in a telephone and call Telstra on 132200.
- The unit has a broadband cable connected, owned by Telstra. You can use this for **pay TV** or **broadband Internet** or both. For pay TV, contact Foxtel 131999. For broadband Internet, contact BigPond 131282.

Light fittings

- The light fittings are designed for globes of maximum 60W. Brighter bulbs are not safe to use.
- You may need to change a globe in the dome fittings that do not have fans attached. One of the three clips is on a spring. To remove the dome, pull the sprung clip outwards away from the centre of the light. This will release the dome, so be ready to lift it away.

Protecting the floor

- **Stiletto heels with missing sole pads will cause severe damage to the floor. It is extremely important that you make sure these are NEVER worn in the unit. A stiletto heel with a missing sole pad is a metal ball that will make indents in the polished surface.**
- Please do not habitually wear stiletto heels in the unit for long periods.
- Please avoid sliding furniture across the floor.

Other tips

- The range hood recirculates air and therefore needs a carbon filter. The landlord renews this filter as needed. If it becomes clogged sooner than that, you can request a replacement.
- You can remove the glass shelf in the bathroom for easy cleaning—just lift it out of its bracket.
- To tilt the venetian blinds, hold the tilt control stick out at 45 degrees away from the wall.
- To remove the flyscreens, first loosen the pins that hold the screens into the window frame.
- To remove marks from the roman blinds, try brushing first. If you need to sponge the fabric, use very little water with a mild detergent. Use a clean nailbrush or cloth. (In the living room and bedroom 1, if the mark is near the wooden batten at the top, stuff a towel between the wood and the fabric before wetting to prevent the wood staining the fabric. Leave the towel there until the fabric is dry.)

Items that belong to the unit

The landlord provides the following items with the unit:

- Instruction folder including a manual for the stove
- Fuse wire
- Small screwdriver
- Candles
- Matches
- Adhesive felt pads for furniture feet
- Carpet pieces for furniture feet
- Scissors
- Anti-static broom (dry sweeping)
- Extension cable and power board for range hood and your microwave oven
- 2 cutting boards that match the kitchen bench
- Padlock for parking space lock (key issued with keys to unit)
- Supply of stovetop cleaner

Please ensure that these items remain in the unit when you move out.

Agreement

I have read and understood this document about caring for 11/23 Mason Street, Fitzroy.

I agree to carry out the instructions in the document.

Tenant

Signature

Print name

Date

Witness

Signature

Print name

Date