

## IMPORTANT INFORMATION

## PLEASE READ CAREFULLY:

**Congratulations your rental application was successful!  
We are happy to welcome you to All Urban Rentals and your new home!**

All Urban Rentals staff are both friendly and professional and are here to help in any way that is within our ability. We will always be courteous and in return we expect to be treated in a courteous manner. We invite you to feel free to contact us at any time either by phone or email if you have any queries or problems.

There are a couple of things that you should be aware of at the start of your tenancy to ensure your move in day goes smoothly and that you can enjoy your new home to the fullest.

### MOVE IN DAY:

**BOND**—the bond must be paid in cash on move in day. Most ATM's have daily withdrawal limits so please prepare for this. You cannot move into a property without a Bond plus two weeks rent in advance. Alternatively if you are planning to join up to Rentpay, a system that allows numerous types of payment methods including direct debit, BPay etc., then this can be organized before move in day. This will need to be organized at least 7 days prior to move in day so that the funds reach our bank in time.

**PAPERWORK**—by now you would have probably signed the lease. There is however other forms that will need to be completed before you move in. Remember to co-ordinate removal trucks, etc. so that you have allowed at least 20 minutes for completing these forms. Once the forms are complete you will be given the 'Move in Pack' along with keys to the property.

**'MOVE IN PACK'**—your 'move in pack' will contain all forms and information necessary for your tenancy. Please make yourself familiar with the 'move in pack' contents. There is helpful information contained in the pack so please read through it carefully. Also read through your Tenancy Agreement again so that you are aware of any special conditions/requirements for your new home. The pack will include an Entry Condition Report which you are required to complete and return asap.

**ELECTRICITY, GAS, INTERNET & TELEPHONE**—connection of all utilities is entirely your responsibility. Please make yourself aware of the requirements for this at your new home.

**MOVING IN**—once you have the keys to the property you are ready to move in. It is a good idea to complete the Entry Condition Report before you have moved in all of your possessions so that you can complete an accurate report. Don't be shy...fill the report in completely, carefully and in great detail. The report will be used to compare the condition of the property when you leave.

**YOUR NEW HOME**—once you have moved in you should take the time to familiarise yourself with your new home. Find out where important things are located, like—'water shut off tap' in case of water emergency & 'electrical safety switch' in case of power shutdown. Your knowledge of these things will help you enjoy your new home to the fullest.

**Most of all we hope that you enjoy your new home!  
Remember to contact us anytime if we can be of help.**

Ph. 07 3254 2300 Fax. 07 3254 2311