

How To Confirm Your Room

Step 1: Read/Sign This

Your signature can be done electronically on your phone at the end of this document. You will also be asked to attach your ID.



Step 2: Pay Security Deposit into:

Bank: BSB: 062-498 Account: 1084 4786

Name: Living High

BIC/SWIFI Code: CTBAAU2S

Bank Name: Commonwealth Bank of Australia

Bank Address: G/F G24 Broadway S/C 1 Bay St, Broadway, NSW 2007

If you are currently overseas and are looking to make a payment to secure a room with Living high, please pay to this account

OR

Want to use your credit card? (please let us know)

Step 3: Show Us Payment Screenshot

Step 4: Move Into The House



Step 5: Pay occupancy fee before or on move-in day before getting house keys (into same account above)

For ALL help, questions, queries contact:

Text/Call: +61 488 883 066

originhelpdesk2@gmail.com

**Contact hours are weekdays 7am – 12am
Weekends 7am – 12am**

The House Rules Guidelines – Lodgers Agreement

- Occupancy Fee = \$465 per week
- The security deposit is = 3 Weeks
- This payment includes rent, your furniture rental, bills, and other services rendered and is apportioned accordingly.
- Move in Date = 13 Nov 2025
- Minimum stay (term) = Months 1
- How much notice is required before leaving = 3 Weeks
- Move out date = needs 3 weeks notice after minimum stay is up
- Before your minimum stay ends, we require you to still give 3 weeks notice for us to market your room and look for incoming tenants
- Do not cause noise complaints from neighbours, other flatmates, building manager.

- Due to hygiene reasons, bed linen, pillows, duvets, and similar items are not provided, but can be conveniently purchased at your local Kmart. Alternatively, we can supply a brand new set of bedding for you at a fee of \$300 inclusive of admin and travel.
- You can move in after 1pm on the start date.

- If you are moving out then you must move out (cleaning, keys etc) by 12pm (before close of business day) on your moving out date.
- Before your minimum stay ends, we require you to still give 3 weeks notice for us to market your room and look for incoming tenants
- Before move in day/agreed start day you will pay the first 2 weeks rent.
- You must take responsibility in making sure you adequately ventilate the room to prevent mold. if mold does appear please fix this by cleaning it and/or using a mold removal spray from coles or any supermarket. This is especially the case should you take long very hot showers or you leave your doors and/or windows closed all the time. The room needs to “breathe” to prevent mold build up.
- All hallways and pathways must be kept free of obstructions for fire safety reasons. During an emergency it is deemed by the council hazardous to obstruct pathways/hallways. Please do not place your shoes, bags, and other personal items/furniture in these areas.
- You must maintain a clean environment in the communal areas as well as inside your room. Should you cause a situation where cockroaches are in your room (keep rubbish in your room, food in your room, generally untidy etc) then you must use pest control sprays or services to take care of this issue. This is your responsibility to be clean and tidy and not cause such a situation.
- If you have taken a room without inspection or using a friend to inspect or using a video inspection you must accept the room as it was presented. If you later find out upon physically moving in and you don't want the room, you must provide the usual notice and satisfy the usual minimum stay requirements. So please ask your friend who is performing the inspection for you or us all the questions you want answered before taking a decision. Once you confirm and secure the room it is finalised.
- This is student purpose accommodation prioritising students. Given the nature of this accommodation we may or may not need to provide this accommodation to other students during the beginning of relevant semesters. Adequate notice will be provided and you'll be notified. This is not mandatory on our side and may amended.
- If you break the agreement by not satisfying the minimum stay requirements, then you must either: (1) just pay to the end of your minimum stay with the required notice OR (2) forfeit your security deposit and pay an additional 2-4 weeks payment so that your paid to date is two-four weeks after your intended vacate date as the break fee.
- There may be someone else in the house with a better deal than you. For example someone who not only has a bigger, better room but also paying much less for it. Or they have arrived at a different time and may be due for an increase. Your price is agreed to at the inspection.
- It's highly recommended you get “Contents Insurance” in the unlikely event something happens

with your things

- Given that insects can be attracted to mess it is expected that the housemates of the house be as clean as possible to minimise this. In Australia we cannot guarantee that you will never see a cockroach.
- No parking.
- Strictly no E-bikes/no charging of E-bike batteries on site. This is for you and the safety of others.
- If the fire alarm goes off and there's a visit by the fire service and it's a false alarm they fine approximately \$1700 to the individual who triggered the false alarm. They charge the housemates directly.

- Tampering with fire alarms and fire panels: other than any fines and penalties issued by NSW Fire you will pay \$200 if you are found to have tampered with any of the fire alarms, fire panels in the building to us. This is an important point not to tamper with any of this equipment and monitoring. We reserve the right to terminate your accommodation with 24 hours notice.
- Wifi extenders in rooms need to be left plugged in. If caught unplugged, then it's a fee of \$150 for call out fee to plug back on, repeat offences is a termination.
- No smoking is permitted anywhere inside the property. We reserve the right to terminate your accommodation with 14 days notice if you breach this.
- The live-in caretaker is there for the admin and reporting of events at the premises to us and the owner but does not handle the accounting. You should generally message helpdesk and we can discuss directly with the caretaker if any action needs to be taken onsite.
- **Late Payments:** you will be sent reminders if you are late paying your occupation fees. We are particularly sensitive to late payments because our costs due first to the owner. If you are regularly late you will need to consider if you can afford this room and we may evict.
- Your house does not formally include air-conditioning/heating machines. If there is Air Conditioning, it is not serviceable if it breaks down. If it does work, it's a bonus! This is because in taking over the property the owner said he would remove the aircon units but then they realised it would be more expensive to remove them than to just leave the non-working units there. Please be aware of this in going into this agreement.
- Cleaning is an important part of living with us particularly in the shared communal areas. The caretaker will certainly report to us if you don't clean up after yourself in the communal areas and we may send you the bill if we must clean up after you. You also must keep your room reasonably tidy. If your lack of cleaning is affecting and impacting others' in the property we may evict.
- **Coin laundry:** Just to set expectations please note and please be aware, due to the abuse of free dryers/washing machines we may need to put in coin operated machines unless the machines are already there.
- **Bed bugs:** your property currently does not have bed bugs. If you are moving from a place that may have bed bugs please let us know before moving in. This is particularly the case if you are moving from a backpackers, shared hotel or share house with bed bugs. Please note that previous occupants have not had any issues. You'll be responsible for pest control if you bring them in.
- **Rubbish management** - you must manage rubbish correctly. We do not want complaints from owners, neighbours or Council about overflowing bins outside or rubbish not put in the **Red and Yellow** bins. If the Council impose a fine this is imposed on the occupants by them and you'll need to pay them. So please make sure the bins are tidy and rubbish is only in the bins and not dumped outside in bags.
- **Security cameras** - in this boarding house we have plans to install security cameras in the communal areas of the building (not private areas) like the hallways, entrance, where the bins are kept, communal kitchen (if any). No cameras in bedrooms or any other private areas obviously. We have found the cleanliness of the communal kitchens and other communal areas becomes much better, the rubbish is

looked after far better, the place becomes more secure in acting as a deterrent to any bad behaviour, and generally becomes a safer better managed place.

- We communicate via email and phone number. It is your responsibility to inform us if your contact information has changed.
- Lost mail, deliveries or packages - Management will not be held responsible
- If found that part of the property is broken due to misuse or negligence. It will be the occupant's responsibility and management will have the right to pursue charges.
- Your security deposit will be processed within 10 days of your vacate date to your bank account.
- Upon vacating you will be emailed a copy of your positive **Occupancy Reference Letter** (often useful for immigration purposes, future property agency applications, showing "good character" requirements etc). To be eligible you must satisfy the following conditions:
 - Minimum stay fulfilled
 - Minimum notice provided
 - Occupancy fees paid to the end of the lease (not using the security deposit for your occupancy fees)
 - Occupancy fee payments generally received on time
 - Room left in clean and reasonable condition
 - Good general occupancy conduct
- After you give notice to vacate you agree to let us show your room to people who might take your room while you are occupying the room. This is important. We will carefully supervise inspectors and will keep security in mind. Unfortunately, we cannot let you move in if you do not agree as it's essential for us to minimise the room being empty. If you decide to move in and then break this part of the agreement by refusing access for inspections, then we must charge \$500 compensation. Please choose another place if cannot agree.
- If you give notice to vacate, then your payments must cover and be paid to the end of your notice period. You cannot use your security deposit for your last payment. Please don't move in if you cannot agree. The reason is we need security at the end. We've been in terrible situations with occupants having last day parties, not cleaning at all, not returning keys etc even after saying to not worry so as a policy we require payment to cover the end of your stay/notice.
- Vacate notice periods provided by us:
 - General notice to vacate: 14 days notice to leave
 - Repetitive disruptive, noisy behaviour (complaints received): 7 days notice to leave
 - Drug-use on property/violent behaviour: immediate notice to leave
- Should you vacate before your fixed term ends you need to do the following (as per usual rules) in the law:

When you sign a fixed term agreement, you are committing to stay for the full term.

- Replace yourself under the same terms as your agreement without interruption (this has no penalty or break fee) and is highly recommended; OR
- Pay a break fee of 4 weeks if less than 25 per cent of the agreement has expired; OR
- Pay a break fee of 3 weeks if 25 per cent or more but less than 50 per cent of the agreement has expired; OR
- Pay a break fee of 2 weeks if 50 per cent or more but less than 75 per cent of the agreement has expired; OR
- Pay a break fee of 1 weeks if 75 per cent or more of the agreement has expired.

You will not be able to use the deposit in your final weeks of your stay as the law requires you to continue paying your occupancy fees as per normal. The purpose of the deposit is not for rent but as security in case you break the terms of the occupancy agreement.

In the case of paying the break fee we also need costs including loss of rent, advertising and a letting fee. We need to work on this without delay to minimise these costs to you and you're under an obligation to make it as easy as possible for us to show the property to potential new occupants.

- Bills included: water bills, gas bills, internet bills, furniture bills are ALL INCLUDED in the rent price except just a \$25 per MONTH rate for electricity - super cheap!

Lost Keys or Locking Yourself Out

- \$70 Monday-Friday and \$150 during the weekend (we open door if we are available)

\$70 if managers open with a key

\$100 - \$120 if handyman needs to unlock it

- Normal key lost \$100
- Security key lost \$150
- Additional key if couple (key cost) \$50 or cut themselves but if security restricted key then \$150

If you need faster OR we are not available, go on Google to get a locksmith online. They will be more expensive but many of them are 24/7. These costs are paid by you.

It must also be noted that if you're replacing a Strata key (for apartments) this may take a few days to replace (not in our control because building management cut it).

ADDRESS:

308 Moore Park Rd Paddington NSW 2021

DATE:

19 Oct 2025

- Are you an Australian Citizen or Permanent Resident?
- Are you going to receive or ask to receive Govt support for your occupancy fees (Rent Start, Centrelink etc)? – applicable to Australian Citizen/Permanent Residents only.
- Date of Birth (matching your identification) for identification purposes

NAME:

SIGNATURE "I have read this":

Attach Your Identification (Drivers or Passport):

****If using your cell phone to view this it will give you the option to take a photo.**