

Flatmate Lease Agreement

This Lease Agreement is entered into on January 1st 2026, between the following individuals, referred to collectively as "Flatmates":

1. First Existing Tenant
2. Second Existing Tenant
3. Third Existing Tenant

And

4. Fourth New Tenant

Address of Premises: **12A/44 HIGH ST, 2031 RANDWICK, NSW**

Term of Lease:

The Flatmates agree to lease the for **(months/days)**, commencing on **February 9th 2026** and terminating on **(insert date)**.

Rent:

The total rent for the shared room on the premises shall be **A\$195** per week, payable in advance by the flatmates. **Rent is due every Tuesday before 5:00 PM**, and payment can be made in cash or via electronic transfer.

Deposit:

A deposit of **A\$150** is required as insurance to secure the spot on the premises. This deposit will be *returned to the Flatmate at the end of the lease term*, provided the premises are left in the same condition as at the commencement of the lease, subject to normal wear and tear. In the event of early termination of the lease by the Flatmate, the deposit will not be returned.

Security Deposit:

In some cases, if a flatmate wishes to secure a spot on the premises for a future move-in date, a security deposit equivalent to the duration of the delay is required. For example, if the move-in date is delayed by two weeks, a reservation fee of two weeks' worth (**A\$250 x 2 weeks**) is required. This fee serves as a guarantee for the rental agreement's fulfilment and is *non-refundable*.

Extension of Lease:

The Flatmate agree that if they wish to extend the lease beyond the initial agreed term, they will notify each other in writing at least **three (3) weeks** before the end of the lease term.

Notice Period for Vacating:

Should the Flatmate(s) decide to vacate the premises before the expiration of the lease term, they must provide written notice of at least **three (3) weeks**.

Flatmate Responsibilities:

1. Health and Safety:

- 1.1. **Strict No Smoking or Vaping Policy:** Smoking or vaping of any substances is strictly prohibited within the premises, particularly in the rooms. Smoking or vaping is only permissible in the designated area, the balcony.
- 1.2. Make sure there's enough airflow and ventilation in the rooms and common areas for the health and comfort of all flatmates.

2. Security Measures:

- 2.1. All doors, including the garage door, must be kept locked at all times.
- 2.2. It is prohibited to share the passcode with non-residents for any reason other than delivery purposes.

3. Fire Safety:

- 3.1. To avoid triggering the smoke detector, use the range hood when cooking.
- 3.2. False alarms can lead to serious issues not only for flatmates but also for neighbours and *may result in fines*.

4. Guest Policy:

- 4.1. Notify the group chat *at least 30 minutes in advance* if expecting visitors, especially if they plan to stay or arrive after 8 pm or on weekends, as these are our rest times.
- 4.2. Immediately clean after guests leave.

5. Kitchenware Sharing and Maintenance:

- 5.1. Wash public kitchenware or dinnerware immediately after use.
- 5.2. Label personal belongings and share the photo in the group chat to prevent others from using it.
- 5.3. Each flatmate will be assigned their own designated kitchen cabinet and shelves in the refrigerator for storing their food and condiments.
- 5.4. To store any food outside of your designated cabinet/refrigerator, please label it with your name to prevent others from using, eating, or discarding it.

6. Noise and Disturbance Control:

- 6.1. Maintain low noise levels after 10 pm.

7. Respect for Personal Space and Boundaries:

- 7.1. Knock before entering others' rooms.
- 7.2. Respect everyone's different schedules.

8. Cleanliness and Hygiene:

- 8.1. Follow the weekly cleaning roster. (Attached)
- 8.2. Dispose of any food waste properly.
- 8.3. Clear and clean the sink, including dishes used during meal preparation or cleanup, and dispose of any food waste properly.

9. Utility Usage:

- 9.1. Conserve energy and water resources.
- 9.2. Flatmates are required to turn off all lights before going to sleep. Leave either the stove range hood OR one of the kitchen lights on.

10. Respect for Property and Common Areas:

- 10.1. Flatmates are welcome to store items in the garage as long as they are arranged neatly.
- 10.2. Please keep personal items organized and avoid having them scattered in the living room or common areas.

11. Communication and Conflict Resolution:

- 11.1. Communicate openly and respectfully with flatmates.
- 11.2. Be considerate of cultural differences among housemates.

12. Acknowledgement:

By checking the box below, the Flatmate acknowledges that they have read and understood the terms and responsibilities mentioned in this Lease Agreement and agree to abide by them.

[] I, Qingtong Wu (Anna) acknowledge the terms and responsibilities mentioned in the lease agreement.

Signatures:

By signing below, the Flatmates affirm their acknowledgement of the terms of this Lease Agreement.

[Wan Azizah Teja] Signature : _____ Date: _____

[Qingtong Wu's Name] Signature : _____ Date: _____

8.1 | Weekly (Deep and Maintenance) Cleaning Roster

| Task | Week 1 | Week 2 | Week 3 | Week 4 |
|--|--------|--------|--------|--------|
| Wipe + Vacuum the dining area and living room. | Name 1 | Name 2 | Name 3 | Name 4 |
| Rearrange dish rack, wipe stove & countertop and vacuum + mop kitchen area. | Name 2 | Name 3 | Name 4 | Name 1 |
| Take out the rubbish for the whole week. | Name 3 | Name 4 | Name 1 | Name 2 |
| Clean the bathroom + take out rubbish in the bathroom. | Name 4 | Name 1 | Name 2 | Name 3 |

Notes | General Guidelines & Assigned Areas

Maintain the areas you're assigned to. **Deep cleaning** must be done at least twice a week. Use the fridge magnet schedule exclusively for deep cleaning, except for rubbish bin tasks.

- ★ Dining Area + Living Room
- ★ Kitchen
- ★ Rubbish Bin
- ★ Bathroom

Important Reminders:

- **Wipe:** Please use the scented wipe on top of the fridge.
- **Mold:** Check for mold around the sink and clean it using the small brush.
 - Clean up all leftover residue and food scraps in the kitchen sink.
- **Rubbish:** Take out the rubbish immediately when full, do not let it overflow.
 - Clean any spills or leaks from rubbish bags to prevent stains or odors.
- **Refilling:** Refill the toilet paper + vacuum the floor to keep it dust-free.

Weekly Responsibilities (for everyone):

- **Clean up** any mess made while cooking/eating.
- **Wash** all dishes after use.
- **Wipe and dry** the toilet seat after use.
- **Clean** the toilet bowl if necessary.
- Dispose of your own personal rubbish (e.g., delivery boxes, heavy items)

Additional Notes:

- Any food waste and wet/ items must be thrown into **plastic bags**, not paper bags.
- **Empty** any liquid from bottles/containers before discarding them.

Security Deposit (If applicable)

| | |
|---------------------------------------|--|
| Spot Available On | |
| Flatmate Moving Date | |
| Weeks to be Secured | - |
| First Week Rent | A\$195 |
| Total Security Deposit | A\$150 |
| Total Payment Before Moving In | - |
| Acknowledgement | [Tenant's Name] Sign: Date: |

Form of Payment:

Bank : Commonwealth Bank
BSB :
Account Number :
PayID (Instant Transfer) :