

A1 Homestay

(Registered Boarding House #132244. ABN: 49 184 128 705)

45 Cunningham Street, Westdale, NSW, 2340, Australia

Home-Sharing Facilities and Terms & Conditions of Occupancy

A. Accommodation & Facilities provided for usage and Responsibilities of Occupants

1. **Bedrooms:** Private and shared bedrooms equipped with Built-in Cupboard, Queen, Double or Single size bed & mattress with mattress protector, electric blanket, pillows, bedside tables, bedside lamp and a chair. Bed Linen (Sheets, pillow cases, blankets/quilts, etc.) for usage are provided. Cooking is not permitted in the bedrooms. ***Keeping the bedroom and bed linen clean and tidy is the occupant's responsibility.*** Weekly inspections of the bedrooms are carried out by the Management for cleanliness, hygiene, safety, maintenance and possession or use of unauthorised items, if any.
2. **Bathrooms:** Common shared bathroom is available with vanity/sink, shower and Bathtub, gas Water heater System for centralized hot & cold water supply. Hand wash soap, tissues/hand towels, and cleaning materials are provided. Occupants are required to bring their personal toiletries. ***Bathrooms are to be left clean, dry and tidy after each usage by the users/occupants.***
3. **Toilets:** Common shared toilets are available for usage. Toilet also has a mini hand wash basin with a hot & cold water mixer. Hand wash detergents, toilet paper, and cleaning materials are provided. ***Toilet is to be left clean and tidy after each usage by the users/occupants.***
4. **Laundry:** Common automatic washing machines, detergents, laundry sinks with drainboard and benchtop, ironing-boards, electric steam irons and clothesline are provided. ***Laundry and its items are to be left clean and tidy after each usage by the users/occupants.***
5. **Kitchen:** Gas cooking stoves with Electric/Gas Ovens (coin operated), Microwave ovens with convection & grills, electric kettles, toasters, dishwashers, rice-cookers, steam cookers, hand-mixers, sandwich toaster, egg-boilers, tin/wine openers, weighing scales, measuring cups, cooking utensils & items, pots & pans, crockery & cutlery, glassware, oven ware, range-hood, etc., are provided. Additional Barbies are available outside the buildings which could be used for messy and large cooking outdoors for daily and/or for a larger gathering. Kitchen dishwashing detergents and cleaning materials are provided. Occupants are required to bring their own consumable food products, groceries, soft drinks & liquor, etc. ***Range hood exhaust fan must be switched ON during the cooking. Utensils, crockery, cutlery & other items used, gas-top, bench-top, microwave oven and Barbie, are to be left clean and tidy after each usage. Utensils, crockery & Cutlery are to be placed back in storage after cleaning & drying.***
6. **Kitchen Waste Management:** ***Disposing of kitchen waste on a daily basis into the (Red & Yellow) Bins provided by the council kept in the parking area, is the occupant's/user's responsibility.*** At the end of each day, ***occupants are responsible for clearing the Kitchen Bins.*** This is done in rotation as per the weekly roster displayed in the kitchen, and/or the roster sent by text message to all occupants. ***A penalty of \$5 for failure to clear the kitchen bins is paid by the defaulting occupant as listed on the duty roster.*** Kitchen waste is to be managed following the Council's Waste Management Requirements, displayed on the Notice Board.
7. **Storage spaces:** Dedicated spaces are provided for each occupant in the pantry, fridges, bathroom shelves and shoe racks to store their personal items. Storing personal groceries, food items in the fridge, pantry and other places is to be neatly done without any rotting, leakage, spillage, etc. Common utensils provided

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for all, are not to be used for storage of personal personal items.

8. **Common Living Area:** Fully furnished commonly shared living area equipped with 50 inch flatscreen Color HD TVs and provision of screening one's mobile to TV is provided for the Occupants. Presently, only free digital channels are available. Appropriate seating furniture, coffee tables, etc, are provided. Careful usage of all these facilities is permitted. ***Living room and its items are to be left clean, arranged and tidy after each usage by the users/occupants.***
9. **Alfresco, Deck and Lawns:** Alfresco/Deck with seating and dining arrangements and lawns are available for usage.
10. **Internet and Wi-Fi:** A secure High speed NBN internet connection with unlimited data usage and equally efficient 'Wi-Fi' coverage is provided.
11. **Printing & Copying Facility:** A user-friendly high-tech B&W laser printer/Copier/Fax with Wi-Fi connectivity, A4 papers, office stationery and items are available for usage on payment of the cost of consumables only.
12. **Centralized Air-conditioning:** Both Dwellings are well insulated and have coin operated reverse cycle heating and cooling systems.
13. **Heating in Winter Months:** Electric blankets are provided to keep you warm during winter months. Personal ***Electrical/oil heaters or heavy consumers (above 100 Watts) are not permitted in the rooms as well as in the common areas.***
14. **House/Flat Security:** Both dwellings have security screens installed on all movable windows and access doors. All external access and bedroom doors have digital locks operated with codes. (No metal keys used). ***Securing the house before going out is every occupant's responsibility. External access doors must be properly shut and locked on each entry and exit to deny access to unauthorised persons, pests, houseflies, etc.*** Relevant access codes are given and the procedures for operating digital locks are personally explained and demonstrated by the Management to the occupants on their arrival.
15. **Car Parking Bays:** Hard surface maneuvering areas, driveways and marked car parking bays, covered with Asphalt/bitumen surface, are available inside the premises. ***Personal Cars must be parked inside the compound at allocated parking bays.*** Parking is back to the Kerb. Parking of cars on the public street or on its sides is not permitted, unless it is a temporary short stop for loading or off-loading of passengers/goods.
16. **Personal Safe and Lockers:** Bedrooms are equipped with electronic safes with digital locks, one per occupant/couple. Additionally, lockers are available and can be hired by the occupants, if required.
17. **House Cleaning & Equipment/materials:** Vacuum cleaners, mops, buckets, brooms, cleaning materials, tools, appliances, PPE, tissues/towels/wipes/microfibres and required detergents are provided for regular periodic cleaning of the bedrooms and shared common areas. ***Keeping the bedrooms, common areas, appliances used, workbench, tables-tops, splash-back tiles, floor, and other surfaces clean, neat and tidy is the occupant's responsibility.***
18. **First Aid Box:** A First Aid Box is available for usage, when required.

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B. Terms & Conditions of Occupancy

1. **Weekly home-sharing Occupancy Fees:** Occupancy Fee Payment Schedule is provided in advance by the Management. *Weekly Occupancy Fee is to be paid in advance on a weekly or fortnightly basis on the scheduled payment dates.* Bills for electricity, water, gas and internet are included in the Occupation Fee. *Late payment fee of \$1 per day per \$100 is to be paid in addition to the Occupation Fee, in case any payment is delayed beyond the scheduled payment date.*
2. **Minimum Period of stay/Occupancy:** *Minimum period of stay is 8 weeks.* The Occupancy Fee as quoted and agreed to, is for a stay of 8 weeks or more. Occupancy Fee for a period of stay *less than 8 weeks, is \$50 per day per person.*
3. **Security Deposit/Bond Amount:** *Security Deposit/Bond amount is twice the weekly Occupancy Fee and is to be deposited prior to the occupation.* This amount would be refunded on vacation as per Australian Accommodation Laws, without any interest, subject to no dues or damages are left at the time of vacation and the Termination and Vacation Procedure laid down by A1 Homestay, displayed on the Notice Board, is followed.
4. **Period of Notice for Termination of Occupancy Agreement by Occupants:** A minimum of Two-week's (14 days) notice in advance is required for Termination of Occupancy, failing which, the occupancy fee for the number of days 'less than 14' is payable on account of insufficient 'Notice Period'.
5. **Bi-Annual increase in Home-Sharing Costs & Occupancy Fee:** An increase in Occupancy Fee by \$5 to \$10 per week could be expected every six months due to the general increase in inflation index raising the cost of living.

C. General Conditions & Procedures during the period of stay

1. **Personal Safety & Injuries:** Occupants are responsible for their personal safety and injuries, if any, and are advised to follow safe and correct procedures for their personal safety and health while occupying the premises and using the facilities and appliances. The Safety Rules and Regulations as laid down by the Tamworth Regional Council and NSW State and the operating instructions of the appliances are to be followed. Occupants shall not hold the Landlords/owners/Management of the premises responsible for their personal injuries caused due to their own negligence, lack of knowledge, safety lapses, etc. during the occupying period.
2. **Personal Belongings:** *Occupants are responsible for their personal belongings, mobiles, phones, money, automobiles, etc., during their occupancy period.* Occupants are advised to insure their personal belongings for any damage, loss of theft, if felt necessary.
3. **Personal Guests and Visitors:** Guests/Visitors are not permitted inside the Premises. Occasional visits by family members/relatives/close friends, limited to 4 hours in a week, is permitted after securing the permission from the Management. Occupants are responsible for the safety, health and security of their guests. Stay arrangements for the personal guests could be made subject to the vacancy and payment of appropriate occupancy fee. Guests are also required to follow the rules and procedures as laid down for the occupants.
4. **Personal Parties at the Premises:** Personal Parties in the premises on special occasions could be planned

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and conducted with prior permissions, limited to twice a year. Such events must not cause any annoyance to the neighborhood and other occupants. The host occupant is responsible for all his/her guests and their safety, health, security, behaviour, including the arrangements and post-party clean up. Maximum number of guests is limited to 10 adults and maximum time limited to 4 hours. A fee of \$50 is payable for each party to cater for extra consumption of amenities services such as water, gas, electricity, internet, etc.

5. **Cleanliness and Maintenance:** A1 Homestay operates on principles of self-catering, self-cooking, self-cleaning & self-housekeeping; similar to while renting other accommodations. Cleaning equipment and materials are provided. ***Keeping the bedrooms clean, arranged and dusted is the occupant's responsibility.*** In addition, occupants are required to share and contribute their efforts for periodic cleaning of the common areas shared & used by occupants in the premises (Kitchen, Living area, Bathrooms, Toilets, Laundry, Hall ways, Entrances, Alfresco, etc), ***failing which, an increase of \$15 per week in occupancy fee is payable by all occupants present, for not keeping the common areas clean.*** This amount is used to pay the professional cleaners to clean the common areas on your behalf.
6. **Loss, Breakages & Damages:** Costs of replacement and/or repairs of the loss/damage/breakage of items are to be paid by the individual occupant, if found at fault. For larger damages invoking repairs by Insurance, the minimum excess value of the Insurance, which is \$1,000, has to be paid by the occupant who is responsible for the damage. Fair wear and tear of items/equipment with proper usage is acceptable.
7. **Security of Premises while Leaving the Premises:** Occupants must ensure that all the external access doors are closed and locked properly and curtains are drawn prior to leaving the bedroom or the premises. ***On exiting the house, please ensure and re-check that the outer access doors are closed and locked properly.***
8. **Fire Safety and Evacuation Procedures:** Both main and Secondary Dwellings have Class 1B building Fire Safety certification with all necessary warnings and fire safety devices, including Emergency Evacuation Lights, installed and periodically tested. Fire Extinguishers and Fire Blankets with operating instructions are installed and provided to control and extinguish any fire at the earliest possible. Emergency Evacuation Diagrams are displayed on the Notice Boards, in common areas and in Each bedroom. Please familiarize yourself and learn the correct use of the fire-fighting equipment and the evacuation procedure for your own safety and the safety of other occupants in the buildings. The Assembly area, after evacuation, is on the street side, where the green coloured "Assembly Area" signage is displayed. In case of any doubts, please ask the Manager/Owner at the earliest and clarify your doubts.
9. **Emergency Numbers:** Police: 000; Fire: 000; Ambulance: 000; Owner: Raj Poonia: +61 424 220 892
10. **Non-Availability of Items, or Failure of Appliances, Systems or Services (disruption in Electricity, water, Gas, internet and others):** Please Call or text the Owner/Manager for information and necessary actions to take care of your needs at the earliest.

D. Proof of Identity

Proof of identity of all occupants is necessary before occupation of the premises. A Passport, a Citizenship Certificate or an Australian Driver's License is required to be produced in original for verification. A copy of the above documents and photograph of each person would be retained securely until the premise is used by the occupants with due care on one's privacy information.

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E. Dos and Don'ts While Staying at A1 Homestay

1. No smoking inside the house. Smoking is permitted only at the dedicated 'Smoking Areas' outside the buildings.
2. No messy/smoky cooking inside the house. Use of outside Barbies or gas burners is recommended.
3. No possession or usage of any unauthorised items, illicit or illegal materials, inclusive of drugs.
4. Social alcoholic drinking within limits is permitted inside the premises with good behavior.
5. Decent, mature and responsible behavior, mannerism, dress code and mutual respect for other home-sharing occupants, are expected by all occupants at all times.
6. All items, surfaces, utensils and cutlery, crockery that are used by occupants, are to be cleaned, wiped, dried and stored at proper places. Electrical and Gas appliances are to be cleaned after usage and switched off when not in use. The range hood exhaust fan must be switched on while cooking.
7. Personal belongings are to be kept inside the bedroom only, definitely not kept in the common areas. Personal groceries, toiletries and shoes, bags, etc., are to be kept at allocated spaces in the Pantry, Bathroom, shoe racks and additional storage areas. Safety and security of personal items, including automobiles, is the individual occupant's responsibility.
8. Avoid causing any loud noise/disturbance etc., during the night/sleep periods which is from 10 pm to 7 am, in general. Refer to Tamworth Regional Council Website for additional information on Noise Abatement periods, which are different for summer, winter, weekdays and weekends/holidays.
9. No personal Electrical/oil Heaters and heavy electricity consumers (more than 100 Watts) are to be used anywhere in A1 Homestay, including the bedrooms.
10. Do not park personal cars on the roadside for longer than 15 minutes for loading purposes only. Park the cars inside the compound as advised and at allocated parking bays.
11. Do not hesitate to ask for any HELP in case anyone is not sure about the usage of any item, equipment or does not know any procedure.
12. Personal problems and issues, if any, could be discussed with the management in private. Necessary advice and assistance could be offered by the Management where applicable.

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F. Termination of Occupancy Agreement by the Management

If required, the Management at A1 Homestay can terminate the Occupancy Agreement of any occupant anytime, by providing the occupant with a minimum of two weeks Notice prior to the date of Vacation. The Occupancy Agreement can also be terminated by the Management with immediate effect (without any Notice) in case of any of the following serious lapses made by any occupant: -

1. Exhibition of ***Unacceptable conduct or behavior***
2. Exhibition of ***Gross indiscipline and disrespect to co-occupants***
3. In possession of ***illicit materials, drugs or unauthorised items***
4. Breach of ***Covid-Safety Rules/Restrictions*** as applicable from time to time
5. Failure to pay ***Occupation Fee beyond 7 days***
6. Failure to follow the Rules and Regulations laid down by the Australian Government's, NSW Government's, Tamworth Regional Council's Rules
7. Failure to follow the Terms and Conditions of Occupancy Agreement
8. Failure to follow the Notices displayed at A1 Homestay
9. Failure to follow the Notices sent by the Management to the occupant by text messages or emails related to the Accommodation and Occupancy at A1 Homestay

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G. Covid Safety Restrictions as Applicable

1. All occupants are to follow the latest applicable Covid-Safety Rules and Restrictions as laid down by the Health Department of NSW Government. Refer to 'Covid-19 Resources' in your mobile's 'COVIDSafe' App and this hyperlink: <https://www.nsw.gov.au/covid-19> for latest updates, rules and restrictions.
2. A1 Homestay is a registered Boarding House and a registered business. Hence, it is **not a residential** premises or property. All Boarding Houses fall under the 'Hotels & Accommodation' category of business. Covid Safety restrictions as applicable 'Hotels & Accommodation' category apply at the A1 Homestay.
3. For the safety and security of the present occupants at A1 Homestay, it is mandatory for the new occupants to take a Covid Test within 4 days period prior to arrival date and submit the proof of a 'Negative Result' of the test taken, before commencing their stay at A1 Homestay.
4. Occupants must be double vaccinated and submit a digital proof of the same prior to entry and occupation.
5. Occupants must wear a proper mask covering nose, mouth and chin prior to each entry and while in the interior of the building in common public areas (which are: approaches, entries, exits, living areas, dining areas, kitchen areas, pantries, stores, hallways, laundries, clothes lines areas, alfresco /decks areas, etc.) and maintain a minimum of 1.5m distance from others. Masks can be taken off only inside the bedrooms when alone, inside the toilet (since alone), inside bathroom (since alone) and for 'exceptions' as per Covid restrictions, such as eating, medical reasons, etc., if qualified.
6. In outdoor open areas, carrying a mask is mandatory and can be taken off if no one is within 1.5m area around. Where a social safety distance of minimum 1.5m can not be maintained, wearing a mask is mandatory by all.
7. Covid Safety Restrictions apply equally to visitors and personal guests of occupants, if any.
8. Penalties for the Breach of Covid Restriction (as on 11 Oct 21) are \$500 for mask and \$3000 per breach for other serious breaches.
9. Breach of Covid Safety Restrictions requires an immediate Termination from A1 Homestay, without any vacation notice period.