GENESIS 1

Genesis 1 Residents Handbook

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Introduction

Davnic Property Management Trading as 'Genesis 1 Student Accommodation' are the managing agents and as such are responsible for the student area of the complex and its residents. 'Genesis 1 Student Accommodation' works closely with Griffith University in offering residents the highest standard of student accommodation possible.

The role of 'Genesis 1 Student Accommodation' and its' staff is to support residents and to administer the operation of our beautiful complex.

'Genesis 1 Student Accommodation' works in conjunction with Griffith University and other Education Centres to bring you the best student accommodation available to date. Our aim, and the aim of all unit owners, is to provide the most enjoyable and academically beneficial environment for the resident population entrusted to our care.

Understanding and responding to the needs of residents is a responsibility we don't take lightly. We respect both the individual's right to be different and the common right to harmoniously live together. For the ultimate university experience you need to live at 'Genesis 1 Student Accommodation'.

House Rules

We need to make sure we are able to provide the best possible environment to allow each resident to excel academically and in their social and personal development. To achieve this, our community has some basic rules for acceptable social behaviour. These rules provide a framework within which everyone is given equal opportunity to enjoy their home at 'Genesis 1 Student Accommodation'

Genesis1 will endeavour to provide a study and securtiy conscious environment. We are very much focussed on the residents needs to have a facility where they can achieve their study goals in an environment that will enhance their long term aspirations and success. The areas of noise pollution and guest registration will be enforced.

Noise

All residents have the right to quiet enjoyment of their environment, particularly the right to study at any time. Noise is defined as any sound that can be heard outside the immediate area where the person is present, eg. Bedroom, living room or any outdoor area. Please remember that noise travels further from balconies and courtyards.

Excessive noise is noise that interferes with another resident's ability to sleep study or otherwise quietly enjoy their living environment.

The cut off time for all noise in outdoor / indoor areas is 10.00 pm on weeknights and 12.00 pm on Friday and Saturday nights, however if the on site manager considers noise to be at an unacceptable level, residents will be required to shut down all offending noise as requested.All students are requested to be aware that when playing music in there rooms that noise frequency travels through the walls and therefore one must be aware.If you enjoy loud music then you should use headphones. Failing to comply with the first verbal request will result in a written notice of breach being issued.

Skateboards & Rollerblades

This form of recreational equipment can be very noisy on the centre surfaces in the common area. We therefore request that residents refrain from using such equipment within the grounds. The riding of bicycles is permitted, provided residents do not ride the bicycles on designated footpaths.

Visitors

Visitors are welcome; however residents should not invite more than 1 or 2 visitors at any one time as the facilities at Genesis 1 are predominately for use by residents. Residents are responsible for the behavior of their guests and as such are bound by the same House Rules as all residents of Genesis 1. Unwanted visitors or trespassers should be reported to the management for immediate action.

Resident's Guests

Management permits a visitor to stay overnight free of charge in a residents bedroom (not the lounge) on an occasional basis, with a maximum of two visitors for any one unit on any one night.

All visitors must be registered at the Office, using the Guest Registration Form, prior to their arrival. Unplanned overnight visitors should be registered as soon as possible the following day.

It is also a requirement that the other residents of your unit have given their consent on the registration form. Whilst you may have obtained the resident's permission to have guests that does not mean that they are entirely happy with the situation and nor does it mean that by gaining their approval does it allow ones guests to have full use of the apartment.

Gaining room mates permission in the first instance does not give you license to continually invite guests.

At all times we would request that the following is adhered to :

1.Advise all room mates if you are having guests and for what period.

2.The noise levels must be kept to a minimum.

3.No resident should feel that they are restricted in their own unit.

4.It is essential to understand that a guest has no rights in the complex. Nor do they have the right to use any of the facilities. They do not have the right to use or operate another residents belongings.

5.All guests must be escorted on/off the property by the person that has invited them.

Under special circumstances, residents would be allowed to have a visitor stay for more than one night (but less than 1 week) at a charge of $30 per night.

Authorization of overnight visitors is essential as residents who accommodate unauthorized visitors will be charged $50 per night and issued with a 'Notice to Remedy a Breach'.

Accommodating visitors is at the sole discretion of Management.

Social Gatherings

Limited social gatherings are welcomed at Genesis 1 with prior advice to management. Limits will be placed on people not residents of the complex.

The organizing resident must nominate themselves and will then be held responsible for the behavior of their guests. This includes noise control and time curfews, clean-up and any loss or damage to equipment. Gatherings are not permitted in units, only in the recreational area. Eating, drinking or smoking is not permitted in the pool enclosure.

Note: Genesis1 is not an appropriate venue for parties –

(e.g. 18th and 21st birthday celebrations)

Use and Abuse of Alcohol

Management does not permit the excessive consumption of alcohol on the premises. Abusive or illegal behaviour arising from the consumption of alcohol is unacceptable and will not be tolerated as an excuse for the behaviour of residents or guests. Excessive use of alcohol or disruptive behaviour arising from its consumption may result in an immediate termination of your lease agreement. Only residents 18 years or older may consume alcohol on the premises.

Drugs and Unlawful Substances

Residents shall not keep or have in their possession, any substance or article that is forbidden by the laws of the state of Queensland or the commonwealth of Australia. Management pursues a rigorous policy in regard to this matter and any infringement will result in the matter being reported to the police and immediate termination of your lease agreement.

Pets

Animals are not permitted at 'Genesis1 Student Accommodation'. This includes dogs, cats, birds and reptiles. A small indoor fish tank is permitted upon written approval being granted.

Vandalism and Wilful Damage

Both management and residents take pride in the good condition of the apartments and the grounds of 'Genesis 1Student Accommodation'. Should vandalism occur in our complex, it should be reported to management immediately. Offenders will be prosecuted. In the event of damage to property by a resident's guest the resident will be held responsible.

Trespassing

Unwelcome guests or guests whose behaviour is unacceptable will be asked to leave the complex. Unauthorised persons will be deemed to be trespassing. Residents are encouraged to notify on site management of any unwelcome or unwanted visitor immediately.

Swimming Pool

Swimming Pool hours are 7.00am to 9.30pm.

Noise curfew is enforced at 9.30pm.

Glassware is strictly prohibited inside the pool enclosure.

Also smoking, eating and drinking in the pool enclosure is not permitted.

Residents should refrain from bomb diving into the pool and creating excessive noise.

Guests can only use the pool facility if the resident is present.

Failing to observe pool rules will result in the issuance of a Breach Notice.

Barbeques

Barbeques are for use by residents and their guests only and must be thoroughly cleaned immediately after use. All rubbish must be disposed of properly after use.

Posters & Prints

Temporary affixing of posters and prints on internal walls is acceptable provided only blue-tac is used. Care must be exercised when using these adhesives as they have a tendency to take paint off with them when they are removed.

We request that residents restrict posters to one or two per wall. Never stick any item to the ceiling. Residents will be required to meet the cost of repainting in instances where paint has been removed by the adhesives. Under no circumstances may staples, drawing pins, cello tape or double sided tape be used on any surface.

Refrigerators/Heaters in Residents Room

The refrigerators supplied at 'Genesis 1 Student Accommodation' are sufficient to meet the needs of the 3 students in each apartment. Additional refrigerators are not allowed in the apartments.

In the interest of safety bar heaters are prohibited in rooms/units.

Additional Furnishings

All apartments are fully furnished and no other furniture will be permitted in the apartments unless authorised by management.

Vacuum Cleaners

All apartments are provided with a vacuum cleaner. Vacuum cleaners must not be taken from the unit or lent to other units in the complex. Any vacuum cleaners that are lost or stolen will be the responsibility of all residents in that unit for replacement. Vacuum cleaner bags must be emptied on a regular basis, as failure to do this may result in the machine motor burning out. If this occurs the resident will be responsible for repair or replacement.

Smoking

Smoking is not permitted inside any building in the complex including units, bedrooms and common areas, recreation room and gymnasium and also within the swimming pool enclosure. Additional cleaning costs will be incurred where the interior of units are smoke affected. It is your responsibility to ensure that your visitors observe this policy.

Smoking is permitted in outdoor areas.

Please DO NOT dispose of cigarette butts on pathways, in garden beds or lawns.

The complex is directly linked to the Fire Department Mt.Gravatt. If an alarm is activated as a result of smoking internally then the resident will incur the current call out fee which at present is $800.00.Alarms are locared in the gym and in the stairwells of the building.

Candles & Incense

Candles and incense can cause fire and smoke damage and candle wax can cause damage to carpets and furniture. The burning of candles and incense is prohibited in any apartment.

Cleaming & Inspections

Reasonable standards of cleanliness and hygiene are expected from all residents. Consistently dirty or untidy units will be given breach notices and then a cleaner will be employed to bring your unit to an acceptable standard and you will be responsible to pay the additional cleaning fees. If you require help in this area we can arrange to have your unit cleaned on a regular basis for a nominated cost.

All residents are expected to clean and vacuum their room/unit on a weekly basis. Maintain their rooms in a hygienic manner.All residents are to participate equally with other residents in keeping the common areas clean.

Each resident should ensure that after cooking their meals that they clean up their cutlery/crockery/stove area and put the utensils away.

It is recommended that the three residents sit down together and workout a workable time frame that ensures that everyone does their share of the clean up duties and that the unit remains in a tidy and respectable state.

The unit should be cleaned and mopped, both inside and outside on a weekly basis.Cooking utensils should be cleaned and the stove top,hotplate and sink cleaned on a daily basis. The refrigerator should be cleaned on a weekly basis.

It is important that you remove any food scrapes/rubbish on a daily basis. It is a hygiene issue and this task should be shared amongst all unit residents, but essentially any mess created by yourself is ultimately your responsibility.

When using the dryer/washing machine , please remove your clothes on completion so thatb the equipment is made available for your room mates to use.

It is not always easy to learn to live together especially with other cultures. The most important issues are curtesy , personal pride and respect. Remember it must not be left to one person to have to clean up after you.

Monthly Unit Inspections

Management will carry out monthly inspections

Inspections cover both the common areas in each unit and each bedroom.

Management encourages the residents to be in attendance for the inspection, however it is not compulsory.

On inspection day units are expected to be in the same condition as the day you move in. All units that are designated to be inspected will be given written warning and will be given a check list of what is expected to be completed.

If the unit fails the inspection then management will hire cleaners to complete the task and all charges will be debited to the unit occupants.

Smoke detectors and Fire Protection Equipment

Smoke detectors have been fitted to save lives. Any malfunction of such equipment should be reported immediately to management. Under no circumstances are smoke detectors to be tampered with.

Fire extinguishers are only to be used in an emergency. Management will view any misuse of this equipment as a serious breach of your lease agreement.

Firearms and Fireworks

Under no circumstances are firearms, fireworks or any offensive weapons to be brought onto 'Genesis 1 Student Accommodation' premises.

Health Emergencies and Accidents

In the case of serious accident or medical emergency, telephone Emergency Services on 000 immediately and follow their instructions carefully. Secondly inform the on site manager.

Ambulance Cover

An ambulance may be called on your behalf in the case of a medical emergency.

All students studying full time in Queensland are covered for emergency ambulance transport.

Fire Evacuation Procedures

Smoke detectors have been fitted to all units for your safety, however in the event of a fire at 'Genesis 1 Student Accommodation', residents should follow these procedures:

Phone emergency services on 000 and your on site manager.

All units are fitted with a fire evacuation procedure. Make sure you are familiar with this prior to an emergency situation.

Residents should, in the event of a fire , follow these procedures:

1.Make sure that everyone is out of the unit on fire.

2.Yell , :"Fire , Fire ,Fire",making sure that others hear the distress call.

3.Telephone the Emergency Services on 000 and the onsite managers.

4.In a safe manner, using the safest route , move to the assemby area located st the main driveway entrance on Dawson Road.

5.A representative from each unit must inform management if all unit occupants are present at the assembly area.

Insurance

Management cannot insure property that belongs to another person and will not be responsible for any loss or damage suffered by your property whilst you are a resident. We encourage all residents to make their own arrangements for contents insurance to avoid possible loss.

Security

Residents are strongly advised to lock all doors when sleeping or leaving the premises. An unlocked or open door is an invitation to anyone to enter and help themselves to your belongings. Do not allow yourself to be caught out. Any suspicious behaviour should be reported immediately to management.Your entrance keys are a master key, do not give this key to anyone and keep it on your person at all times.The cost to replace this key is $50.00.

Unwelcome telephone calls

All residents have their own private telephone and can be called free of charge at any time. Unfortunately, this could give rise to unwelcome telephone calls being made to residents by other residents. Residents are advised to hang up immediately on unwelcome telephone calls. If calls persist, management should be notified so that a trace can be made on the line.

Harassment

Harassment of any kind is unacceptable behaviour. Harassment is deemed to have occurred if: An individual makes an unwelcome advance or an unwelcome comment, to another person and the other person has made it clear that the conduct is unwelcome. Such conduct can be physical, verbal or written.

If you feel you have been the subject of harassment, we recommend that you contact your on site manager and lodge a complaint.

BBQ Recreational area

The outdoor recreational area has been provided for the enjoyment of all residents.

Here are a few basic rules when using the area:

Smoking in the open areas is allowed, butts must be placed in ashtrays.

Only residents over 18 years of age are permitted to consume alcohol on the premises

The excessive consumption of alcohol is not allowed and such intoxicated persons will be required to leave the recreational area.

All residents and guests must observe the noise regulations.

Residents are responsible for keeping the area in a clean and tidy condition

All rubbish is to be placed in the bins provided.

General Matters

'Genesis 1 Student Accommodation' supports energy conservation where ever possible. Please assist by not leaving unnecessary lights, fans or air-conditioner on. Please switch off before leaving the unit.

Energy Consumption

Utilities being water and electrictity are included in your rent payments The following capped amounts are ample for responsible usage.

1.Electricity is capped at 550 kWh per unit per month. Excess is calculated at 20cents per 1 kWh over the capped amount.

2.Water is capped at 6000 litres per unit per month. Excess is calculated at 5 cents per litre over the capped amount.

3.Any usage exceeding these allowances will be charged equally to each tennant in that unit on a monthly basis.

Cooking is only permitted in the kitchens of the apartment. Cooking equipment such as hot plates, rice cookers, electric woks and frypans are not permitted in the rooms.

To prevent overloading electrical circuits and to conserve energy, please limit electrical equipment in rooms to such items as computers,study lamps,clocks,electric blankets,stereos,coffee makers,personal vanity items and other small appliances.All items must be maintained in good and clean operating condition. Appliances with open heating elements such as hot plates and electric heaters are prohibited in rooms/apartments.

All residents must comply with all Australian standard fire and safety policies.

Mail Boxes

Residents are encouraged to check their mailboxes daily.The unit mail key is hanging in the pantry cupboard. Any large parcels will be held at the manager's office for collection.

Outgoing residents are required to redirect their mail upon leaving the complex. Management will not redirect mail it will be returned to the sender.

Vacation/Empty Room

If a resident is intending to go on holidays for more than a week then that resident must advise the office of the dates of intended departure and when they are expected to return.

Please ensure that your rent is paid up to the date of return and that the office has your contact details in case of an emergency.

Please ensure that your room and the unit is left in a clean and presentable manner. (In case of a required inspection).

If you have perishables in the refrigerator please ensure that you put them in the rubbish before you leave.

Government Services

Centrelink - Youth and student services 132490

Austudy 132317

Carpark Keys

Your keys are valuable and should be kept with you at all times. Should you find yourself without them and require after hours access to your rooms, access is available by contacting the onsite manager up to 8.30 pm. For lock outs between 8.30pm and 7.00am a charge of $25 will apply and at any time that the Managers are unavailable a locksmith will be called at the tenant's expense – approximately $100 call out fee.

Should your keys be lost or stolen, there is a non refundable charge of $50.00 for each replacement key and $10.00 for a replacement mail box key.

Car parking

Only residents who have been allocated a car park at 'Genesis 1 Student Accommodation' and have been issued a gate key may park their vehicles inside the complex. All other vehicles must park outside the complex.

Paying your rental/Financial Hardships

All residents must ensure that their rental is paid on time and by the due date. Breach notices will be issued to residents who fail to pay their rent on time.

In the event of financial hardship, residents need to contact their on site manager.

Security Bond Lodgement/Break Leases:

All residents are required to pay a bond at the commencement of their lease agreement. This bond is lodged with the Residential Tenancies Authority. The return of a bond upon exit is conditional upon the resident complying with all the conditions of their lease agreement.

Residents can maximise their bond refund by staying up to date with rental payments and other fees and maintaining their room in good order throughout their term of residency.

Residents who exit prior to the expiration of the lease forfeit their bond and will face additional charges and costs.

In all cases , if you intend to break your lease , you are required to give a minimum of two weeks written notice or Form R13 which can be obtained from the office.

Upon departure, carpet cleaning and standard cleaning costs of $140.00 per student. This ensures each room is thoroughly clean for the incoming resident. This cleaning amount covers the basic vacate cleaning when you have kept your unit in good order, excessive cleaning will be deducted at the applicable cleaning rate of the work performed by the cleaners.

You will be required to pay a break lease fee equal to two weeks rent and should there be any breakages in your unit these costs will also require reimbursement.

You will be required to continue to pay rent,under Queensland Law, until a suitable person is located and takes up residency. Management will work with you to find a replacement as soon as possible.

If you consider breaking your lease , talk to management so that you fully understand your rights and responsibilities.

Each student is also responsible for any breakages or loss of items from within the common area of their Unit. If no one person is responsible or admits responsibility the cost of repair or replacement of the item will be charged proportionately between the current resident students.

NOTES

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