

ELECTRICITY AND GAS

Students resident in the town houses have individual electricity metres but share a gas metre between each pair of units.

Gas Account. Payment of the gas account is by mutual agreement between students occupying adjoining units and is usually worked out on a per head/usage basis. The account is in the Centre's name and paid by the Centre. Student residents then reimburse the Centre at Reception.

Upon taking up residency, a student is required to contact:-

Integral Energy (131 002) to notify that he/she is the new resident as the account is in the student's name - not the name of the Centre for Ministry and accounts are received direct. Integral Energy may require a bond to be lodged at the beginning of the tenancy. The electricity supply is disconnected when the previous tenant vacates and the metre is read. Integral will reconnect the electricity on the day the new tenant moves in provided adequate notice has been given.

At the end of residency Integral Energy needs to be advised so that the metres can be read, a final account issued and the bond returned. The power is disconnected when the metre is read.

The Facilities Manager should be contacted for reimbursement of amount owing for gas.

TELEPHONE

TRIGLONE COURT RESIDENTS

Each flat has a direct line connected to it. There is also provision for internet access. The phone is in the name of the occupant who needs to apply to Telstra to have the phone connected. Accounts are then received direct and are the responsibility of the occupant.

RENTS

Rents are set at a proportion of Candidates Education Assistance Grant and are subject to small increases at the commencement of each financial year as the Education Assistance Grants are increased.

Candidates have their rents deducted automatically each fortnight from their allowances before the allowance is paid.

Private overseas students from partner churches pay rents directly to the Facilities Manager or Business Manager at fortnightly, four-weekly or monthly intervals by negotiation.

If students are having difficulty paying rent, they should speak to the Facilities Manager or Business Manager. Failure to pay rent for more than two months will result in a review of occupancy.

RESPONSIBILITIES

TRIGLONE COURT RESIDENTS

Students are responsible for the care and cleaning of their rented property and the garden area adjacent to it. Students are encouraged to develop their own garden area in addition to the native planting already established.

The common lawn area in the front of the units is the responsibility of the students and agreement should be reached for the care and attention of this area. Such maintenance as lawn mowing, raking up of leaves and watering should be considered. Suitable equipment for these tasks is owned by the Centre for Ministry and can be obtained from the Facilities Manager. If equipment etc. is required for a weekend, prior arrangements should be made through the Facilities Manager during working hours (9am-5pm Monday to Friday).

MAINTENANCE

Maintenance request forms are available from the Facilities Manager. These should be filled in and returned when maintenance is required. The Facilities Manager will investigate each request and if possible attend to it. If necessary, specialised tradesmen will be called in. The Centre undertakes to pay for most maintenance costs. However, if the problem is due to negligence or carelessness the student may be asked to meet the cost of repairs.

PETS

The terms of the rental agreement excludes pets.

GENERAL INFORMATION

From time to time inspections will be made of all premises and students will be notified in advance.

Before vacating, it is expected that students will thoroughly clean their unit. The CFM undertakes to steam clean the carpet, dry clean the curtains, initiate a pest inspection and carry out minor repairs, but the cost of additional cleaning and/or major repairs will be deducted from bond money.

No double sided tape or blue tack should be used to attach posters etc to the walls of the rooms.

TYPES OF ACCOMMODATION

There are three types of accommodation at the Centre for Ministry for Candidates and private overseas students.

1. ***One bedroom town houses*** - suitable for married students without children. These are situated in '***TRIGLONE COURT***'.
2. ***Two bedroom town houses*** - suitable for married students with one or two children. They have two bedrooms plus study. These units are also situated in '***TRIGLONE COURT***'.
3. ***Three bedroom town house*** (one only) – suitable for married students with three or four children. This unit is also situated in '***TRIGLONE COURT***'.

FACILITIES PROVIDED

TOWN HOUSES - TRIGLONE COURT

Are unfurnished, but include carpet and curtains. Kitchen/laundries are equipped with gas stove, refrigerator, washing machine and drier. A gas heater is provided in the living area.

Students are required to provide their own furniture, linen, household items.

REQUIREMENTS

BONDS

Students are required to pay a rental bond equal to two weeks' rent. The bond money is lodged with the Rental Bond Board and is refunded at the termination of residency with interest less any costs incurred by the Centre for repairs or cleaning of the accommodation. The rental bond should be paid to the Facilities Manager at Reception.

For the purpose of clarifying the bond and rental amount in lieu of a formal lease agreement, a letter outlining the terms and conditions for on-site residents may be obtained from the Facilities Manager. This may assist the tenant when applying to have the electricity