

TERMS OF AGREEMENT

1. *LOCATION*

Torrens Valley International Residence (TVIR)
41-69 Smart Road, Modbury SA 5092
Telephone: (08) 8161 2724
Facsimile: (08) 8161 2805
Email: tvir@tvir.biz
www.tvir.biz

RECEPTION HOURS: 7.45am-9.00pm – Monday to Friday.
CLOSED: Saturday, Sunday and Public Holidays.

2. *ELIGIBILITY*

To be eligible to reside at Torrens Valley International Residence, incoming residents must be attending a recognized Education facility, hold a current student ID or have a letter of enrolment or recommendation from said Education facility.

Residents must be from Overseas, from Interstate or Country South Australia. Notwithstanding the above, Management has the final decision as regards to eligibility of applicants.

3. *ACCOMMODATION*

Single rooms fully equipped with built-in furnishings. Showers, bathroom, toilet and laundry facilities are provided on each floor. A lounge/television room and kitchen are also provided.

4. *RENT*

Long Term Tenancy

A Deposit of \$AU300 is payable on arrival at TVIR and is potentially refundable. In addition room rent is payable two weeks in advance from the day of occupancy. Should your circumstances change and you stay 6 weeks or less, room rate would revert to **Short Term** room rate.

Short Term Tenancy (6 weeks or less)

Short term residents must pay room rental charges for the full period of occupancy on arrival.

Vacating the Residence

CHECK OUT TIME: 11.00am

Two full weeks notice of intention to vacate must be given or residents will incur a charge of two weeks rent. This notice must be given in writing (official forms are available from Reception).

Rent will be reviewed on 31 December of each year of the term of this Agreement consistent with any increase in the Consumer Price Index which has occurred during the financial year immediately preceding that date. All outgoings including fuel, light, power, rates and taxes are the responsibility of Central Northern Adelaide Health Service (CNAHS) TVIR.

5. REFUND OF ROOM DEPOSITS

Refund of deposits will be forwarded by Australian cheque, placed into a nominated Australian Bank Account or an overseas bank draft following the vacation of the room. Failure to return keys will incur a deduction from the deposit. Rooms will be inspected following vacation. Costs for damages, missing items (eg blankets), or excessive cleaning requirements will be deducted from the deposit. Bank Transaction Fees will be deducted for overseas cheques. Please allow up to 4 weeks for refunds to be processed.

6. OUT-OF-HOURS SUPERVISOR

Name: Leigh FOSTER

Location: Flat 1, Ground Floor (next to lifts)

The primary role of the Out-of-Hours Supervisor is to provide out-of-hours emergency assistance to residents of Torrens Valley International Residence.

Examples of Incidents to report to Out-of-Hours Supervisor:

- a) ***Major Maintenance Breakdowns***
eg. Airconditioning (levels 7, 6, 4 only), heating, water, no electricity, automatic doors or lift break down. Light globes, fluorescent lights, etc. are to be reported to Reception during office hours.
- b) ***Behavioural Disturbances***
- c) ***Locked out of Room***

Be prepared to give your name and room number to the Supervisor at the time of any reports. If the Supervisor should not be at home, a message board is available outside Flat 1. Please leave your message and where you can be located and he will contact you as soon as possible. Residents **must** comply with any request from the Out-of-Hours Supervisor.

NB. The Out-of-Hours Supervisor has the delegated authority to act in the interests of CNAHS (TVIR).

7. BEHAVIOUR

Residents are required to behave in an appropriate manner at all times and to show consideration to staff and other residents.

The resident must not use the premises for illegal or immoral purposes.
“PARTIES” ARE NOT PERMITTED IN THE RESIDENCE.

- 7.1 The Residence is covered by the Equal Opportunity policies adopted by CNAHS (TVIR). These policies are designed to promote an environment which is free from harassment and discrimination.

***SEXUAL HARASSMENT AND RACIAL DISCRIMINATION
WILL NOT BE TOLERATED WITHIN THE RESIDENCE.***

Any complaints of this nature should be reported to:

- a) Manager, Torrens Valley International Residence;
 - b) Student Amenities Officer; or
 - c) Equal Opportunity Unit at College or University where you study.
- Such complaints will be thoroughly investigated and appropriate action taken.

- 7.2 **Illicit Drug Use**
CNAHS (TVIR) has adopted a zero tolerance policy regarding drug use, supply or cultivation within Torrens Valley International Residence.

Residents will face immediate eviction from the building if found to be participating in such activities. Management will not hesitate to involve the police should circumstances warrant such action.

- 7.3 **Alcohol**
Whilst the consumption of alcohol is permitted in the Building, residents are expected to act responsibly. Aggressive or unruly behaviour whilst under the influence of alcohol will result in immediate eviction from the Residence. The “Hospital By laws” prohibit consumption of alcohol on the grounds of the Hospital.

- 7.4 **Eviction from the Residence**
Residents who are evicted from the Residence for breaches of the Terms of Agreement are not permitted into the Residence from the date of eviction. Remaining residents are not to permit evicted residents to enter the building or they too will face the penalty of eviction.

8. FIRE

Note location of fire extinguishers and alarm bells.

Dial Operator on 33# immediately if a fire breaks out and state **“CODE RED.....FLOOR TORRENS VALLEY INTERNATIONAL RESIDENCE.**

CODE RED is the code name used over the Hospital Public Address System to indicate **FIRE.**

ON HEARING FIRE ALARM ALL RESIDENTS MUST EVACUATE THE BUILDING IMMEDIATELY

DO NOT USE LIFTS IN EVENT OF FIRE.

BASEMENT FIRE ESCAPE DOOR MUST ONLY BE USED IN EVENT OF FIRE.

Compromising the fire protection of the building by overloading of power circuits, tampering with smoke detectors, fire sprinklers or fire extinguishers, using lighted candles or any item with an open flame, and the burning of incense will result in immediate eviction from the Residence.

9. ROOMS

Responsibility for room security, cleanliness and tidiness is placed with each resident. Ensure your room is locked at all times. Nails, drawing pins or adhesive materials must not be used on walls or furniture. The use of ‘blue-tack’ is permitted. A special pin-board area is provided in each bedroom. The resident has an obligation to keep and maintain his/her room in good repair, order and condition. Residents are prohibited from making any alterations or additions to the premises.

10. APPEARANCE OF TORRENS VALLEY INTERNATIONAL RESIDENCE

- a) Please take pride in maintaining the care and appearance of the Residence.
- b) Kitchen area: **CLEAN UP** the pantry, stove and your own utensils after use. Personal electrical items, cooking utensils, cutlery and crockery etc. are to be taken back to your own room.
- c) Individual rooms: Room rubbish to be placed outside your room by 8.00am each day.

Residents are responsible for the maintenance and cleaning of rooms. A vacuum cleaner is available for use and must be returned immediately after use.

PERIODICAL ROOM CHECKS WILL BE CARRIED OUT BY SENIOR STAFF TO ENSURE THAT RESIDENTS ARE FULFILLING THEIR OBLIGATIONS.

A card will be left in the room after inspection.

11. ELECTRICAL SAFETY

All electrical items that are used **outside of your** room must be checked and tagged before using within TVIR. Please complete and return attached form to Reception so arrangements can be made for checking of electrical items.

**The following items are not permitted to be used in the building:
Double adaptors, electric blankets, extension cords, radiator, bar or fan heaters.**

Cooking Appliances can only be used in the kitchen.

Power boards with a cut out switch are allowed.

**The following items are not permitted to be used in your room:
Kettles, toasters, coffee makers, microwaves, rice cookers, toaster ovens, and sandwich makers.**

12. CAR PARKING

A Parking Permit is required for all TVIR residents owning a vehicle. Applications are available at Reception.

Infringement of parking bylaws will invoke a fine - repeated infringements will lead to eviction.

Please report any interference to your vehicle immediately to Police and as soon as practicable notify Torrens Valley International Residence.

13. BED LINEN

All rooms are provided with 2 woollen blankets, 1 mattress protector and 1 pillow. These must remain in the room upon vacating or a replacement fee will be charged. Once a week each resident will be issued with 2 sheets, 1 pillow case and 2 towels upon request. Bed covers are issued monthly. Residents must produce a Torrens Valley International Residence identification card before linen will be issued.

Clean linen can be collected from Reception on the ground floor between 7.45am and 9.00pm Monday to Friday only.

Soiled linen is to be placed in white linen bags in foyer linen room on your floor. Soiled woollen blankets and mattress protectors must not be placed in linen bags but returned to Reception for exchange.

14. LAUNDRY FACILITIES

A coin operated washing machine and dryer are provided on each floor and residents are expected to make use of these facilities.

The use of clothes lines is not permitted in any area of the Residence, including bedrooms and balconies. In addition to being unsightly, damage could result to property and carpets.

An iron and ironing board are provided in each laundry and **must not be removed** from the laundry room.

15. KITCHEN

All floors of TVIR have a kitchen for use by residents. Residents are required to provide their own cutlery, crockery, pots, pans and cooking utensils and are responsible for cleaning and storing of these items.

16. TERMINATION OF AGREEMENT

The Agreement may be terminated:

- 16.1 Immediately by CNAHS (TVIR) in the event that the resident breaches any of the terms of the Agreement; or
- 16.2 By either party upon fourteen (14) days notice for any other reason.

FAILURE BY A RESIDENT TO GIVE SUCH NOTICE IN WRITING WILL INCUR A CHARGE OF TWO WEEKS RENT.

- 16.3 Residents should note that when rooms are vacated an inventory inspection is carried out and rooms checked for damage.
- 16.4 Residents will be charged for replacement costs of items unaccounted for, or damages caused (other than fair wear and tear).
- 16.5 Please make sure lights and fan are turned off and door is locked.

17. PROPERTY AND PERSONAL INJURY

CNAHS (TVIR) will not accept responsibility for lost or stolen property.

- 17.1 The resident, in his/her discretion, is to be responsible for insuring his/her possessions;
- 17.2 CNAHS (TVIR) will not be liable for any injury or damage which may be caused to the resident or to the resident's property or to the resident's visitors or their property by reason of any happening on the premises howsoever caused and the resident is to indemnify the landlord in this regard;
- 17.3 CNAHS (TVIR) will not be liable to the resident or any other person for any loss or damage arising from any defect in any plumbing, sewerage, water, fire protection system or other pipe, or any action or neglect of other occupants of the premises.

18. MAINTENANCE

Residents are requested to liaise with staff if maintenance is required to their room or area. CNAHS (TVIR) is permitted to enter a resident's room to carry out maintenance and repairs as deemed necessary.

19. SMOKING

SMOKING IS PROHIBITED everywhere in the building including all balcony areas. Smoking constitutes a serious fire safety & health hazard to residents. Smoking is only permitted outside of the blue lines at the ground floor entrance.

Residents are responsible for ensuring that their visitors comply with this policy. Residents should also note that the use of incense or lighted candles is not permitted in Torrens Valley International Residence.

Anyone who smokes inside the building or on the balconies will face eviction from the Residence.

Please note from 31 May, 2010 smoking will not be permitted anywhere within the Modbury Hospital Grounds.

20. VISITORS

Residents are permitted visitors in Torrens Valley International Residence and are held responsible for their behaviour.

Residents are also required to ensure that visitors leave Torrens Valley International Residence by 12 midnight and are seen off the premises, and are not permitted to enter Torrens Valley International Residence before 7.45am. Overnight visitors are not permitted unless prior arrangements for a room have been made with Reception.

Residents who have unauthorised overnight visitors will face eviction from the Residence and will be charged for the visitor's stay.

21.a LIFTS

Residents should not interfere with the operation of lifts, in particular lift doors, as this will cause malfunction. Residents causing damage to lifts will be charged for repair costs and will also face eviction from the Residence.

Lift mechanics will not be called out after hours unless an emergency exists, eg. Passenger trapped in lift.

21.b RETRIEVING KEYS ETC FROM LIFT WELLS IN TVIR

There will be a cost associated with retrieval of keys or any items dropped down the lift wells.

The charges are as follows and are subject to change:

Monday to Friday – 8am to 5pm - \$319

After Hours - \$550

There will be **no exceptions** to these costs.

Be very careful not to drop any items down the lift wells.

22. ABANDONED POSSESSIONS

Possessions abandoned by a resident at the expiry of tenancy will be stored by CNAHS (TVIR) for a period of one month. After this time CNAHS (TVIR) will sell or dispose of the possessions.

23. PETS

Pets are not permitted with the exception of fish in small aquariums.

24. SHOPPING TROLLEYS

It is an offence to remove shopping trolleys from shopping centres, as well as creating an unsightly hazard to users of the Visitors Car Park. Residents are not permitted to bring shopping trolleys onto hospital grounds.

25. TELEPHONES/INTERNET

Telephones are capable of receiving direct calls both externally and internally. To have telephones enabled to dial out, residents need to pre-pay at Reception and a credit will be recorded against their account. Once the credit has been used you will be required to pay a further instalment.

A wireless broadband service is provided to residents by ACS Computers Pty Ltd. Information sheets are available at Reception

One public telephone is located in the ground floor foyer area.

26. *MAIL*

Mail is delivered daily, Monday to Friday, to your room. Please ensure that Mail is addressed correctly with your full name in English and TVIR's mailing address.

27. *PROBLEMS ARISING/GRIEVANCES*

When residents have a problem or suggestions concerning Torrens Valley International Residence, they are encouraged to discuss the matter with the Manager, Accommodation.

The timely management of conflict is important. Should any Resident have a grievance they should put this formally in writing to the Manager, TVIR. Forms are available at Reception.

28. *SECURITY & ACCESS CONTROL PROVISIONS*

Residents are required to observe and comply with the Security and Access Control System provisions set out in the attachment to this Agreement.

29. *COMMON ROOM*

A Common Room is located in the Basement of TVIR for the enjoyment of all residents. Access is via your Security Key. Surveillance Cameras are installed in this area.