

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

Side light

Bedside table/drawers

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