

## **BASICS FOR OPERATION OF BOARDING HOUSES**

When a resident, lodger, guest, boarder enters an accommodation, it is sound practice that the following documents are agreed to and signed by both owner/manager and resident prior to entry:-

### **CONTRACT CONDITION REPORT HOUSE RULES**

This is to ensure that all parties know it is a BOARDING HOUSE or similar and that it is NOT a residential tenancy and does not fall under the Act.

It is essential that the resident is aware that breach of the Contract and House Rules are conditions that terminate the occupancy.

Sample Conditions and documents are printed below. These are only guidelines and each boarding house should develop its own management practice to suit the individual needs of the accommodation service provided.

**ONLY** ever use the following terms:-

Lodger/guest/occupant	NEVER tenant
Premises/Private Hotel	NEVER an individual room/apartment number
Contract	NEVER tenancy agreement
Deposit	NEVER bond

SAMPLE: LODGING HOUSE AGREEMENT

I \_\_\_\_\_ (Name of lodger)

agree to pay the sum of \$\_\_\_\_\_

for two weeks lodgings in advance and a deposit on the key of \$\_\_\_\_\_

A further payment of \$\_\_\_\_\_ is to be paid weekly. This payment entitles the lodger to occupancy of accommodation for a week and use of all facilities located in the private hotel.

The tariff is to be computed from \_\_\_\_\_

It is hereby further agreed by the lodger that the proprietor or the proprietor's representative will retain a key of whatever room is designated to the lodger from time to time and that the proprietor or proprietor's representative reserves the right to enter such room at all times for the purposes of service, maintenance, security, emergency and the general management of the private hotel.

The lodger acknowledges having received a copy of the "House Rules" of this private hotel and accepts them as a condition of continuing occupancy.

The minimum stay is 12 weeks. If the lodger vacates prior to the 12 week period, then the deposit of two weeks is regarded as part of the weekly tariff and is not refundable.

The agreement is terminated immediately if there is a serious and/or repeated breach of the House Rules. However where there is no breach, the agreement may be terminated by either party by giving two weeks notice in writing after the twelve week period of occupancy.

\_\_\_\_\_  
Lodger  
Signed & Dated

\_\_\_\_\_  
Proprietor's Representative  
Signed and Dated

I \_\_\_\_\_ (name) understand and accept that I am a resident in a Private Hotel and am entering into a boarding house agreement.

## **Sample: HOUSE RULES**

A Boarding House is NOT a Residential Tenancy

Residents must:-

- Abide by HOUSE RULES
- Consider other residents' right to peace and quiet
- Pay tariff on time

If Tariff is NOT paid or HOUSE RULES not followed then, like other managed accommodation services, the resident will be asked to leave. If there is a breach of HOUSE RULES which seriously disturbs the peace and quiet of other residents then the offender will have to leave immediately.

Non-payment of tariff will lead to immediate termination of accommodation.

1. All fees must be paid in advance
2. Fees are on a \_\_\_\_\_ basis
3. Vacation of the premises on departure must be by noon
4. Your room must be kept tidy
5. The inventory must be signed and all furniture and fittings left in good condition other than normal wear and tear.
6. Any repairs and maintenance must be reported immediately
7. The occupants and visitors must ensure orderly conduct with no disturbances to neighbours
8. No guests after 10 p.m.
9. Rubbish must be wrapped and put in bins
10. Tidy and wipe down common kitchens and bathroom after usage

AND LISTINGS OF RELEVANT CONDITIONS as suits the premises and management

Signed

Lodger

Witness

Manager

Dated

**SAMPLE Condition Report and Inventory**

Condition of room                      Tick if clean and good order                      Comments

Walls/ceiling \_\_\_\_\_

Doors/windows \_\_\_\_\_

Lights/power points \_\_\_\_\_

Floor coverings \_\_\_\_\_

Blinds/curtains \_\_\_\_\_

Other \_\_\_\_\_

Condition of bathroom \_\_\_\_\_

Walls/ceiling \_\_\_\_\_

Doors/windows \_\_\_\_\_

Light/power points \_\_\_\_\_

Tiling \_\_\_\_\_

Mirror/cabinet/basin \_\_\_\_\_

Toilet \_\_\_\_\_

Other \_\_\_\_\_

Condition of Cooking Area \_\_\_\_\_

Walls/ceilings \_\_\_\_\_

Doors/windows \_\_\_\_\_

Lights/power points \_\_\_\_\_

Floor covering \_\_\_\_\_

Cupboards/drawers \_\_\_\_\_

Benchtop \_\_\_\_\_

Sink/taps \_\_\_\_\_

Other \_\_\_\_\_

Signed & dated by resident \_\_\_\_\_ Witness \_\_\_\_\_

INVENTORY OF FURNISHING & FURNITURE

<u>Furnishing</u>	<u>Details of furnishing</u>
<u>Condition</u>	

Bed	Double/single - one/two
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Bed spread/  
Bed linen and other

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Side light

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Bedside table/drawers

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Chest of drawers

---

Cupboard(s)

---

Bookshelf

---

Kitchen Table

---

Kitchen chairs

---

Coffee table

---

Lounge

---

Fridge

---

Microwave

---

Oven

---

Crockery/cutlery/jug/etc

---

Rug

---

Heater

---

Others

Signed and dated by resident \_\_\_\_\_ Witness \_\_\_\_\_

Print name

\_\_\_\_\_ Witness \_\_\_\_\_

**ANY CHANGES MUST BE SIGNED & NOTED BY MANAGER/OWNER**