

Tenancy Agreement

These conditions lay out Monash Rural Health (MRH) Bendigo's expectations of anyone who takes up residency in MRH Bendigo's accommodation. By accepting residency, you agree to comply with these conditions and other relevant University statutes, policies and standards for the period of occupancy.

<http://www.med.monash.edu.au/srh/accommodation.html>

Definitions

'Authorised representative' of MRH Bendigo means Regional Manager or a person delegated by them.

'You' refers to any anyone occupying a Monash University owned or leased residence accommodation and without limitation includes students, staff, guests, visitors or other persons.

Period of Occupancy

- Year 3 Medicine – Rental charges apply for the whole of the Year 3 academic year including semester breaks regardless of when you vacate.
- Year 4 Medicine – Rental charges apply for the whole of the Year 4 academic year including semester break regardless of the allocation of your placement.
- Year 5 Medicine – Rental charges apply for the whole 6-week rotation for each rotation regardless of when you vacate.
- All other occupancies - Rental charges apply for the whole booked duration regardless of when you vacate.

Conditions of Residency

1. ACCOMMODATION INVOICE PAYMENTS

You are required to make punctual payments of your monthly invoices. The invoice is for the current month's rental period (invoices for June are issued on or about 1st June, invoices for July are issued on or about 1st July, etc.) and must be paid by the last day of that month. If the last day falls on a weekend, the invoices must be paid by the Friday before the last day.

Invoices not paid by the last day of the month will automatically incur a flat monthly surcharge of \$50.00. This charge of \$50.00 will apply on all outstanding debts to Monash Rural Health.

If you experience difficulty in making your rental payments, please contact MRH Bendigo staff as soon as possible.

DO NOT WAIT FOR A STATEMENT BEFORE YOU PAY YOUR INVOICE – you must pay the invoices issued by MRH Bendigo by the last day of each month. If you have a third party paying your accommodation invoices, it is your responsibility to pass the invoice on to the appropriate person or body for payment.

2. AIR CONDITIONING UNITS

If your accommodation room is fitted with an air-conditioner remote control, it is your responsibility to ensure that the remote is left in the room's remote control holder and is not lost. A replacement cost of \$220 will be charged if lost.

3. ALCOHOL

You must comply with the official Monash Residential policy regarding the consumption of alcohol. No function may have the consumption of alcohol as its primary function or as providing unlimited alcohol and must not be advertised as such.

<http://www.monash.edu/accommodation/current-residents/regulations-and-policies/alcohol-policy>

4. BEDROOM DOORS (Lister House)

In accordance with the Building Code of Australia, Occupational Health & Safety requirements and for your own personal safety, all bedroom doors have been fitted with automatic door closures. Your door closure must remain in place and operational at all times. MRH Bendigo will refit door closures that need to be reconnected or reinstalled and you will be invoiced for the cost.

5. BELONGINGS

You are responsible for the safekeeping of you own belongings. MRH Bendigo's insurance does not cover student belongings, which should be separately insured by you if you are concerned about loss or damage.

Your belongings must be stored appropriately to ensure they do not create a hazard in communal areas for other residents or hinder cleaning staff.

If you leave belongings behind and no prior arrangements have been made to dispose of or store the items, MRH Bendigo will attempt to contact you. If you cannot be contacted, your belongings will be disposed of after one week.

6. BICYCLES (Lister House)

MRH Bendigo has storage facilities for student residents' bicycles. You are not permitted to chain bicycles to poles, posts and along walkways. Bicycles left chained to poles, posts and walkways will have the lock cut-off and the bicycles removed. MRH Bendigo does not accept responsibility for any costs associated with replacing locks. You should be aware that bicycles left stored in facilities provided by MRH Bendigo are stored there at your own risk.

7. BLU-TACK

You are allowed to use **BLU-TACK** to fix items to the walls and doors but it is your responsibility to remove it prior to departure. If you vacate your room and do not remove all traces of **BLU-TACK** you will be charged to have it removed from the walls and doors and/or to have the room repainted.

8. NAKED FLAMES OF ANY DESCRIPTION ARE PROHIBITED

9. CHANGES TO OCCUPANCY

You must obtain written permission from MRH Bendigo before moving from your allotted room or house to another.

10. CLEANING

You are expected to keep your room and common areas clean and tidy at all times. You must keep your own accommodation in good condition and pay for damage that exceeds reasonable wear and tear. You must also contribute to maintaining the cleanliness of all communal areas including, but not limited to, areas such as kitchens, kitchenettes, eating areas, lounge areas, common rooms, toilets and bathrooms. Vacuum cleaners and cleaning appliances are available at all residences.

11. CLEANING/MAINTENANCE CHARGES

If any cleaning is required in your room after you have vacated there will be a minimum charge of \$50.00. It could be more if any maintenance is required or cleaning is excessive. For your information, in past years cleaning costs have ranged from \$50 to in excess of \$300.

12. COOKING

It is your responsibility to remove food, grocery items and cooking equipment from the kitchens when you have finished your cooking. Please be aware that other residents will use the kitchens after you – be considerate and clean up your own mess.

In order to provide a clean environment for all residents to use, any food or other items that have been left out on benches, in stoves or microwave ovens will be disposed of by MRH Bendigo staff every Friday morning. These items cannot be stored on your behalf.

Please note for reasons of health and safety you are absolutely forbidden to cook food in any area that is not an approved kitchen. The kitchenette on your floor is not an approved cooking area.

Regarding fire and health risks, the cooking of food in any student resident room is absolutely forbidden. If you are found cooking in your room, you will be required to leave MRH Bendigo accommodation.

13. CONDITION REPORT

To avoid later disagreement, you must fill in a Condition Report within two days (48 hours) of taking up residence. It will be assumed that failure to send in your Condition Report means that your room is in perfect condition and that you accept financial responsibility for any damage that occurs from that point onwards.

You are required to keep your own room in good condition during their stay. Residents will be charged for:

- any damage that exceeds reasonable wear and tear
- cleaning, if rooms are left in an excessively dirty condition.

14. DAMAGE TO PROPERTY

You will be held responsible for all damage you cause to property while in residents. This applies to property owned by Monash University or other individuals or organisations.

Where MRH Bendigo, acting reasonably, forms the view that it was not appropriate for a fire alarm to be activated, MRH Bendigo will issue an invoice to the resident who set off the fire alarm (whether they have acted wilfully or negligently) to recover the cost of attendance by the Country Fire Authority.

15. DEBTS

Anyone with outstanding accounts will not be permitted to continue residence at MRH Bendigo accommodation without full payment of the overdue account. Monash University will place an encumbrance on your account if you do not pay your fees, charges or fines as invoiced. This means you will not be able to access the library, computer or enrolment services, you cannot see your exam results, request academic transcripts or graduate. <http://www.monash.edu.au/fees/penalties/fee-non-payment.html>

16. DOUBLE ADAPTORS

All double adaptors are a fire risk and are banned from use in any of the MRH Bendigo accommodation bedrooms. Power boards are safer but they must have a 10 amp automatic trip, for the following reasons:

- all power points are rated at 10 amps
- if your power board does not have a 10 amp circuit breaker and you plug in too many appliances, the electrical flex will overheat
- it is highly possible that this will cause a fire.

17. DRUGS

The use and/or provision of illegal substances (including marijuana) are banned at MRH Bendigo accommodation. Please refer to the smoking policy on the website for smoking apparatus, products and derivatives that are banned.

<http://www.monash.edu/accommodation/current-residents/regulations-and-policies/smoking-policy>

18. ELECTRICAL EQUIPMENT

You may not bring any cooking appliances into MRH Bendigo accommodation unless they have automatic cut-off switches.

All rooms are adequately heated. **Personal heaters and air conditioners of any kind are banned.** This is not only because of the fire danger but also because of the likelihood of blown fuses.

Other types of electrical equipment such as radios and hair-dryers must be properly earthed and no item may have a power consumption of more than 500 watts. If you are not sure about your equipment, you should have it tested by a licensed electrician. Do not forget that you could be held legally responsible if your faulty equipment starts a fire or causes an accident. If you are found with electrical equipment that is not satisfactory, for whatever reason, you are likely to have it confiscated until you leave the MRH Bendigo accommodation.

Only Australian power plugs can be used in Australian power points. If an electrical device has been brought from outside Australia, an adapter will need to be purchased from an electrical store prior to using the appliance.

19. EMERGENCIES

It is your responsibility to familiarise yourself with emergency procedures.

If the Fire alarm sounds – proceed to the evacuation point (instructions inside door of room) and await instructions from floor wardens. For other emergencies ring 000.

20. FORWARDING MAIL

Whilst not obliged to, as a gesture of goodwill, MRH Bendigo staff will redirect your mail for **two (2) weeks** after you have left MRH Bendigo accommodation, providing you have left your forwarding address.

It should be noted that whilst mail received would be re-addressed **two (2) weeks** after you have left, MRH Bendigo is dependent on the services offered by Australia Post. If you have not received your Mail, you should contact Australia Post. MRH Bendigo does not accept any responsibility for items that go missing.

Your mail cannot be delivered to the accommodation, all mail should be addressed to **Monash University, PO Box 666, Bendigo Central Mail Centre, Bendigo, 3552**. All mail is delivered to Mercy St Reception - your mail will be put into the mail box in the student lounge.

21. FRIDGES

Your own personal bar fridge can be kept in your rooms at Lister House. Before you vacate for the mid-semester break, fridges must be cleared of all goods, cleaned and turned off. Failure to defrost your fridge completely before vacating your room may incur housekeeping charges. You should also be aware that you could be invoiced for any damage caused by your fridge to the carpet or floor. Please ensure your personal fridge is removed on departure. Fridges should not be left in the corridors/hallways/common areas. MRH Bendigo will not be responsible where personal items go missing from corridors/hallways/common areas.

22. FURNITURE AND EQUIPMENT

You are responsible for the care of furniture and equipment in MRH Bendigo accommodation. If you cause any damage (other than fair wear and tear) you will be charged for the necessary repairs. Any damage must be reported as soon as possible to MRH Bendigo staff. If you have any requests for maintenance, such as new light globes, washing machines not working, etc., you should complete a maintenance form.

You may not borrow MRH Bendigo accommodation furniture, equipment, fittings, blankets, etc., for use outside MRH Bendigo accommodation unless you have made arrangements to do so with MRH Bendigo staff.

You must not:

- dismantle, remove or take pieces of any furniture, fitting or equipment from accommodation

- stick nails or pins in the walls or the woodwork
- affix self-adhesive labels, stickers or posters to any wall or any painted or varnished surfaces or use glue or sticky tape, and
- should you damage furniture, fittings or the walls in your room, the cost of replacement or repairs will be charged to your account.

Permission must be sought to replace a MRH Bendigo accommodation bed with your own or remove any MRH-owned furniture, it is your responsibility to arrange storage and return moved items back at the completion of your stay.

23. GARBAGE

You are expected to remove rubbish from your room and the kitchenette (Lister House).

If you are allocated to a student house you are expected to put bins out for collections on the appropriate days.

24. GUESTS

You are welcome to have friends visit you. If you want to have a visitor stay overnight in your room for one night only and an absolute maximum of two consecutive nights, you must complete a 'Request for overnight stay of a guest in a student room' form and arrange this in advance with MRH Bendigo staff. Only ONE guest is permitted in a room overnight. Students are responsible for the behaviour of their guests.

25. HOSPITAL ID AND PAGER

Your hospital ID and pager (where applicable) remain the property of the hospital and they will invoice you for non returns.

26. ILLNESS

You grant an authorised representative of MRH Bendigo the right to obtain medical assistance or to send you to either your home or a hospital at your expense if you fall ill.

27. INTERNET USAGE

Internet access is provided for all student accommodation. Please be aware that this must be used for University related information only and not for anything else. There are serious consequences for misuse of the Internet.

28. KEYS

You are responsible for your MRH Bendigo accommodation keys and/or swipe card and replacement costs if lost. Room keys are \$50, swipe/magnetic key \$10.

29. LEAVING

On the day you depart, your room must be vacated by 10.00am or you will be charged for another night. You must also complete a Departure Form.

You must hand in your keys to MRH Bendigo staff or follow alternate instructions, otherwise the room will remain in your name and you will continue to be charged for it.

30. LINEN/BEDDING

You will need to supply your own pillow, doona and bed linen, towels and tea towels.

31. MAINTENANCE

It is your responsibility to report all observed maintenance faults and equipment faults by submitting a *Maintenance Request Form* to MRH Bendigo office. The form is available on site.

32. NOISE

It is expected that you will respect your fellow residents in relation to noise levels and their right to quiet enjoyment. You can minimise noise if you:

- keep your door shut when you have visitors
- discourage loud talking in your room
- do not slam doors
- take special precautions to minimise party noise after 11.00pm
- do not use amplified equipment.

The rule of thumb is that if your noise disturbs someone, it is too loud and it is your obligation to turn it down. With reference to parties, please take note of the above paragraph.

Each resident is responsible for the behaviour of his or her visitors.

33. PARKING

You may not park on the grounds or in the driveway at Lister House. Emergency and maintenance vehicles must have access at all times. Parking at Lister House is on the street. Be aware that some areas are timed. Parking around MRH Bendigo and Hospital is limited and most areas are timed.

34. PETS

You are not allowed any pets at MRH Bendigo accommodation.

35. RIGHT OF ENTRY

MRH Bendigo reserves the right of authorised representatives to enter your room in approved situations. These situations may include, but are not limited to, health and safety activities, smoke detector tests, maintenance activities, and emergencies either actual or suspected.

36. SMOKE CONTROL DOORS

Smoke control doors must be kept closed. The smoke control doors have been installed to prevent smoke travelling throughout the building. It is for your own safety that the doors are left in a closed position.

37. SMOKING POLICY

All MRH Bendigo accommodation are completely smoke free environments. In addition to the no smoking policy within MRH Bendigo buildings, smoking is prohibited outside building entrances, windows and air intakes where there is the likelihood of side stream smoke being drawn into the building.

38. STAYING AWAY OVERNIGHT

You are not obliged to notify MRH Bendigo staff if you are absent from the residence overnight but you are advised to leave a note on your door giving an address or phone number where you can be contacted in case of an emergency. If you are away for several days or longer and nobody knows where you are, MRH Bendigo staff may have to make official inquiries about you and contact your emergency contact person.

39. END OF TERM OF OCCUPANCY

At the end of the term of occupancy, you are expected to leave your room and the rest of the premises in a clean and tidy state. Your room and common areas will be inspected after you leave. You are financially responsible for any additional cleaning and damage beyond reasonable wear and tear. **SEE ITEMS: 2, 10 and 11**

Breaches of these conditions

Unacceptable behaviour

Certain behaviour is deemed unacceptable. You (and your guest if applicable) will be given immediate notice to vacate your room and leave the premises for any occurrence of the following:

- physical harassment or assault
- sexual harassment or assault

Monash Rural Health Bendigo - student tenancy agreement v1.0.doc	Version: 1.0
Contact: Melissa McNicol	Page 6 of 7

- verbal abuse of other students, their guests or staff members
- threatening behaviour
- racial discrimination
- intentional damage to MRH Bendigo property
- drunkenness/illicit drug use
- theft
- excessive noise
- preventing MRH Bendigo staff from carrying out their authorised duties.

Other contraventions of these conditions and health and safety regulations will also result in immediate notice to vacate:

- unauthorised use of and/or interfering with fire fighting equipment
- unauthorised entry onto roofs
- unauthorised entry into plant rooms
- unauthorised entry into any other room
- throwing objects from windows or from roofs
- bringing pets or animals into residences
- bringing firearms onto any MRH Bendigo premises
- subletting rooms or houses
- smoking in no-smoking areas
- cooking in bedrooms
- contravening any health and safety regulation
- contravening any MRH Bendigo or Monash University rule, regulation or policy
- illegal activity.

Other behaviour may be deemed unacceptable by MRH Bendigo and professional disciplinary action taken. This could result in your placement being terminated and you being sent home at your expense.

<p>I confirm that I have read and understand the above conditions and agree to abide by them.</p>	
<p>Name:ID Number:</p>	
<p>Signature:Date.....</p>	

MRH Bendigo reserves the right to change the Tenancy Agreement, Conditions of Residency, Accommodation Service Fee Regulations, and any other MRH Bendigo rules, policies and regulations at any time by posting.

Updated: June 2017