

ARREARS and SMOKE ALARM POLICY

SMOKE DETECTOR

The undersigned tenant(s) acknowledges and understands:

- The Landlord is responsible for the replacement of the battery at the commencement of each new tenancy.
- The Tenant is responsible for the replacement of the battery during the tenancy.
- During the tenancy it is the Tenant(s) responsibility for the proper operation of the smoke detector and to notify the agent should the smoke detector malfunction.
- The Tenant(s) will not interfere with the smoke detectors.

ARREARS

It is the policy of this firm that all rent is paid through the Payment Gateway system. This allows you the convenience of being able to pay your rent in a number of different ways; you will have already received your log in details and password.

Under the Residential Tenancies Act you are required to pay your rent by the date noted on the schedule in your lease and it must always be in advance, should you have any difficulties in paying your rent please notify us as soon as possible so that we can be of assistance to you in resolving the problem.

However, this agency does have a strict policy on the payment and collection of rent and you will receive a number and variety of reminders which you should not ignore. The reminder notices and frequency are listed below:

Category	Time elapsed	Reminder notice
Category 1 arrears	1 to 3 days in arrears	Text message, email and phone call
Category 2 arrears	4 to 7 days in arrears	Phone call and letter
Category 3 arrears	8 to 14 days in arrears	Formal letter and commencement of eviction procedures
Category 4 arrears	15 days in arrears	Notice to vacate rented premises

There is no deviation from this schedule and it is the strict policy of this firm that all employees adhere to it.

☐ I have read and understood this policy:

Tenants name	Tenants Signature	Date
Tenants name	Tenants Signature	Date
Tenants name	Tenants Signature	Date
Tenants name	Tenants Signature	Date