

Introduction to Induction Process for stay at A1 Homestay

Dear Occupants,

Before you commence your stay at A1 Homestay, it is mandatory to go through the Induction Process for staying at A1 Homestay.

For the Induction Process, I have placed below the four (numbered 1 to 4) messages. Please read these four messages and also store these messages as references because you will need this information later for day-to-day operations.

Once you (and your partner, if applicable) have read these four messages, please text me the following from your mobile to my mobile number:-

"I (and my partner, if applicable) have read and understood all four messages and will comply with the Rules and Procedures of A1 Homestay".

This above reply, when received from you, would confirm that you have successfully completed the Induction Process to stay at A1 Homestay.

Regards
Raj Poonia
A1 Homestay

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Induction Message-1 of 4:
Financial Briefing

1. Your accommodation and its weekly Occupancy Fee (rent) has already been informed (or would be informed) in a separate message.
2. The Occupation Fee (rent) includes bills for Electricity, Water, Gas and high speed NBN Internet with unlimited data usage. The Occupation Fee (rent) is paid weekly, in advance of each week. The Occupation Fee (rent) starts on the day of your arrival and stops at your last day of stay. Late payment fee for the rent beyond scheduled dates is One percent per day of the weekly rent, rounded up to the whole number dollar, to \$2, \$3 or \$4 per day.
3. Minimum stay is 8 weeks for the Occupation Fee (rent) offered. Stay of lower than 8 weeks will require a higher Occupation Fee on a daily basis starting from \$50 (or more) per day per person.
4. The bond/deposit amount is twice the weekly Occupation Fee, remitted once only, in advance. It is refundable within 14 working days (max) after you have vacated the room and the premises, after deducting outstanding dues, if any.
5. You may remit the bond amount and Occupation Fee for the first weeks on or before the arrival day once you have decided to stay at A1 Homestay. That will confirm your booking.
6. The bond amount and Occupation Fee for the first week have to be paid on or before Day-1; the day of Occupation.
7. Accommodation can be booked up to four weeks in advance by paying the bond amount when you have decided to stay here. This will reserve your room from the date you plan to arrive. Cancellation charges of booking are 25% of bond amount, which equals to half weeks rent.
8. Vacation/Termination Notice with your last date of stay at A1 Homestay, is to be given at least 14 days in advance of your vacation/Termination date, through a text message/email or verbally in person. If the Termination Notice is less than 14 Days, the bond refundable amount will be reduced proportionately.
9. A1 Homestay operates on principles of self-catering, self-cooking, self-cleaning and self-maintenance in housekeeping, with cleaning materials and equipment provided. Failing to do so, will require professional cleaners to be called in, and the wages of the cleaners are paid by the tenants.

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10. All payments are made to the business account of A1 Homestay by remittance to the bank account or by PayID on mobile number.

Details for bank remittances are as follows:

Account Name: A1 HOMESTAY

BSB: 032-621

Ac Number: 623426

Reference: Enter Your Name as it is in your bank account.

Remittance can also be done by PayID on my mobile number 0424 220 892.

11. It is advised that first remittance should be made with \$1 as a Test remit. Once the successful credit of your \$1 remittances is acknowledged by A1 Homestay, you may remit the required amounts in future without any further testing.

If you wish to pay by cash, you are welcomed. Each week, you can drop your rent on the Cash collection Box placed within the premises. Acknowledgement of the receipt is provided.

Thanks for considering A1 Homestay for your stay. With Regards and best wishes.

Raj Poonia

A1 Homestay Westdale,

Tamworth, NSW, 2340.

(End of Induction Message-1)

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Induction Message-2:
Admin Brief and Various Codes

All external access doors have (electronic or mechanical) digital locks, hence no (metal) keys used or given.

The following salient codes are for your future reference. If & when these are needed, please refer to this message.

1. Main Access Door Digital Lock (Street Side): Star-XXXXXX-star a
2. Screen Door Key Box on Street Side: XXXX
3. Screen Door Key Box on Parking Side: XXXX
4. Room Door code: XXXXX#
5. Your digital safe code: XXXXX#
6. Wifi & Internet: SSID/Names:
 - (1) Main House: WiFi-EA2D and WiFi-EA2D-5G
 - (2) Granny Flat: TP-Link_0380 and TP-Link_0380-5GPassword: XXXXXXXX
7. Your car parking Bay Number: XX. Parking instructions to be sent later.

On your arrival, I will personally conduct your Onsite Induction Process, which should take about 30 minutes. In this, you will be shown the layout & facilities, practical demonstrations to operate various entry and exit doors, usage of various appliances, salient procedures to follow, locations of Fire Safety equipment, Evacuation Plans, Notice boards, etc.

On arrival, the following is required to be produced:

- (a) Proof of Identity: Au Drivers License or Passport. This could be sent earlier once a decision to stay is made.
- (b) Filling, signing and submitting the "Occupancy Agreement" for your stay at A1 Homestay.
- (c) A Negative test result for Covid Test done within 4 days prior to arrival for your stay (if not submitted earlier), or Rapid Antigen Test on arrival.
- (d) Double vaccination certificate. This could be sent earlier once a decision to stay is made.

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A Hardcopy print of "Terms & Conditions" of A1 Homestay (seven pages) for stay will be given to you or kept in your room for your reference and usage. You may also view, download and read the Terms & Conditions from A1 Homestay Website, hyperlink given below:-

<https://alhomestay.com.au/terms-and-conditions.html>

With regards and best wishes.

Raj Poonia

Note: The XXXXXX numbers will be given again in a separate message after receiving the first payment from you.

(End of Induction Message-2)

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Induction Message-3 of 4:
Covid-Safety Information, Rules and Procedures

It is mandatory to follow the latest Covid-Safety rules issued by NSW Government while staying at A1 Homestay. Refer to health.nsw.gov.au for the latest restrictions about Hotels/Accommodation Category of business for A1 Homestay.

Presently, all occupants at A1 Homestay are so far free from Covid and all occupants are double vaccinated.

For the safety and security of the present occupants, it is mandatory for you to take a Covid Test within 72 hours period prior to your arrival date and time and produce a 'Negative Result' of the test taken, before commencing your stay at A1 Homestay. Please ignore if already submitted. Alternatively, A Rapid Antigen test with negative results is needed on arrival, prior to entry. If your workplace has tested you negatively, you may send us a proof of the same, just a call or text message to "Raj" from your supervisors stating that you were tested negative on arrival, stating the date of the Covis-Negative test.

A1 Homestay comes under the "Hotel & Accommodation" category of Business. Hence, at A1 Homestay, all occupants have to follow the same Covid-Safe rules as per the Hotels & Accommodation, cafes, shopping Malls, public places, etc.

Other safety Rules, such as hand hygiene, maintaining safe distance and keeping commonly used surfaces sanitized frequently, wearing of masks when and where necessary, etc., are also equally important and are to be followed meticulously.

The above rules are to stop the spread of the dangerous and lethal Covid-19 at A1 Homestay and within the community.

Failing to follow the Covid-Safety rules will result in an immediate vacation from A1 Homestay.

Regards.

Raj Poonia

(End of Induction Message-3)

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Induction Message-4 of 4:
Responsibilities of all the occupants, in brief,
while staying at A1 Homestay.

1. Personal Safety: Safety and Security of yourself and your personal items while staying at A1 Homestay - is your responsibility.

2. Your Room: Keeping your room, bed linen and items in the room clean and arranged - is your responsibility. Rooms are inspected weekly by the Management for cleanliness, hygiene, safety, maintenance & possession of unauthorized items, if any.

3. Common Areas and Items: All occupants are responsible to keep the common areas and items clean and arranged. Soon after usage, please clean the common areas and items that you have used, leaving them clean for other's usage. If you make the floor or any surface, place or item dirty, you must clean it up as soon as possible, before leaving that area/items. Failing to clean as stated, will require payment of fines ranging from \$5 to \$50.

3. Management of garbage and Waste Bins: There are no common bins inside the house/flat. Each occupant is given a personal Waste bin. All your rubbish and waste is not to be left anywhere in common areas and inside or outside the house. Your waste & rubbish, created by you, is to be collected in your personal bin (given to you) and the same to be disposed of in the appropriate large Council Waste Bins instantly. The Yellow Bin is for the recyclable items (Glass, metal, paper and plastic) and the Red Bin is for all other items which are not recyclable. Yellow and Red bins are kept in the parking area. Keeping the personal bin clean is your responsibility.

4. Weekly Waste Bin Collection: The Community Waste collection day is Tuesday for our street. The Council bins have to be placed on the street by Monday evening, so that the same could be picked up by Council Trucks on Tuesday morning. Remember to bring back the Bins from street to car park once the bins are cleared by the Council Trucks. This Weekly responsibility of placing the bins at the kerb is shared by all occupants, in turns, to divide the workload evenly. A Weekly roster for bin management by tenants is displayed in the Kitchen/living area or informed personally, is to be followed by all. Penalties, ranging from \$5 to \$50, apply on failures in one's allocated public duties.

5. A1 Homestay Rules & Occupancy Agreement: Please follow the House Sharing Rules listed in the "Terms and Conditions for stay at A1 Homestay". A hard copy of the same will be given to you on your arrival. Salient Notices are also placed in your rooms and common areas which have to be read, understood

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and followed. Occupancy Agreement has to be signed by both parties (tenant & Management) prior to commencement of stay. Your stay is illegal without signing the "Occupancy Agreement".

6. Government Rules: In addition to Terms & Conditions of A1 Homestay, the following are also to be followed:-

- (a) Tamworth Regional Council Rules
- (b) NSW Government Rules
- (c) Notices displayed at A1 Homestay common areas and in your rooms.
- (d) Messages sent by the Management to occupants regarding safety, security, health, administration, alerts, Covid safety, etc.

7. House/Flat Security: Keeping the external doors closed and secured at all times, after each entry and exit, is your responsibility. This is to avoid possible unauthorized entries by thieves and unwanted people as well as the pests. Actual codes are not to be left on key boxes wheels. Thefts are avoidable only if you keep the entries secure at all times. Tamworth does have thieves breaking in now and then.

8. Inform "Raj": Please text me for a short supply of common consumable items provided, so that the same could be topped up in time. Any failures of services (power, water, gas, internet, appliances, etc.) and other abnormalities and malfunctions, are to be messaged to me immediately, so that the same could be rectified as soon as possible.

Wish you a safe, comfortable and enjoyable stay.

With regards and best wishes.

Raj Poonia

(End of Induction Message-4)

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Confirmation of having read and understood the Four Induction Process Messages

Once you (and your partner, where applicable) have read and understood the above four messages of the Induction Process, you may send me a text individually as per the sample... Sample- { "I (and my partner, if applicable) have read and understood the four messages of the Induction Process, and I/we shall follow the rules and procedures of A1 Homestay }.

Such a message, as explained above, sent to me by email or text message will complete your Online Induction Process.

Thanks.

Raj

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END OF INDUCTION PROCESS

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