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1-1

Tuesday, 30 November 2021

Adviser Services

13 18 36

**Investor Name**Sjc Smsf Pty Ltd  
Sjc Super Fund**Account Number**

0910 3529 4824

**FirstChoice Wholesale Investments****Distribution tax details for financial year: 2020-2021****Part A - Summary of 2021 tax return items**

<b>Tax return</b>	<b>Amount (\$)</b>	<b>Tax return label</b>
Interest income	0.00	10L
TFN amounts withheld (Interest)	0.00	10M
Non-primary production income	85.12	13U
Franked distributions from trusts	159.42	13C
Share of franking credits - franked dividends	54.24	13Q
TFN amounts withheld (Trust Distribution)	0.00	13R
Total current year capital gains	771.40	18H
Net capital gain	514.27	18A
Controlled Foreign Company (CFC) income	0.00	19K
Assessable foreign source income	245.37	20E
Other net foreign source income	245.37	20M
Australian franking credits from a New Zealand franking company	0.00	20F
Foreign Income Tax Offset	27.84	20O
Rebates	0.00	24V

**Part B - Capital gains tax information - additional information for item 18**

	<b>Amount (\$)</b>
Capital gains - discount method (grossed-up amount)	771.40
Capital gains - other than discount method	0.00
<b>Total current year capital gains</b>	<b>771.40</b>

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**Part C**

<b>Total - interest</b>	<b>Taxable income(\$)</b>
Interest income	0.00

<b>Total - components of distribution/ attribution</b>	<b>Cash distribution (\$)</b>	<b>Tax paid/ Franking credit (\$)</b>	<b>Attribution/ Taxable amount(\$)</b>
<b>Australian income</b>			
Dividends - unfranked not CFI	5.61		5.61
Dividends - unfranked CFI	7.08		7.08
Interest	3.71		3.71

Interest exempt from non-resident withholding	22.21		22.21
Other income	45.42		45.42
NCMI Non-primary production	0.19		0.19
Excluded from NCMI Non-primary production	0.90		0.90
<b>Non-primary production income</b>	<b>85.12</b>		<b>85.12</b>
<b>Dividends - franked amount</b>	<b>105.18</b>	<b>54.24</b>	<b>159.42</b>
<b>Capital gains</b>			
Discounted capital gain TAP	0.72		0.72
Discounted capital gain NTAP	384.98		384.98
Discounted capital gain NCMI	0.00		0.00
Discounted capital gain Excluded NCMI	0.00		0.00
Capital gains - other TAP	0.00		0.00
Capital gains - other NTAP	0.00		0.00
Capital gains other NCMI	0.00		0.00
Capital gains other Excluded NCMI	0.00		0.00
<b>Capital gain</b>	<b>385.70</b>		<b>385.70</b>
CGT gross-up amount (AMIT)			385.70
Other capital gains distribution (AMIT)	385.70		
CGT concession amount (non-AMIT)	0.00		
<b>Total current year/distributed capital gains</b>	<b>771.40</b>		
<b>Foreign income</b>			
Other net foreign source income	217.53	27.84	245.37
<b>Assessable foreign income</b>	<b>217.53</b>	<b>27.84</b>	<b>245.37</b>
Australian franking credits from a New Zealand franking company		0.00	0.00
CFC income	0.00		0.00
<b>Total foreign income</b>	<b>217.53</b>	<b>27.84</b>	<b>245.37</b>
	<b>Cash distribution (\$)</b>	<b>Attribution/ Amount (\$)</b>	
<b>Other non-assessable amounts</b>			
Net exempt income	0.00	0.00	
Non-assessable non-exempt	0.00	0.00	
Other non-attributable amounts (AMIT)	2.47		
Tax free amounts (non-AMITs)	0.00		
Tax deferred amounts (non-AMITs)	0.00		
<b>Gross cash distribution (Includes interest income)</b>	<b>1,181.70</b>		
<b>Other deductions from distribution</b>			
Less: TFN amounts withheld	0.00		
Less: Non-resident withholding tax 12H	0.00		
Less: Other non-resident withholding	0.00		
<b>Net cash distribution</b>	<b>1,181.70</b>		

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(Includes interest income)

Part C - Component of distribution and interest by fund/option

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**PLEASE RETAIN THIS STATEMENT FOR INCOME TAX PURPOSES**

**Use this statement, together with the tax guide, to help you complete your tax return.**

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Tuesday, 30 November 2021

**Adviser Services**

13 18 36

**Investor Name**

Sjc Super Fund

**Account Number**

10910 3529 4824

**TRANSACTION DETAIL**

For: FirstChoice Wholesale Investments

**Distribution 27/09/2020 11:59:50 PM**

<b>Option</b>	<b>Gross (\$)</b>	<b>Fee (\$)</b>	<b>Net (\$)</b>	<b>Unit price (\$)</b>	<b>Units</b>
FC Multi-Ind Growth	32.40	0.00	32.40	1.0296	31.4685
<b>Total</b>	<b>32.40</b>		<b>32.40</b>		

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Tuesday, 30 November 2021

**Adviser Services**  
13 18 36

**Investor Name**  
Sjc Super Fund

**Account Number**  
10910 3529 4824

**TRANSACTION DETAIL**

For: FirstChoice Wholesale Investments

**Distribution 13/12/2020 11:59:50 PM**

<b>Option</b>	<b>Gross (\$)</b>	<b>Fee (\$)</b>	<b>Net (\$)</b>	<b>Unit price (\$)</b>	<b>Units</b>
FC Multi-Ind Growth	140.82	0.00	140.82	1.1297	124.6526
<b>Total</b>	<b>140.82</b>		<b>140.82</b>		

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Tuesday, 30 November 2021

**Adviser Services**  
13 18 36

**Investor Name**  
Sjc Super Fund

**Account Number**  
10910 3529 4824

**TRANSACTION DETAIL**

For: FirstChoice Wholesale Investments

**Distribution 28/03/2021 11:59:50 PM**

<b>Option</b>	<b>Gross (\$)</b>	<b>Fee (\$)</b>	<b>Net (\$)</b>	<b>Unit price (\$)</b>	<b>Units</b>
FC Multi-Ind Growth	262.96	0.00	262.96	1.1917	220.6596
<b>Total</b>	<b>262.96</b>		<b>262.96</b>		

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Tuesday, 30 November 2021

**Adviser Services**

13 18 36

**Investor Name**

Sjc Super Fund

**Account Number**

10910 3529 4824

**TRANSACTION DETAIL**

For: FirstChoice Wholesale Investments

**Distribution 30/06/2021 11:59:50 PM**

<b>Option</b>	<b>Gross (\$)</b>	<b>Fee (\$)</b>	<b>Net (\$)</b>	<b>Unit price (\$)</b>	<b>Units</b>
FC Multi-Ind Growth	745.52	0.00	745.52	1.1847	629.2901
<b>Total</b>	<b>745.52</b>		<b>745.52</b>		

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2.1



# Notice of intent to claim or vary a deduction for personal super contributions

## COMPLETING THIS STATEMENT

- Print clearly using a black pen only.
- Use BLOCK LETTERS and print one character per box.
- Place  in ALL applicable boxes.

**1** The instructions contain important information about completing this notice. Refer to them for more information about how to complete and lodge this notice.

## Section A: Your details

### 1 Tax file number (TFN)

454 027 472

**1** The ATO does not collect this information provided on this form. This form is to assist you in providing details to your super fund. Your super fund is authorised to request your personal details, including your TFN, under the *Superannuation Industry (Supervision) Act 1993*, the *Income Tax Assessment Act 1997* and the *Taxation Administration Act 1953*. It is not an offence not to provide your TFN. However, if you do not provide your TFN, and your super fund doesn't already hold your TFN, they will not be permitted to accept the contribution(s) covered by this notice. For more information about your privacy please contact the entity you are providing this form to.

### 2 Name

Title: Mr  Mrs  Miss  Ms  Other

Family name

CIOFFALO

First given name

STEPHEN

Other given names

### 3 Date of birth

04 / 07 / 1965

### 4 Current postal address

117 EOBERRY LANE

Suburb/town/locality

NOOMBIE

Country if outside of Australia

State/territory  
QLD  
(Australia only)

Postcode  
4559  
(Australia only)

### 5 Daytime phone number (include area code)

0408694295

## Section B: Super fund's details

### 6 Fund name

SJC SMSA PTY LTD A/F SJC SUPER FUND

### 7 Fund Australian business number (ABN)

### 8 Member account number

966503088

### 9 Unique Superannuation Identifier (USI) (if known)



2.2

**Section C: Contribution details**

**10 Personal contribution details**

Is this notice varying an earlier notice? No  Yes

If you answered 'No' complete the **Original Notice to Claim a Tax Deduction** section below.  
If you answered 'Yes' complete the **Variation of previous valid notice of intent** section below.

**ORIGINAL NOTICE TO CLAIM A TAX DEDUCTION**

**11 Financial year ended 30 June 20**

**12 My personal contributions to this fund in the above financial year** \$   ,    .

**13 The amount of these personal contributions I will be claiming as a tax deduction** \$   ,    .

**Section D: Declaration**

This form has a declaration where you say the information in it is correct and complete. Please review the information before you sign the declaration. If you provide false or misleading information, or fail to take reasonable care, you may be liable to administrative penalties imposed by taxation law.

**INTENTION TO CLAIM A TAX DEDUCTION**

Complete this declaration if you have **not** previously lodged a valid notice with your super fund for these contributions.

*I declare that at the time of lodging this notice:*

- I intend to claim the personal contributions stated as a tax deduction
- I am a current member of the identified super fund
- the identified super fund currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions
- I have not included any of the contributions in an earlier valid notice.

*I declare that I am lodging this notice at the earlier of either:*

- before the end of the day that I lodged my income tax return for the income year in which the personal contributions were made, or
- before the end of the income year following the year in which the contribution was made.

*I declare that the information given on this notice is correct and complete.*

Name (Print in BLOCK LETTERS)

Signature



Date

Day:   / Month:   / Year:

Send your completed notice to your super fund. **Do not send it to us.** The information on this notice is for you and your super fund. We don't collect this information; we only provide a format for you to provide the information to your super fund.

**VARIATION OF PREVIOUS VALID NOTICE OF INTENT**

**14 Financial year ended 30 June 20**

**15 My personal contributions to this fund in the above financial year** \$    ,    .

**16 The amount of these personal contributions claimed in my original notice of intent** \$    ,    .

**17 The amount of these personal contributions I will now be claiming as a tax deduction** \$    ,    .

**Declaration**

This form has a declaration where you sign to indicate that the information in it is correct and complete. Please review the information before you sign the declaration. If you provide false or misleading information, or fail to take reasonable care, you may be liable to administrative penalties imposed by taxation law.

1 Complete this declaration if you have already lodged a valid notice with your fund for these contributions and you wish to **reduce** the amount stated in that notice.

**VARIATION OF PREVIOUS VALID NOTICE OF INTENT**

I declare that at the time of lodging this notice:

- I intend to claim the personal contributions stated as a tax deduction
- I am a current member of the identified super fund
- the identified super fund currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions.

- I have not yet lodged my income tax return for the relevant year and this variation notice is being lodged on or before 30 June in the financial year following the year in which the personal contributions were made, or
- the ATO has disallowed my claim for a deduction for the relevant year and this notice reduces the amount stated in my previous valid notice by the amount that has been disallowed.

I declare that I wish to vary my previous valid notice for these contributions by **reducing** the amount I advised in my previous notice and I confirm that either:

I declare that the information given on this notice is correct and complete.

- I have lodged my income tax return for the year in which the contribution was made, prior to the end of the following income year, and this variation notice is being lodged before the end of the day on which the return was lodged, or

Name (Print in BLOCK LETTERS)

[Grid for Name entry]

Signature

[Signature box]

Date

Day Month Year [Date entry boxes]

2 Send your completed variation notice to your super fund. **Do not send it to us.** The information on this notice is for you and your super fund. We don't collect this information; we only provide a format for you to provide the information to your super fund.

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**SJC SUPER FUND  
SUPERANNUATION FUND ACKNOWLEDGEMENT  
FOR RECEIPT OF MEMBER NOTICE OF DEDUCTIBILITY**

MR STEPHEN JOHN CIORCALO  
1/7 REDBERRY LANE  
WOOMBYE QLD 4559

Sjc Smsf Pty. Ltd. as trustee for  
SJC SUPER FUND acknowledges that

**STEPHEN JOHN CIORCALO**

has advised in writing in accordance with Section 290-170 of the Income Tax Assessment Act 1997 the intention to claim a tax deduction of

**\$36390.00**

for contributions paid in the year ended 30 June 2021. The Trustee has taken action to deduct the appropriate level of tax from the contributions claimed.

\_\_\_\_\_  
TRUSTEE

Date: 18/06/2021

**\*\* IMPORTANT INFORMATION - PLEASE READ THE FOLLOWING CAREFULLY \*\***

If your records confirm the above amount claimed no action on your behalf is required. Retain this acknowledgement with your taxation records as it may be requested by the Australian Taxation Office to substantiate your tax deduction for Superannuation Contributions.

Otherwise: Complete the details below and return this form to the Trustee if:

1. The amount shown above is not the amount that will be claimed, or
2. The Australian Taxation Office disallows/reduces the amount you claim.

In terms of Section 290-170 of the Income Tax Assessment Act 1997 I advise that the amount I intend to claim as a tax deduction for the period 1 July 2020 to 30 June 2021 is:

\$ 36,390.00

  
\_\_\_\_\_  
MEMBERS SIGNATURE

Date: 24 / 11 / 2021

# SuperStream Contribution Data Report

For The Period 01 July 2020 - 30 June 2021



Transaction Date	Reference	Employer Org	Pay Period	Employer	Personal - NCC	Spouse & Child	Other Family & Friends	Any Other	Total
<b>TFN not quoted - CIORCALO, STEPHEN JOHN</b>									
14/08/2020	PC06C015-5884969	CROWN EQUIPMENT PTY LIMITED	01/06/2020 - 30/06/2020	1,055.18	0.00	0.00	0.00	0.00	1,055.18
21/10/2020	PC06C015-5924802	CROWN EQUIPMENT PTY LIMITED	01/07/2020 - 31/07/2020	1,134.64	0.00	0.00	0.00	0.00	1,134.64
26/10/2020	PC06C015-5928265	CROWN EQUIPMENT PTY LIMITED	01/08/2020 - 31/08/2020	1,128.71	0.00	0.00	0.00	0.00	1,128.71
02/11/2020	PC06C015-5933505	CROWN EQUIPMENT PTY LIMITED	01/09/2020 - 30/09/2020	927.31	0.00	0.00	0.00	0.00	927.31
20/01/2021	PC06C016-5976161	CROWN EQUIPMENT PTY LIMITED	01/10/2020 - 31/10/2020	1,041.60	0.00	0.00	0.00	0.00	1,041.60
21/01/2021	PC06C016-5977299	CROWN EQUIPMENT PTY LIMITED	01/11/2020 - 30/11/2020	1,385.97	0.00	0.00	0.00	0.00	1,385.97
25/01/2021	PC06C016-5978936	CROWN EQUIPMENT PTY LIMITED	01/12/2020 - 31/12/2020	1,069.62	0.00	0.00	0.00	0.00	1,069.62
26/03/2021	PC06C016-6014269	CROWN EQUIPMENT PTY LIMITED	01/01/2021 - 31/01/2021	1,003.88	0.00	0.00	0.00	0.00	1,003.88
29/03/2021	PC06C016-6014399	CROWN EQUIPMENT PTY LIMITED	01/02/2021 - 28/02/2021	1,019.18	0.00	0.00	0.00	0.00	1,019.18
27/05/2021	PC06C016-6049514	CROWN EQUIPMENT PTY LIMITED	30/03/2021 - 29/04/2021	948.69	0.00	0.00	0.00	0.00	948.69
29/06/2021	PC06C016-6064822	CROWN EQUIPMENT PTY LIMITED	01/04/2021 - 30/04/2021	1,383.12	0.00	0.00	0.00	0.00	1,383.12
29/06/2021	PC06C016-6064856	CROWN EQUIPMENT PTY LIMITED	01/05/2021 - 31/05/2021	1,178.11	0.00	0.00	0.00	0.00	1,178.11
				13,276.01	0.00	0.00	0.00	0.00	13,276.01
				13,276.01	0.00	0.00	0.00	0.00	13,276.01

\*Data last updated: 02/03/2022

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30 Stark Drive, Narangba, QLD 4504, AUSTRALIA  
Ph: 0410 634 584 Fax:

### Income & Expenditure Summary

Steve Clorcalo  
1/7 Redberry Lane  
Woombye QLD 4559

Date 1/07/2020 to 30/06/2021

From Statement: 24 (30/06/2020)  
To Statement: 46 (30/06/2021)

SJC Bare Property Pty Ltd (ID: 458)

	Debit	Credit	Total
Opening Balance			\$0.00
Owner Contributions			\$0.00

#### Residential Properties

##### 24/24 The Corso, North Lakes, QLD 4509

Property Income	Debit	Credit	Total
Residential Rent		\$22,440.90	\$22,440.90
Water Usage	\$0.00	\$180.93	\$180.93
	\$0.00	\$22,621.83	\$22,621.83

(GST Total: \$0.00)

Property Expenses	Debit	Credit	Total
Administration Fee	115.50 [ \$105.00	\$0.00	\$105.00
+ GST	\$10.50	\$0.00	\$10.50
Council Rates	\$1,843.00	\$0.00	\$1,843.00
Electrical	104.50 [ \$95.00	\$0.00	\$95.00
+ GST	\$9.50	\$0.00	\$9.50
General Repairs and Maintenance	363 [ \$330.01	\$0.00	\$330.01
+ GST	\$32.99	\$0.00	\$32.99
Landlord Insurance	343 [ \$311.82	\$0.00	\$311.82
+ GST	\$31.18	\$0.00	\$31.18
Residential Management Fee	1481-10 [ \$1,346.45	\$0.00	\$1,346.45
+ GST	\$134.65	\$0.00	\$134.65
Smoke Alarms	109 [ \$99.09	\$0.00	\$99.09
+ GST	\$9.91	\$0.00	\$9.91
Strata - Admin / Sinking Levies	\$1,931.80	\$0.00	\$1,931.80
Water Rates	\$1,595.24	\$0.00	\$1,595.24
	\$7,886.14	\$0.00	\$7,886.14

(GST Total: \$228.73)

Report shows all transactions reported on statements created within reporting period.



H&H Residential Properties ABN 606 899 165  
Corp. Licence Number: 3946299 Licensee Name & Number: Melinda Horne 3945685

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Page 1 of 2



**Income & Expenditure Summary**

**PROPERTY BALANCE: \$14,735.69**  
*(GST Balance: -\$228.73)*

**Ownership Expenses & Payments**

**Owner Expenses**

\$0.00    \$0.00    \$0.00

*(GST Total: \$0.00)*

**Owner Payments**

SIC SMSF Pty Ltd ATF

\$14,735.69

\$14,735.69

**CLOSING BALANCE: \$0.00**

*Report shows all transactions reported on statements created within reporting period.*



# General tenancy agreement (Form 18a)

Residential Tenancies and Rooming Accommodation Act 2008

For Residential Tenancy Authority  
advice or information go to  
www.rta.qld.gov.au

## Part 1 Tenancy details (refer also - Addendum - Additional Items)

**Item 1** 1.1 Lessor

Name/trading name **SJC Bare Property Pty Ltd**

Address  
**C/-30 Stark Drive, Narangba QLD** Postcode **4504**

1.2 Phone Mobile Email  
 0410 634 584 melinda@hhrp.com.au

**Item 2** 2.1 Tenant/s

Tenant 1 Full name/s **Yvette Woolley**  
 Phone **RTECF** Email **refer to electronic consent form**

Tenant 2 Full name/s  
 Phone **RTECF** Email **refer to electronic consent form**

Tenant 3 Full name/s  
 Phone **RTECF** Email **refer to electronic consent form**

2.2 Address for service (if different from address of the premises in item 5.1) Attach a separate list

**Item 3** 3.1 Agent If applicable. See clause 43

Full name/trading name **H & H Residential Properties Pty Ltd T/as H & H Residential Properties**

Address  
**30 Stark Drive, Narangba QLD** Postcode **4504**

3.2 Phone Mobile Email  
 0410 634 584 0410 634 584 melinda@hhrp.com.au

**Item 4** Notices may be given to  
(Indicate if the email is different from item 1, 2 or 3 above)

4.1 Lessor  
 Email Yes  No  refer to electronic consent form Facsimile Yes  No

4.2 Tenant/s  
 Email Yes  No  refer to electronic consent form Facsimile Yes  No

4.3 Agent  
 Email Yes  No  melinda@hhrp.com.au Facsimile Yes  No

**Item 5** 5.1 Address of the rental premises  
**24/24 The Corso, North Lakes QLD** Postcode **4509**

5.2 Inclusions provided. For example, furniture or other household goods let with the premises. Attach list if necessary

As per entry condition report

**Item 6** 6.1 The term of the agreement is  fixed term agreement  periodic agreement

6.2 Starting on **03 / 07 / 2020** 6.3 Ending on **01 / 07 / 2021**

Fixed term agreements only.  
For continuation of tenancy agreement, see clause 6

3.4

# General tenancy agreement (Form 18a)

Residential Tenancies and Rooming Accommodation Act 2008

**Item 7** Rent \$ **430.00** per  week  fortnight  month See clause 8(1) of the Standard Terms and Addendum - Additional Items - Item C

**Item 8** Rent must be paid on the **same** day of each **Week**  
Insert day. See clause 8(2) Insert week, fortnight or month

**Item 9** **Method of rent payment** Insert the way the rent must be paid. See clause 8(3)

**Direct Deposit, Internet Transfer or Money Order**

Details for direct credit

BSB no. **0 6 4 1 8 5** Bank/building society/credit union **CBA - Commonwealth Bank**

Account no. **1 0 3 1 2 9 3 4** Account name **HHRP Trust**

Payment reference **WOOL24C**

**Item 10** **Place of rent payment** Insert where the rent must be paid. See clause 8(4) to 8(6)  
**CBA - Commonwealth Bank**

**Item 11** Rental bond amount \$ **1,720.00** See clause 13

**Item 12** **12.1 The services supplied to the premises for which the tenant must pay** See clause 16

Electricity  Yes  No

Any other service that a tenant must pay  Yes  No

Gas  Yes  No

Type **Internet or Pay TV** See special terms (page 8)

Phone  Yes  No

**12.2 Is the tenant to pay for water supplied to the premises** See clause 17  Yes  No

**Item 13** **If the premises is not individually metered for a service under item 12.1, the apportionment of the cost of the service for which the tenant must pay.** For example, insert the percentage of the total charge the tenant must pay. See clause 16(c)

Electricity **N/a**

Any other service stated in item 12.1 **N/a**

Gas **N/a**

See special terms (page 8)

Phone **N/a**

**Item 14** **How services must be paid for** Insert for each how the tenant must pay. See clause 16(d)

Electricity **To the Landlord, as account holder, on invoice for usage charges less any Solar Contribution Credits**

Gas **As account holder, direct to the gas supplier**

Phone **As account holder, direct to the telephone supplier**

Any other service stated in item 12.1 See special terms (page 8)

**As account holder, direct to the supplier**

**Item 15** Number of persons allowed to reside at the premises **1** See clause 23

**Item 16** **16.1 Are there any body corporate by-laws applicable to the occupation of the premises by a tenant?** See clause 22  Yes  No

**16.2 Has the tenant been given a copy of the relevant by-laws** See clause 22  Yes  No

**Item 17** **17.1 Pets approved**  Yes  No See clause 24(1)

**17.2 The types and number of pets that may be kept** See clause 24(2)

Type  Number **0** Type  Number **0**

**Item 18** **Nominated repairers** Insert name and telephone number for each. See clause 31

Electrical repairs **True Value Electrical** Phone **0432 570 712**

Plumbing repairs **Impact Plumbing** Phone **0413 690 093**

Other **H&H Residential Properties** Phone **0410 634 584**

Note: Refer Addendum - Additional Items (Page 9) for additional details



# General tenancy agreement (Form 18a)

Residential Tenancies and Rooming Accommodation Act 2008

## Part 2 Standard Terms

### Division 1 Preliminary

#### 1 Interpretation

In this agreement –

- (a) a reference to **the premises** includes a reference to any inclusions for the premises stated in this agreement for item 5.2; and
- (b) a reference to a numbered section is a reference to the section in the Act with that number; and
- (c) a reference to a numbered item is a reference to the item with that number in part 1; and
- (d) a reference to a numbered clause is a reference to the clause of this agreement with that number.

#### 2 Terms of a general tenancy agreement

- (1) This part states, under the *Residential Tenancies and Rooming Accommodation Act 2008 (the Act)*, section 55, the standard terms of a general tenancy agreement.
  - (2) The Act also imposes duties on, and gives entitlements to, the lessor and tenant that are taken to be included as terms of this agreement.
  - (3) The lessor and tenant may agree on other terms of this agreement (**special terms**).
  - (4) A duty or entitlement under the Act overrides a standard term or special term if the term is inconsistent with the duty or entitlement.
  - (5) A standard term overrides a special term if they are inconsistent.
- Note* – Some breaches of this agreement may also be an offence under the Act, for example, if –
- the lessor or the lessor’s agent enters the premises in contravention of the rules of entry under sections 192 to 199; or
  - the tenant does not sign and return the condition report to the lessor or the lessor’s agent under section 65.

#### 3 More than 1 lessor or tenant

- (1) This clause applies if more than 1 person is named in this agreement for item 1 or 2.
- (2) Each lessor named in this agreement for item 1 must perform all of the lessor’s obligations under this agreement.
- (3) Each tenant named in this agreement for item 2 –
  - (a) holds their interest in the tenancy as a tenant in common unless a special term states the tenants are joint tenants; and
  - (b) must perform all the tenant’s obligations under this agreement.

### Division 2 Period of tenancy

#### 4 Start of tenancy

- (1) The tenancy starts on the day stated in this agreement for item 6.2.
- (2) However, if no day is stated or if the stated day is before the signing of this agreement, the tenancy starts when the tenant is or was given a right to occupy the premises.

#### 5 Entry condition report – s 65

- (1) The lessor must prepare, in the approved form, sign and give the tenant 1 copy of a condition report for the premises.
  - (2) The copy must be given to the tenant on or before the day the tenant occupies the premises under this agreement.
  - (3) The tenant must mark the copy of the report to show any parts the tenant disagrees with, and sign and return the copy to the lessor not later than 3 days after the later of the following days –
    - (a) the day the tenant is entitled to occupy the premises;
    - (b) the day the tenant is given the copy of the condition report.
- Note* – A well completed condition report can be very important to help the parties if there is a dispute about the condition of the premises when the tenancy started. For more information about condition reports, see the information statement.
- (4) After the copy of the condition report is returned to the lessor by the tenant, the lessor must copy the condition report and return it to the tenant within 14 days.

#### 6 Continuation of fixed term agreement – s 70

- (1) This clause applies if –
    - (a) this agreement is a fixed term agreement; and
    - (b) none of the following notices are given, or agreements or applications made before the day the term ends (**the end day**) –
      - (i) a notice to leave;
      - (ii) a notice of intention to leave;
      - (iii) an abandonment termination notice;
      - (iv) a notice, agreement or application relating to the death of a sole tenant under section 277(7);
      - (v) a written agreement between the lessor and tenant to end the agreement.
  - (2) This agreement, other than a term about this agreement’s term, continues to apply after the end day on the basis that the tenant is holding over under a periodic agreement.
- Note* – For more information about the notices, see the information statement.

#### 7 Costs apply to early ending of fixed term agreement

- (1) This clause applies if –
    - (a) this agreement is a fixed term agreement; and
    - (b) the tenant terminates it before the term ends in a way not permitted under the Act.
  - (2) The tenant must pay the reasonable costs incurred by the lessor in reletting the premises.
- Note* – For when the tenant may terminate early under the Act, see clause 36 and the information statement. Under section 362, the lessor has a general duty to mitigate (avoid or reduce) the costs.

### Division 3 Rent

#### 8 When, how and where rent must be paid – ss 83 and 85

- (1) The tenant must pay the rent stated in this agreement for item 7.
  - (2) The rent must be paid at the times stated in this agreement for item 8.
  - (3) The rent must be paid –
    - (a) in the way stated in this agreement for item 9; or
    - (b) in the way agreed after the signing of this agreement by –
      - (i) the lessor or tenant giving the other party a notice proposing the way; and
      - (ii) the other party agreeing to the proposal in writing; or
    - (c) if there is no way stated in this agreement for item 9 or no way agreed after the signing of this agreement – in an approved way under section 83(4).
- Note* – If the way rent is to be paid is another way agreed on by the lessor and tenant under section 83(4)(g), the lessor or the lessor’s agent must comply with the obligations under section 84(2).
- (4) The rent must be paid at the place stated in this agreement for item 10.
  - (5) However, if, after the signing of this agreement, the lessor gives a notice to the tenant stating a different place for payment and the place is reasonable, the rent must be paid at the place while the notice is in force.
  - (6) If no place is stated in this agreement for item 10 and there is no notice stating a place, the rent must be paid at an appropriate place.

*Examples of an appropriate place* –

- the lessor’s address for service
- the lessor’s agent’s office

#### 9 Rent in advance – s 87

The lessor may require the tenant to pay rent in advance only if the payment is not more than –

- (a) for a periodic agreement – 2 weeks rent; or
- (b) for a fixed term agreement – 1 month rent.

*Note* – Under section 87(2), the lessor or the lessor’s agent must not require a payment of rent under this agreement in a period for which rent has already been paid.

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# General tenancy agreement (Form 18a)

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## 10 Rent increases – ss 91 and 93

- (1) If the lessor proposes to increase the rent, the lessor must give notice of the proposal to the tenant.
- (2) The notice must state the amount of the increased rent and the day from when it is payable.
- (3) The day stated must not be earlier than the later of the following -
  - (a) 2 months after the notice is given;
  - (b) 6 months after the day the existing rent became payable by the tenant.
- (4) Subject to an order of a tribunal, the increased rent is payable from the day stated in the notice, and this agreement is taken to be amended accordingly.
- (5) However, if this agreement is a fixed term agreement, the rent may be increased before the term ends only if a special term -
  - (a) provides for a rent increase; and
  - (b) states the amount of the increase or how the amount of the increase is to be worked out.
- (6) A rent increase is payable by the tenant only if the rent is increased under this clause.

## 11 Application to tribunal about excessive increase – s 92

- (1) If a notice of proposed rent increase is given and the tenant considers the increase is excessive, the tenant may apply to a tribunal for an order setting aside or reducing the increase.
- (2) However, the application must be made -
  - (a) within 30 days after the notice is received; and
  - (b) for a fixed term agreement - before the term ends.

## 12 Rent decreases – s 94

Under section 94, the rent may decrease in certain situations.  
*Note* – For details of the situations, see the information statement.

## Division 4 Rental bond

### 13 Rental bond required – ss 111 and 116

- (1) If a rental bond is stated in this agreement for item 11, the tenant must pay to the lessor or the lessor's agent the rental bond amount -
  - (a) if a special term requires the bond to be paid at a stated time - at the stated time; or
  - (b) if a special term requires the bond to be paid by instalments - by instalments; or
  - (c) otherwise - when the tenant signs this agreement.
- (2) The lessor or the lessor's agent must, within 10 days of receiving the bond or a part of the bond, pay it to the authority and give the authority a notice, in the approved form, about the bond.
- (3) The bond is intended to be available to financially protect the lessor if the tenant breaches this agreement.

*Example* – The lessor may claim against the bond if the tenant does not leave the premises in the required condition at the end of the tenancy.

*Note* – For how to apply to the authority or a tribunal for the bond at the end of the tenancy, see the information statement and sections 125 to 141. Delay in applying may mean that payment is made on another application for payment.

### 14 Increase in bond – s 154

- (1) The tenant must increase the rental bond if -
  - (a) the rent increases and the lessor gives notice to the tenant to increase the bond; and
  - (b) the notice is given at least 11 months after -
    - (i) this agreement started; or
    - (ii) if the bond has been increased previously by a notice given under this clause - the day stated in the notice, or the last notice, for making the increase.

- (2) The notice must state the increased amount and the day by which the increase must be made.
- (3) For subclause (2), the day must be at least 1 month after the tenant is given the notice.

## Division 5 Outgoings

### 15 Outgoings – s 163

- (1) The lessor must pay all charges, levies, premiums, rates or taxes for the premises, other than a service charge.  
*Examples* – body corporate levies, council general rates, sewerage charges, environment levies, land tax
- (2) This clause does not apply if -
  - (a) the lessor is the State; and
  - (b) rent is not payable under the agreement; and
  - (c) the tenant is an entity receiving financial or other assistance from the State to supply rented accommodation to persons.

### 16 General service charges – ss 164 and 165

The tenant must pay a service charge, other than a water service charge, for a service supplied to the premises during the tenancy if -

- (a) the tenant enjoys or shares the benefit of the service; and
- (b) the service is stated in this agreement for item 12.1; and
- (c) either -
  - (i) the premises are individually metered for the service; or
  - (ii) this agreement states for item 13 how the tenant's apportionment of the cost of the service is to be worked out; and
- (d) this agreement states for item 14 how the tenant must pay for the service.

*Note* – Section 165(3) limits the amount the tenant must pay.

### 17 Water service charges – ss 164 and 166

- (1) The tenant must pay an amount for the water consumption charges for the premises if -
  - (a) the tenant is enjoying or sharing the benefit of a water service to the premises; and
  - (b) the premises are individually metered for the supply of water or water is supplied to the premises by delivery by means of a vehicle; and
  - (c) this agreement states for item 12.2 that the tenant must pay for water supplied to the premises.

*Note* – A water consumption charge does not include the amount of a water service charge that is a fixed charge for the water service.

- (2) However, the tenant does not have to pay an amount -
  - (a) that is more than the amount of the water consumption charges payable to the relevant water supplier; or
  - (b) that is a fixed charge for the water service to the premises.
- (3) Also, the tenant does not have to pay an amount for a reasonable quantity of water supplied to the premises for a period if, during the period, the premises are not water efficient for section 166.  
*Note* – For details about water efficiency, see the information statement.
- (4) In deciding what is a reasonable quantity of water for subclause (3), regard must be had to the matters mentioned in section 169(4)(a) to (e).
- (5) The tenant must pay the amount of the charge to the lessor within 1 month of the lessor giving the tenant copies of relevant documents about the incurring of the amount.
- (6) In this clause -

**water consumption charge**, for premises, means the variable part of a water service charge assessed on the volume of water supplied to the premises.

*Note* – If there is a dispute about how much water (or any other service charge) the tenant should pay, the lessor or the tenant may attempt to resolve the dispute by conciliation. See the information statement for details.

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## Division 6 Rights and obligations concerning the premises during tenancy Subdivision 1 Occupation and use of premises

### 18 No legal impediments to occupation – s 181

The lessor must ensure there is no legal impediment to occupation of the premises by the tenant as a residence for the term of the tenancy if, when entering into this agreement, the lessor knew about the impediment or ought reasonably to have known about it.

*Examples of possible legal impediments -*

- if there is a mortgage over the premises, the lessor might need to obtain approval from the mortgagee before the tenant can start a certificate might be required under the *Building Act 1975* before the premises can lawfully be occupied
- the zoning of the land might prevent use of a building on the land as a residence

### 19 Vacant possession and quiet enjoyment – ss 182 and 183

- (1) The lessor must ensure the tenant has vacant possession of the premises (other than a part of the premises that the tenant does not have a right to occupy exclusively) on the day the tenant is entitled to occupy the premises under this agreement.

*Editor's note* – Parts of the premises where the tenant does not have a right to occupy exclusively may be identified in a special term.

- (2) The lessor must take reasonable steps to ensure the tenant has quiet enjoyment of the premises.
- (3) The lessor or the lessor's agent must not interfere with the reasonable peace, comfort or privacy of the tenant in using the premises.

### 20 Lessor's right to enter the premises – ss 192–199

The lessor or the lessor's agent may enter the premises during the tenancy only if the obligations under sections 192 to 199 have been complied with.

*Note* – See the information statement for details.

### 21 Tenant's use of premises – ss 10 and 184

- (1) The tenant may use the premises only as a place of residence or mainly as a place of residence or for another use allowed under a special term.
- (2) The tenant must not -
  - (a) use the premises for an illegal purpose; or
  - (b) cause a nuisance by the use of the premises; or

*Examples of things that may constitute a nuisance -*

  - using paints or chemicals on the premises that go onto or cause odours on adjoining land
  - causing loud noises
  - allowing large amounts of water to escape onto adjoining land
  - (c) interfere with the reasonable peace, comfort or privacy of a neighbour of the tenant; or
  - (d) allow another person on the premises to interfere with the reasonable peace, comfort or privacy of a neighbour of the tenant.

### 22 Units and townhouses – s 69

- (1) The lessor must give the tenant a copy of any body corporate by-laws under the *Body Corporate and Community Management Act 1997* or *Building Units and Group Titles Act 1980* applicable to -
  - (a) the occupation of the premises; or
  - (b) any common area available for use by the tenant with the premises.
- (2) The tenant must comply with the by-laws.

### 23 Number of occupants allowed

No more than the number of persons stated in this agreement for item 15 may reside at the premises.

### 24 Pets

- (1) The tenant may keep pets on the premises only if this agreement states for item 17.1 that pets are approved.
- (2) If this agreement states for item 17.1 that pets are approved and this agreement states for item 17.2 that only -
  - (a) a particular type of pet may be kept, only that type may be kept; or
  - (b) a particular number of pets may be kept, only that number may be kept; or
  - (c) a particular number of a particular type of pet may be kept, only that number of that type may be kept.

## Subdivision 2 Standard of premises

### 25 Lessor's obligations – s 185

- (1) At the start of the tenancy, the lessor must ensure -
  - (a) the premises are clean; and
  - (b) the premises are fit for the tenant to live in; and
  - (c) the premises are in good repair; and
  - (d) the lessor is not in breach of a law dealing with issues about the health or safety of persons using or entering the premises.
- (2) While the tenancy continues, the lessor must -
  - (a) maintain the premises in a way that the premises remain fit for the tenant to live in; and
  - (b) maintain the premises in good repair; and
  - (c) ensure the lessor is not in breach of a law dealing with issues about the health or safety of persons using or entering the premises; and
  - (d) keep any common area included in the premises clean.

*Note* – For details about the maintenance, see the information statement.
- (3) However, the lessor is not required to comply with subclause (1)(c) or (2)(a) for any non-standard items and the lessor is not responsible for their maintenance if -
  - (a) the lessor is the State; and
  - (b) the non-standard items are stated in this agreement and this agreement states the lessor is not responsible for their maintenance; and
  - (c) the non-standard items are not necessary and reasonable to make the premises a fit place in which to live; and
  - (d) the non-standard items are not a risk to health or safety; and
  - (e) for fixtures - the fixtures were not attached to the premises by the lessor.
- (4) In this clause -

**non-standard items** means the fixtures attached to the premises and inclusions supplied with the premises stated in this agreement for item 5.2.

**premises** include any common area available for use by the tenant with the premises.

### 26 Tenant's obligations – s 188(2) and (3)

- (1) The tenant must keep the premises clean, having regard to their condition at the start of the tenancy.
- (2) The tenant must not maliciously damage, or allow someone else to maliciously damage, the premises.

## Subdivision 3 The dwelling

### 27 Fixtures or structural changes – ss 207–209

- (1) The tenant may attach a fixture, or make a structural change, to the premises only if the lessor agrees to the fixture's attachment or the structural change.
 

*Note* – Fixtures are generally items permanently attached to land or to a building that are intended to become part of the land or building. An attachment may include, for example, something glued, nailed or screwed to a wall.
- (2) The lessor's agreement must be written, describe the nature of the fixture or change and include any terms of the agreement.

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### Examples of terms -

- that the tenant may remove the fixture
  - that the tenant must repair damage caused when removing the fixture
  - that the lessor must pay for the fixture if the tenant can not remove it
- (3) If the lessor does agree, the tenant must comply with the terms of the lessor's agreement.
- (4) The lessor must not act unreasonably in failing to agree.
- (5) If the tenant attaches a fixture, or makes a structural change, to the premises without the lessor's agreement, the lessor may -
- (a) take action for a breach of a term of this agreement; or
  - (b) waive the breach (that is, not take action for the breach) and treat the fixture or change as an improvement to the premises for the lessor's benefit (that is, treat it as belonging to the lessor, without having to pay the tenant for it).

### 28 Supply of locks and keys – s 210

- (1) The lessor must supply and maintain all locks necessary to ensure the premises are reasonably secure.
- (2) The lessor must give the tenant, or if there is more than 1 tenant, 1 of the tenants, a key for each lock that -
- (a) secures an entry to the premises; or
  - (b) secures a road or other place normally used to gain access to, or leave, the area or building in which the premises are situated; or
  - (c) is part of the premises.
- (3) If there is more than 1 tenant, the lessor must give the other tenants a key for the locks mentioned in subclause (2)(a) and (b).

### 29 Changing locks – ss 211 and 212

- (1) The lessor or the tenant may change locks if -
- (a) both agree to the change; or
  - (b) there is a tribunal order permitting the change; or
  - (c) there is a reasonable excuse for making the change.  
*Example of a reasonable excuse -*  
an emergency requiring the lock to be changed quickly
- (2) The lessor or tenant must not act unreasonably in failing to agree to the change of a lock.
- (3) If a lock is changed, the party changing it must give the other party a key for the changed lock unless -
- (a) a tribunal orders that a key not be given; or
  - (b) the other party agrees to not being given a key.

## Subdivision 4 Damage and repairs

### 30 Meaning of emergency and routine repairs – ss 214 and 215

- (1) **Emergency repairs** are works needed to repair any of the following -
- (a) a burst water service or serious water service leak;
  - (b) a blocked or broken lavatory system;
  - (c) a serious roof leak;
  - (d) a gas leak;
  - (e) a dangerous electrical fault;
  - (f) flooding or serious flood damage;
  - (g) serious storm, fire or impact damage;
  - (h) a failure or breakdown of the gas, electricity or water supply to the premises;
  - (i) a failure or breakdown of an essential service or appliance on the premises for hot water, cooking or heating;
  - (j) a fault or damage that makes the premises unsafe or insecure;
  - (k) a fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the premises;
  - (l) a serious fault in a staircase, lift or other common area of the premises that unduly inconveniences a resident in gaining access to, or using, the premises.
- (2) **Routine repairs** are repairs other than emergency repairs.

### 31 Nominated repairer for emergency repairs – s 216

- (1) The lessor's nominated repairer for emergency repairs of a particular type may be stated either -
- (a) in this agreement for item 18; or
  - (b) in a notice given by the lessor to the tenant.
- (2) The nominated repairer is the tenant's first point of contact for notifying the need for emergency repairs.

### 32 Notice of damage – s 217

- (1) If the tenant knows the premises have been damaged, the tenant must give notice as soon as practicable of the damage.
- (2) If the premises need routine repairs, the notice must be given to the lessor.
- (3) If the premises need emergency repairs, the notice must be given to -
- (a) the nominated repairer for the repairs; or
  - (b) if there is no nominated repairer for the repairs or the repairer can not be contacted - the lessor.

### 33 Emergency repairs arranged by tenant – ss 218 and 219

- (1) The tenant may arrange for a suitably qualified person to make emergency repairs or apply to the tribunal under section 221 for orders about the repairs if -
- (a) the tenant has been unable to notify the lessor or nominated repairer of the need for emergency repairs of the premises; or
  - (b) the repairs are not made within a reasonable time after notice is given.
- (2) The maximum amount that may be incurred for emergency repairs arranged to be made by the tenant is an amount equal to the amount payable under this agreement for 2 weeks rent.  
*Note -* For how the tenant may require reimbursement for the repairs, see sections 219(2) and (3) and 220 and the information statement.

## Division 7 Restrictions on transfer or subletting by tenant

### 34 General – ss 238 and 240

- (1) Subject to clause 35, the tenant may transfer all or a part of the tenant's interest under this agreement, or sublet the premises, only if the lessor agrees in writing or if the transfer or subletting is made under a tribunal order.
- (2) The lessor must act reasonably in failing to agree to the transfer or subletting.
- (3) The lessor is taken to act unreasonably in failing to agree to the transfer or subletting if the lessor acts in a capricious or retaliatory way.
- (4) The lessor or the lessor's agent must not require the tenant to pay, or accept from the tenant, an amount for the lessor's agreement to a transfer or subletting by the tenant, other than an amount for the reasonable expenses incurred by the lessor in agreeing to the transfer or subletting.

### 35 State assisted lessors or employees of lessor – s 237

- (1) This clause applies if -
- (a) the lessor is the State; or
  - (b) the lessor is an entity receiving assistance from the State to supply rented accommodation; or
  - (c) the tenant's right to occupy the premises comes from the tenant's terms of employment.
- (2) The tenant may transfer the whole or part of the tenant's interest under this agreement, or sublet the premises, only if the lessor agrees in writing to the transfer or subletting.

## Division 8 When agreement ends

### 36 Ending of agreement – s 277

- (1) This agreement ends only if -
- (a) the tenant and the lessor agree in writing; or

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- (b) the lessor gives a notice to leave the premises to the tenant and the tenant hands over vacant possession of the premises to the lessor on or after the handover day; or
- (c) the tenant gives a notice of intention to leave the premises to the lessor and hands over vacant possession of the premises to the lessor on or after the handover day; or
- (d) a tribunal makes an order terminating this agreement; or
- (e) the tenant abandons the premises; or
- (f) after receiving a notice from a mortgagee under section 317, the tenant vacates, or is removed from, the premises.

Note – For when a notice to leave or a notice of intention to leave may be given and its effect and when an application for a termination order may be made to a tribunal, see the information statement.

- (2) Also, if a sole tenant dies, this agreement terminates in accordance with section 277(7) or (8).

Note – See the information statement for details.

## 37 Condition premises must be left in – s 188(4)

At the end of the tenancy, the tenant must leave the premises, as far as possible, in the same condition they were in at the start of the tenancy, fair wear and tear excepted.

Examples of what may be fair wear and tear -

- wear that happens during normal use
- changes that happen with ageing

## 38 Keys

At the end of the tenancy, the tenant must return to the lessor all keys for the premises.

## 39 Tenant’s forwarding address – s 205(2)

- (1) When handing over possession of the premises, the tenant must, if the lessor or the lessor’s agent asks the tenant in writing to state the tenant’s new residential address, tell the lessor or the agent the tenant’s new residential address.
- (2) However, subclause (1) does not apply if the tenant has a reasonable excuse for not telling the lessor or agent the new address.

## 40 Exit condition report – s 66

- (1) As soon as practicable after this agreement ends, the tenant must prepare, in the approved form, and sign a condition report for the premises and give 1 copy of the report to the lessor or the lessor’s agent.  
Example of what might be as soon as practicable – when the tenant returns the keys to the premises to the lessor or the lessor’s agent  
Note – For the approved form for the condition report, see the information statement. The report may be very important in deciding who is entitled to a refund of the rental bond if there is a dispute about the condition of the premises.
- (2) The lessor or the lessor’s agent must, within 3 business days after receiving the copy of the report -
  - (a) sign the copy; and
  - (b) if the lessor or agent does not agree with the report - show the parts of the report the lessor or agent disagrees with by marking the copy in an appropriate way; and
  - (c) if the tenant has given a forwarding address to the lessor or agent - make a copy of the report and return it to the tenant at the address.
- (3) The lessor or agent must keep a copy of the condition report signed by both parties for at least 1 year after this agreement ends.

## 41 Goods or documents left behind on premises – ss 363 and 364

- (1) The tenant must take all of the tenant’s belongings from the premises at the end of the tenancy.
- (2) The lessor may not treat belongings left behind as the lessor’s own property, but must deal with them under sections 363 and 364.  
Note – For details of the lessor’s obligations under sections 363 and 364, see the information statement. They may include an obligation to store goods and may allow the lessor to sell goods and pay the net sale proceeds (after storage and selling costs) to the public trustee.

## Division 9 Miscellaneous

### 42 Supply of goods and services – s 171

- (1) The lessor or the lessor’s agent must not require the tenant to buy goods or services from the lessor or a person nominated by the lessor or agent.
- (2) Subclause (1) does not apply to a requirement about a service charge.  
Note – See section 164 for what is a service charge.

### 43 Lessor’s agent

- (1) The name and address for service of the lessor’s agent is stated in this agreement for item 3.
- (2) Unless a special term provides otherwise, the agent may -
  - (a) stand in the lessor’s place in any application to a tribunal by the lessor or the tenant; or
  - (b) do any thing else the lessor may do, or is required to do, under this agreement.

### 44 Notices

- (1) A notice under this agreement must be written and, if there is an approved form for the notice, in the approved form.  
Note – Download approved forms via the RTA website [rta.qld.gov.au](http://rta.qld.gov.au).
- (2) A notice from the tenant to the lessor may be given to the lessor’s agent.
- (3) A notice may be given to a party to this agreement or the lessor’s agent -
  - (a) by giving it to the party or agent personally; or
  - (b) if an address for service for the party or agent is stated in this agreement for item 1, 2 or 3 - by leaving it at the address, sending it by prepaid post as a letter to the address; or
  - (c) if a facsimile number for the party or agent is stated in this agreement for item 1, 2 or 3 and item 4 indicates that a notice may be given by facsimile - by sending it by facsimile to the facsimile number in accordance with the *Electronic Transactions (Queensland) Act 2001*; or
  - (d) if an email address for the party or agent is stated in this agreement for item 1, 2 or 3 and item 4 indicates that a notice may be given by email - by sending it electronically to the email address in accordance with the *Electronic Transactions (Queensland) Act 2001*.
- (4) A party or the lessor’s agent may withdraw his or her consent to notices being given to them by facsimile or email only by giving notice to each other party that notices are no longer to be given to the party or agent by facsimile or email.
- (5) If no address for service is stated in this agreement for item 2 for the tenant, the tenant’s address for service is taken to be the address of the premises.
- (6) A party or the lessor’s agent may change his or her address for service, facsimile number or email address only by giving notice to each other party of a new address for service, facsimile number or email address.
- (7) On the giving of a notice of a new address for service, facsimile number or email address for a party or the lessor’s agent, the address for service, facsimile number or email address stated in the notice is taken to be the party’s or agent’s address for service, facsimile number or email address stated in this agreement for item 1, 2 or 3.
- (8) Unless the contrary is proved -
  - (a) a notice left at an address for service is taken to have been received by the party to whom the address relates when the notice was left at the address; and
  - (b) a notice sent by post is taken to have been received by the person to whom it was addressed when it would have been delivered in the ordinary course of post; and
  - (c) a notice sent by facsimile is taken to have been received at the place where the facsimile was sent when the sender’s facsimile machine produces a transmission report indicating all pages of the notice have been successfully sent; and
  - (d) a notice sent by email is taken to have been received by the recipient when the email enters the recipient’s email server.

**General tenancy agreement (Form 18a)**  
Residential Tenancies and Rooming Accommodation Act 2008

**Part 3 Special terms** Insert any special terms here and/or attach a separate list if required. See clause 2(3) to 2(5)

**Refer attached: Addendum - Additional Items and Addendum - Special Terms (as forming part of this Agreement)**

**Refer Addendum A (Item A1)**

[Empty box for special terms]

The tenant/s must receive a copy of the information statement (Form 17a) and a copy of any applicable by-laws if copies have not previously been given to the tenant/s. **Do not send to the RTA—give this form to the tenant/s, keep a copy for your records.**

**Signature of lessor/agent**

Name/trading name

H & H Residential Properties Pty Ltd T/as H & H Residential Properties

Signature

*Melinda Cp*

Date 4 / 18 / 2020

**Signature of tenant 1**

Print name

Yvette Woolley

Signature

*[Handwritten signature]*

Date 4 / 18 / 20

**Signature of tenant 2**

Print name

[Empty box]

Signature

[Empty box]

Date / /

**Signature of tenant 3**

Print name

[Empty box]

Signature

[Empty box]

Date / /

### Addendum - Additional Items

This Addendum - Additional Items page can be used to list information that does not fit in the fields provided in Part 1 Tenancy Details of the Standard RTA Form 18a.

**Item A** Address for service (if different from address of the premises in Item 5.1)

	Postcode

**Item B** Name(s) of Person(s) authorised to reside on Premises

Yvette Woolley

**Item C** Rent Increase See Clause 10 of the Standard Terms and Clause 10 of Addendum - Special Terms

Rent Increase: Applicable  Yes  No

Commencing on:  (If known)

(a) New Rent will be \$  per  week  fortnight  month (single increase only) OR

(b) Determined by the method as outlined below:

*Note: Method must be set out clearly for tenants to understand. Use appropriate examples where necessary*

**Item D** Pool Safety Certificate Requirements (complete if there is a swimming pool and/or spa for use by the Tenant/s or on the Premises)

The Tenant acknowledges having received one of the following:

a copy of the current Pool Safety Certificate

OR  a Form 36 - Notice of No Pool Safety Certificate (Body Corporate shared pool only)

**Item E** Key collection and return

Keys available for collection: (new tenancies only)

Date:  On the starting date stated in Item 6.2 OR

Time:

Instructions for returning keys upon vacating:

**All keys and remotes are to be returned to the managing agents office on hand over date. If keys are to be returned via post, they must be sent as registered postage. Rent is still payable until all keys and remotes have been returned to the managing agency.**

**Item F** Additional Tenants

<b>Tenant 4</b>	Full name/s
Phone	Email

**Signature of tenant 4**

Print name

Signature

Date / /

## Addendum - Special Terms

These terms are in addition to the Standard Terms and only form part of this Agreement provided they do not conflict with the Act or the Standard Terms and the parties have agreed to the Special Terms.

### 1 Condition of Premises

The lessor shall ensure, as part of its obligations under Clause 25 of the Standard Terms, the premises are in a reasonable state of repair and are free from vermin at the commencement of the Tenancy.

### 2 Care of Premises

The Tenant agrees:

- (a) Not to do anything that involves painting, marking or defacing the premises internally or externally or using nails, screws or adhesives without the prior written consent of the Lessor.
- (b) To place all household rubbish in the bin provided by the local authority and put the bin out for collection on the designated day for collection and remove the bin to the premises as soon as practicable after it has been emptied and return it to its allotted place.
- (c) Not to use any sink, basin, toilet, drain or like facility in or connected to the premises for other than their intended use or to do anything that might damage or block the plumbing drainage or sewerage system servicing the premises.
- (d) Not to affix any television antenna to the premises.
- (e) Not to hang washing, or other articles anywhere but in areas provided or designated for this purpose.
- (f) To maintain all garden areas including watering trees and other plants, to mow the lawn and remove garden rubbish (including pet waste) from the premises.
- (g) Not to construct and/or place upon any part of the premises, without first obtaining the written consent of the lessor, any shed, container or other object likely to cause damage to the premises or grounds forming part of the premises.
- (h) Not to construct and/or use a portable wading pool, spa or such other regulated pool/s that:
  - (1) is capable of being filled with water to a depth of more than 300mm; or
  - (2) has a volume of more than 2000L; or
  - (3) has a filtration system.

Such pools as described above are considered regulated pools under the *Building Act 1975* and require compliant pool fencing and/or pool barriers.
- (i) To only operate any machinery, plant or equipment on the premises in accordance with the lessor's or manufacturer's instructions.
- (j) Not to maliciously or negligently damage the premises or any part of the premises.
- (k) Not to alter or remove any fixture or inclusion of the premises or add any lock or security device without the lessor's agreement, and in such case to provide the lessor / lessor's agent with a copy of the key or access codes.
- (l) To, in respect to smoke alarms in the premises:
  - (1) test each smoke alarm at least once every 12 months of the tenancy by:
    - (a) pressing a button or other device on the smoke alarm to indicate whether the alarm is capable of detecting smoke; or
    - (b) testing the alarm in the way stated in the Information Statement.
  - (2) replace, in accordance with the Information Statement, each battery that is spent or that the Tenant is aware is almost spent.
  - (3) advise the lessor / lessor's agent as soon as practicable when the tenant is aware a smoke alarm has failed or is about to fail
  - (4) clean each smoke alarm as stated in the information statement at least once every 12 months of the tenancy
  - (5) not remove or do anything that would reduce the effectiveness of a smoke alarm
- (m) To replace cracked and/or broken glass where such breakage has arisen as a result of malicious damage or other action on the part of the tenant or it's guest/s.

- (n) To keep the premises free of rodents, cockroaches and other vermin and to notify the lessor promptly of any vermin or pest infestation which, should the presence of such vermin or pest infestation have arisen due to act or neglect on the part of the tenant, shall be the tenant's responsibility to remedy.
- (o) To replace any light bulbs and fluro tubes that have blown during the term of the tenancy.
- (p) To at all times during the term of the tenancy, comply with the terms of this General Tenancy Agreement including Addendum - Special Terms.
- (q) Where a product, fixture or fitting provided with the premises has a warning label or safety instructions attached the tenant is not to deface, damage or remove such label.

### 3 Pets

- (1) The tenant may not keep pets on the premises other than:
  - (a) In accordance with Item 17 of Part 1, Clause 24 of the Standard Terms and this Clause 3; or
  - (b) Subsequent to the entering into this agreement where written permission is given by the lessor, such permission being subject to the terms of this agreement.
- (2) The tenant agrees at all times to:
  - (a) Keep the pets under control, particularly in respect of noise.
  - (b) Maintain the cleanliness and health of the pets including appropriate vaccination.
  - (c) Keep all areas, where the pet/s are allowed, clean and parasite free.
  - (d) Abide by any body corporate by-laws and laws, by-laws and regulations of any competent authority or local council in relation to pets.
  - (e) Keep any cats indoors at night.
  - (f) Where the premises are part of a body corporate, restrain pets when in any common areas of the property by way of a leash or similar restraint device.
  - (g) Regularly remove pet droppings in an appropriate manner.
  - (h) Dispose of any deceased pets' bodies in an appropriate manner and in accordance with all local government by-laws or guidelines where applicable.
- (3) The tenant warrants that it has inspected the fences at the start of the tenancy and found them to be adequate to enclose the pet/s.
- (4) If during the tenancy the fences are found to be inadequate to enclose the pets:
  - (a) The tenant must promptly remove the pet/s from the premises until the fence is repaired; and
  - (b) Report the inadequacy or damage to the lessor/lessor's agent.
- (5) If the tenant breaches any of the conditions of this Clause 3 and such breach is not rectified within 14 days of the tenant being given a notice to rectify, the tenant will be required to remove the pet/s from the premises.
- (6) Any further instruction from the lessor in relation to Pets will be included in Part 3 Special terms.

### 4 During Occupancy

- (1) The tenant agrees that only the persons nominated in Addendum - Additional Items - Item B or as specified on the Application for Tenancy, and their children up to the maximum number of persons authorised under this agreement, are to reside on the premises. Approval must be sought from the lessor / lessor's agent for any other persons to reside on the premises during the tenancy.
- (2) The tenant is aware that the lessor / lessor's agent may maintain possession of a set of keys to the premises.
- (3) The tenant may not grant other person's a licence to occupy or use the whole or part of the premises for the tenant's commercial gain, whether by written or verbal agreement with the other person/s, without the lessor's consent having been first obtained. The lessor must act reasonably.

### 5 End of Occupancy

The tenant will on vacating the premises:

- (a) Return all keys, keycards and other security devices (if any) and make good the cost of replacement should any of these items not be returned or be lost at any time.



- (b) On the last day of the tenancy have all carpets cleaned to a standard similar to the standard as provided by the lessor/lessor's agent at the start of the tenancy.
- (c) Fair wear and tear accepted, repair damage to the premises arising or as a result of the tenant's or its guest's actions including damage (if any) caused by the Tenant's pets.
- (d) Remove all the tenant's property from the premises including rubbish and property on the premises not the property of the lessor.
- (e) Leave the premises (including the grounds) in a neat and tidy condition
- (f) Fumigate as reasonably required if pets have been on the premises.
- (g) Return all remote control devices in good working order and condition including batteries, and where not returned, make good the cost of replacement.

**6 Breach of Tenancy**

Note: Section 429 of the Act states:

If there is a dispute between the lessor and tenant... about (this) Agreement, either party may apply to the tribunal for an order and the tribunal may make any order it considers appropriate, to resolve the dispute.

- (1) The lessor having, where appropriate, taken reasonable steps to mitigate its losses, may claim from the tenant any reasonable costs or expenses incurred by the lessor arising from or as a result of:
  - (a) the acts or omissions of the tenant, its guest or invitees other than invitees permitted to enter the Premises for the purpose of carrying out works as authorised by the lessor or lessor's agent in accordance with this agreement.
  - (b) the tenant's failure to comply with the tenant's obligations under the Act or this agreement.
- (2) If at the end of the tenancy the tenant is in breach of any of its obligations under this tenancy agreement the lessor may rectify such breach and claim the cost of such rectification from the rental bond or the tenant, subject to the provisions of the Act.
- (3) Should the agreement be terminated by the tenant or by a tenant's breach of the agreement before the ending date of this Agreement:
  - (a) the tenant agrees to pay reasonable costs (re-letting and advertising costs) in accordance with Clause 7 of the Standard Terms of this agreement and continue to fulfill their obligations under this agreement until another General Tenancy Agreement is entered into by the lessor / lessor's agent for the Premises or until the tenant's General Tenancy Agreement expires, whichever is sooner.
  - (b) the tenant may be liable to pay any loss of rent incurred by the lessor in re-letting the Premises where the lessor/ lessor's agent has taken reasonable steps to reduce or minimize rental losses.

**7 Insurance / Indemnity**

- (1) The tenant will not by act or omission do anything which would cause any increase in the premium of any insurance the lessor may have over the premises (or their contents) or cause such insurance policy to be invalidated.
- (2) The tenant shall be responsible for insuring the tenants own property.

**8 Liability Statement**

Except in the case where the lessor and/or the lessor's agent have been negligent or fail to comply with obligations under the Act, neither the lessor or the lessor's agent (acting with the lessor's authority) will be liable for any loss or damage suffered by the tenant or other persons on the premises with respect to either person or property AND the tenant indemnifies the lessor and/or the lessor's agent against all liability with respect to injury or damage to the tenant or other persons or the property of either occurring on the premises as a result of any act or omission by the tenant or others on the premises with the consent of the tenant.

Note: The provisions of Section 429 allow either party to apply to the Tribunal in case of a dispute.

**9 Interpretation**

For the purposes of this agreement Premises, where mentioned shall mean the premises, fixtures and inclusions, if any.

**10 Notice of Rent Increases**

In the case of a fixed term agreement the tenant agrees, if a rent increase is stated in Addendum - Additional Items - Item C:

- (a) subject to Clause 10 of the Standard Terms, the rental may be increased before the term ends and such increase shall be as set out in Addendum - Additional Items - Item C.
- (b) Notice must be given by the lessor / lessor's agent not less than two months prior to the rent increase commencement date advising of a rental increase and the date of such increase.

Note: In case of a disagreement, the provisions of Clause 11 of the Standard Terms may be applicable.

**11 Related Documents / Notices / Electronic Communication**

- (1) The parties agree and confirm any documents and communications in relation to this Agreement may be forwarded electronically and where this document has been forwarded electronically (either for signing or otherwise) the party receiving the document confirms having consented to the delivery of the document (and any other materials) by way of the electronic means of delivery before receiving the documentation.
- (2) A Related Document to be served on any party under this Agreement shall be in writing and may be served on that party:
  - (a) by delivering it to the party personally; or
  - (b) by leaving it for the party at that party's address as stated in this Agreement; or
  - (c) by posting it to the party by ordinary mail or security mail as a letter addressed to the party at the address as stated in this Agreement; or
  - (d) by electronic communication to the party at the appropriate electronic address as stated in this Agreement; or
  - (e) by delivery to an alternative address, provided in writing by the party, by any of the methods outlined in Clauses 11(2)(a) to (d) above.
- (3) A document posted shall be deemed to have been served, unless the contrary is shown, at the time when, by the ordinary course of post, the document would be delivered.
- (4) A document sent by electronic communication will be deemed to have been received in accordance with Section 24 of the *Electronic Transactions (Queensland) Act 2001*.
- (5) Documents given by a party's solicitor will be deemed to have been given by and with the authority of the party.
- (6) Documents must be served before 5pm on a business day, failing which, such document will be deemed to have been served on the next business day.
- (7) The parties acknowledge and agree an Electronic Document readily accessible via a link within a Related Document is received when the Related Document is served and will be opened when the Related Document is opened.
- (8) The parties agree to execution, delivery and service of documents electronically by a method provided by DocuSign or such other agreed electronic signature service provider.

**12 Inspections**

- (1) The tenant will permit the lessor/lessor's agent, on entering the Premises in accordance with Clause 20 (routine inspections) of the Standard Terms, to record the condition of the Premises by taking photos and/or videos. The photos and/or videos will be used to compare with photos and/or videos taken in the preparation of the Entry Condition Report provided to the tenant at the start of the Tenancy. Such comparison is to assist in identifying any damage or defects that may arise during the tenancy.
- (2) The tenant authorises photos and/or videos (including photos and/or videos of something belonging to the tenant) taken in compliance with Clause 12(1) to be provided to and used subject to Clause 12(1) by the lessor and/or lessor's agent.
- (3) Photos or videos may not be used for advertising and copies will be provided to the tenant on request at no charge.
- (4) Should the lessor/lessor's agent require photos or videos of the Premises for any purpose other than as provided in Clause 12(1) the lessor/lessor's agent must obtain the tenant's written authorisation.

**13 Privacy**

- (1) The lessor's agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988 (CTH)*) and where required maintain a Privacy Policy.
- (2) The Privacy Policy outlines how the lessor's agent collects and uses Personal Information provided by you as the tenant, or obtained by other means, to provide the services required by you or on your behalf.
- (3) You as the tenant agree the lessor's agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:
  - (a) the lessor of the Premises to which this Agreement applies, insofar as such information is relevant to the managing and/or leasing of the Premises; and/or
  - (b) (subject to the provisions of Chapter 9 of the Act) residential tenancy databases for the purpose of enabling a proper assessment of the risk in providing you with the tenancy and if applicable listing tenancy agreement breaches; and/or
  - (c) previous managing agents or landlords and nominated referees to confirm information provided by you; and/or
  - (d) tradespeople and similar contractors engaged by the lessor / lessor's agent in order to facilitate the carrying out of works with respect to the Premises; and/or
  - (e) the lessor's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the lessor's agent relating to the administration of the Premises and use of the lessor's agent's services; and/or
  - (f) a utility connection provider where you request the lessor's agent to facilitate the connection and/or disconnection of your utility services; and/or
  - (g) Body Corporates.
- (4) Documents or copies of documents provided to establish the identity of the tenant or persons entitled to deal on behalf of the tenant, will be retained by the lessor's agent in accordance with the Australian Privacy Principles and will not be used for any purpose other than confirming the identity of such person/s.
- (5) Without provision of certain information the lessor's agent may not be able to act effectively or at all in the administration of this Agreement.
- (6) The tenant has the right to access such Personal Information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
- (7) The lessor's agent will provide (where applicable), on request, a copy of its Privacy Policy.

(4) **Related Document:** means any written communication (including Notices) with regard to this matter between the parties, including any Electronic Documents.

**14 Data Collection**

Upon signing this Agreement the parties agree the lessor's agent, and the form completion service provider providing this form, may without disclosing Personal Information collect, use and disclose to Data Collection Agencies information contained in this Agreement.

**15 Telephone**

Subscription to telephone and internet services will be the responsibility of, and at the cost to, the Tenant.

**16 Special Terms**

The parties confirm that no legal advice as to the Standard Terms or Special Terms was provided by the lessor's agent. Any Special Terms or Clauses were inserted at the specific request of a relevant party to this Agreement. No warranty is given by the lessor's agent and legal advice should be sought.

**17 Definitions**

- (1) **Data Collection Agency:** means an agency or organisation that collects real estate data to provide information to the real estate, finance and property valuation industries to enable data analysis.
- (2) **Electronic Document:** means any electronic communication (including Notices) as defined in the *Electronic Transactions (Queensland) Act 2001* including any electronically generated document situated on an external server readily accessible via a link within an electronic communication or other electronically generated document.
- (3) **Personal Information:** means personal information as defined in the *Privacy Act 1988 (CTH)*.

# Addendum A

## A1. Special Terms

### Agent's Entry

The Agent, having complied with the requirements of the Act, may enter the Premises to:

- (1) carry out quarterly inspections of the Premises by a representative of the Agent
- (2) check that any breaches of the tenancy have been rectified
- (3) through itself or its authorised tradespeople, enter the Premises to carry out maintenance & repairs

And if the Tenant/s are not present, the Agent is authorised to enter the Premises using its own keys.

### Air Conditioning Filters & Exhaust Fans

The Tenant/s agree to clean the air conditioner filters, ceiling fans & exhaust fans every three (3) months and upon vacating the Premises.

### Blinds & Curtains Cords

The Tenant confirms where curtains and blinds in the premises are fitted with tie downs and tension devices it is the Tenant's responsibility to ensure curtain or blind cords are always kept secured. Where in compliance with consumer legislation a label is attached to a cord or chain warning of potential danger of unsecured cord or chains (Swing Tag) the tenant must ensure the Swing Tag is not removed and notify the agent if it is removed.

### Break In

The Tenant will, in the case of a break in, immediately contact the police and then promptly advise the Lessor/Agent.

### Break Lease

If the tenant/s issue the managing agent a notice to leave prior to the expiry date of the lease, this is called a break lease situation. The tenant/s are liable to pay the rent until a new tenancy is sort, a break lease fee is applicable - this is equivalent to 1 weeks rent + gst and advertising fee of \$80.00.

### Care of Premises

In accordance with Addendum - Special Terms Clause 2(a), BluTack and other similar products are not to be used on any interior or exterior surface of the Premises without prior written approval from the Lessor.

### Carpets

For a tenancy of 12 months or more, notwithstanding the provisions of Addendum - Special Terms Clause 5 (b), carpets are to be cleaned from time to time as reasonably instructed by the Lessor/Agent. All marks and stains should be removed promptly.

Upon vacating carpets are to be returned to the condition received in accordance with Addendum - Special Terms Clause 5 (b).

### Change of Details

The Tenant will keep the Agent updated with any change of personal details previously provided to the Agent including mobile numbers and email addresses.

### Connection of Services

The Tenants acknowledge and agree it is the Tenants' responsibility to arrange for connection of electricity and telephone upon commencement of occupancy and termination of services when vacating the Premises.

### Driveway or Car Space Areas

Where the Premises includes a car space and/or driveway for the Tenant's exclusive use, the Tenant acknowledges and confirms it is the Tenant's responsibility to keep such areas free of oil stains and otherwise keep such areas clean and tidy.

### Electronic Communications Servicing the Premises

The Tenant must satisfy itself as to the provisions of any electronic communication services to the Premises (internet, television - analogue, digital or cable). The Lessor gives no warranty in respect to the provisions or adequacy of such services to the Premises.

### Gas Bottle

Where bottled gas is used the Tenant will maintain the supply and at the conclusion of the tenancy leave the cylinders full upon vacating the Premise and will, at that time, provide written evidence of compliance to the Agent.

### Grass Clippings

Addendum - Special Terms 2(f) is amended to read as follows:

To maintain all garden areas including watering trees and other plants in accordance with council regulations, mowing and edging of the lawn, removing from the Premises garden rubbish (including pet waste & grass clippings) and keeping plants free from pests and disease.

### Visiting Guests

Visiting guests are to stay no longer than a 2 week period and permission must be sort in writing. A reply to the request will be given in writing. Please contact the agency to discuss guests wishing to stay for a longer period of time.

### Keys - Loss & Replacement

The Tenant will be responsible for all costs associated with the loss or replacement of keys, locks or security devices and services of a locksmith if required.

### Lease Renewal - Condition Report

Where the Lessor grants a further term of occupancy to the Tenant, the Entry Condition Report supplied at the commencement of the original term of the tenancy is relevant and applicable to the new lease term.

### Objects Causing Damage

The Tenant will not cause to be constructed or placed upon any part of the Premises, without first obtaining the written consent of the Lessor, any shed, container, above ground pool or other object likely to cause damage to the Premises or grounds forming part of the Premises.

### Operation Manuals

All operation manuals relating to the Premises and contents are owned by the Lessor and must remain in the Premises at the end of the tenancy.

### Pest Control

1. The Lessor having at the commencement of this Agreement had the Premises fumigated against pest and vermin by a licensed pest controller, the Tenant agrees to, at the conclusion of the tenancy, hand over the Premises fumigated to a similar standard.

2. The Tenant agrees to provide written evidence of compliance of this requirement to the Lessor/ Lessor's Agent on or before vacating.

### Pets - During Inspections

The Tenant agrees it will ensure during all inspections that pets permitted by the lease to be on the Premises do not create a nuisance and are either restrained or removed.

### Pets

The tenant/s acknowledges Addendum - Special Clause 3

### Photos - Condition Reports

Photos accompanying Condition Reports form part of the Condition Reports.

### Plants (Removal)

# Addendum A (continued)

The Tenant shall not cause plants to be added to or removed from the Premises grounds without first obtaining written consent from the Lessor.

### Plugs

The Tenant acknowledges that all plugs for the kitchen, bathroom/s, laundry and the Premises in general, remain with the Premises at the end of the tenancy. Failing which, the Tenant will be responsible for replacement.

### Receipt of Documents - Including Inventory Report

1. The Tenant acknowledges having received a form 17a upon signing the Tenancy Agreement for the Premises.
2. The Tenant acknowledges having received a form 1a Condition Report for completion and return to the Lessor in accordance with Clause 5 (3) of the Standard Terms of this Agreement.

### Property Use

The Tenant/s confirm and agree, in accordance with Clause 21 of the Standard Terms of this Agreement, the Premises shall only be used as a place of residence by the Tenant. Use of the Premises for business purpose, without the written consent of the Lessor/ Lessor's Agent first had and obtained, is prohibited. Any such consent will be entirely at the discretion of the Lessor.

**Repairs & Maintenance - Notify Agent of Incomplete /Unsatisfactory Works**  
Where required maintenance has been carried out, the Tenant will notify the Agent by maintenance manager if in the Tenant's opinion the works are unsatisfactory or incomplete.

### Repairs & Maintenance - Written Notice

The Tenant agrees and confirms all notices made in compliance with Clause 32 of the Standard Terms must be in writing (emergencies accepted).

### Roofing / Roof Space

The Tenant is not permitted to enter the ceiling space or walk on the roof nor attach items thereto without first having obtained the lessor's consent.

### Smoke Alarms - Maintenance Company Employed

Notwithstanding the provisions of Addendum - Special Terms Clause 2(i) the Lessor confirms and acknowledges it will contract with 1300 Compliance to attend the Premises for the purpose of carrying out smoke alarm maintenance at the Lessor's cost, with a minimum of one (1) visit per year.

### Smoking - House

No smoking by any Tenant or guest is permitted in the indoor areas of the Premises nor shall the Tenant leave around the Premises, debris arising from smoking.

### Swimming Pool Requirements (Single Dwelling Premises includes a pool)

1. Where the Premises includes a pool the owner of the Premises is responsible for ensuring the pool fence is compliant with current pool safety requirements.
2. The Tenant is responsible for ensuring the gate is not kept open and is properly secured at all times and that there are no climbable objects near the pool fence and pool barriers that would allow children to access the pool.
3. The Tenant must also not interfere with or obscure or move the resuscitation sign.

### Pool Fencing

1. Where the Premises includes a pool the owner of the Premises is responsible for ensuring the pool fence is compliant with current pool fencing requirements. The Tenant however is responsible for ensuring the gate is not kept open and is properly secured at all times and that there are

no objects that would allow children to access the pool.

2. Where the Premises as tenanted does not include a pool and if during the tenancy or any extension the Tenant buys or uses a pool on the Premises that requires pool fencing, the Tenant agrees and acknowledges it is the responsibility of the Owner of the pool to ensure the pool is fenced in compliance with pool fencing standards.

### Termite Inspection & Maintenance Access

The Tenant's property may not be stored in such a way as to prevent proper access for termite inspection or treatment to take place.

### Timber Floors

The Tenant/s will use felt protectors (or similar product) on the bases of any furniture placed on timber floor surfaces in order to prevent scratches or other damage.

### Tradesperson Callout Where Tenant is Responsible

If the Tenant/s requests the services of a tradesperson to carry out repairs on the Premises and there is no fault found or the fault is found to have been caused by the Tenant/s or their guests or the Tenant's own property, the Tenant/s acknowledge and agree it will be responsible for payment of the fees charged by such tradesperson.

### TV Connections

The Tenant acknowledges that all TV connections and boosters will remain with the Premises at the end of the tenancy. Failing which, the Tenant will be responsible for replacement.

### Unauthorised Animals - Indemnity

The Tenant agrees the Tenant shall be responsible for any animal the Tenant brings or allows upon the Premises either with or without the consent of the Lessor and the Tenant will be solely liable for any or all loss, damage or injury suffered by any person or to any property as a result of such animal being upon the Premises.

### Vacating Premises (Notice)

The Tenant must give the Lessor written notice, in accordance with Chapter 5, Part 1, Division 3, Subdivision 2 of the Residential Tenancies and Rooming Accommodation Act 2008, prior to the tenancy expiry date, to the Lessor in the approved form of its intention to vacate the Premises.

### Vacating the Premise

1. The tenant acknowledges that once notice to vacate has been given/received, the agent has the right to issue entry notice for viewings with 24 hours notification.
2. Rent is still payable until all keys, remotes and required receipts have been received.
3. Rent is still payable until the property has been returned to a satisfactory condition.
4. A \$30.00 re-inspection fee will be charged for each inspection to properties that require additional vacate inspections.

### Vehicle & Other Machinery Repairs or Works

The Tenant/s agree not to carry out any mechanical repairs or works to machinery (including cars and/or boats) which the Tenant may bring onto the Premises which may cause damage to any part of the Premises.

### Vehicles

The parties agree the Tenant and/or the Tenant's invitees are not to park or store vehicles including trailers on areas other than those designated for parking.

### Vehicles (Unregistered)

The Tenant must not store any unregistered vehicle at the Premises

### Addendum A (continued)

without first obtaining the written consent of the Lessor/ Lessor's Agent.

=====

#### Water Usage Charge - Tenant to Pay

1. The premises being water efficient and Item 12.2 and Clause 17(1) of the Standard Terms applying, the Tenant is required to pay the water consumption charges for the premises.
2. Water meter readings as at the date of commencement of the tenancy will be recorded on the Entry Condition Report and on the Exit Condition Report.
3. The readings having been made by the Agent the invoice amount will be calculated at the applicable rate charged by the relevant local authority from time to time.
4. The Agent will forward to the Tenant every quarter an invoice for payment of the water consumption charges.
5. The Tenant must make payment of the invoiced amount in accordance with Clause 17(5) of the Standard Terms.

=====





**H&H Residential Properties Pty Ltd**  
 ABN: 23 528 507 756  
 hhrp.com.au  
 admin@hhrp.com.au  
 0410 634 584

### Arrears Management Policy

Under the Residential Tenancies Act you are required to pay your rent by the date noted on the schedule in your lease and it must always be paid in advance. Should you have any difficulties in paying your rent please notify us as soon as possible?

If you have requested maintenance you should not take matters into your own hands and stop paying rent as a way to get work done. If you do this you are breaching the agreement and you could be given a Notice to Leave.

Category	Time elapsed	Reminder notice
Arrears 1	1 to 7 days in arrears	Text message, email or phone call. <b>These are automatic and cannot be stopped until rent is back in line.</b>
Arrears 2	8 to 14 days in arrears	Notice to Remedy Breach
Arrears 3	17 days in arrears	Notice to Leave (after 2 <sup>nd</sup> Notice to Remedy Breach)

H&H Residential Properties has a 'Zero Tolerance' for Rent Arrears, this is a strict policy on the payment and collection of rent. Should you fall behind for any reason the below timeline provides you with a list of repercussions.

I/We the tenant/s acknowledge and understand the Arrears Management Policy.

Tenant Name	Signature	Date
Vette Woolley		4/8/20

Agent Name: Nicole Ebert - Agent Signature:   
 Date: 4/08/2020



H&H Residential Properties Pty Ltd

ABN: 23 528 507 756

hhrp.com.au

admin@hhrp.com.au

0410 634 584

## Maintenance Manager Policy

I/We the tenant/s acknowledge and understand that any maintenance that is requested or required for the property located at 24/24 The Corso, North Lakes QLD 4509 is to be logged through the Maintenance Manager App.

I/We the tenant/s acknowledge that we can download the free app for a smart phone and/or device or log through the website [www.hhrp.com.au](http://www.hhrp.com.au)

I/We the tenant/s acknowledge that if we do not have access to any of the above options we will inform the agent immediately and agree that we will put all maintenance in writing and post it to H&H Residential Properties.

**I/We the tenant/s acknowledge and understand the Maintenance Manager Policy.**

Tenant Name	Signature	Date
Yvette Woolley		4/8/20

Agent Name: Nicole Ebert Agent Signature:

Date: 04/08/2020



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 hhrp.com.au  
 admin@hhrp.com.au  
 0410 634 584

## Water Usage Policy

I/We the tenant/s acknowledge and understand that the property located at 24/24 The Corso, North Lakes QLD 4509 is water compliant and we are required to pay for any water usage at the property.

I/We the tenant/s acknowledge that a water account invoice will be issued approximately every 3 months/quarter and we have 30 days from date received to re-imburse to the agency for the usage of water.

I/We the tenant/s acknowledge that failure to pay an account within the required time frame will lead to a notice of remedy breach.

**I/We the tenant/s acknowledge and understand the Arrears Management Policy.**

Tenant Name	Signature	Date
Yvette Woolley		4/8/20

Agent Name: Nicole Ebert Agent Signature: 

Date: 04/08/2020



# TENANT'S SMOKE ALARM LEGISLATIVE OBLIGATIONS

## Item

## Item Schedule

**1. PREMISES**  
 Address: **24/24 The Corso, North Lakes QLD 4510**

**2. AGENT**  
 Name: **H & H Residential Properties Pty Ltd T/as H & H Residential Properties**  
 Address: **30 Stark Drive, Narangba QLD 4504**

**3. TENANT'S OBLIGATIONS**

The *Fire and Emergency Services Act 1990* requires the Tenant/s to perform obligations in relation to smoke alarms during their tenancy.

Tenant/s must:

- test each smoke alarm in their rental home at least once every 12 months.
- replace each battery that is spent or that the tenant is aware is almost spent.
- clean each smoke alarm in the dwelling at least once every 12 months.
- not remove a smoke alarm installed or remove the battery from a smoke alarm unless changing a spent battery.
- if the tenant is aware a smoke alarm in the dwelling has failed or is about to fail, other than because the battery is spent or almost spent, advise our agency as soon as practicable.
- allow our agency right of entry to inspect, maintain and install smoke alarms.
- not do anything that would reduce the effectiveness of the warning provided by a smoke alarm e.g. painting or covering the smoke detector.

Testing, replacing, cleaning and removal must only be done in accordance with instructions provided by our agency.

If for any reason you are unable to complete any of your legislative obligations as Tenant, contact our agency immediately. Our agency can provide details of qualified tradespersons to carry out maintenance for the smoke alarms at your expense.

## 4. SIGNATURE

By signing below, the Tenant acknowledges receipt of this statement:

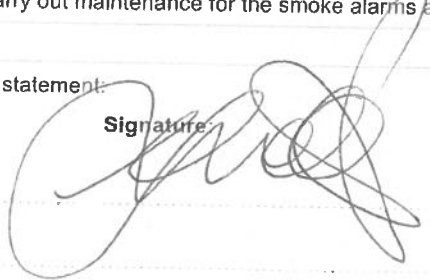
Tenant/s:

1) **Yvette Woolley**

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Signature: 

Date: **4, 8, 20**

1 1

1 1

1 1

Signature of Agent

Date:



**4/8/2020**



## Income & Expenditure Summary

Steve Clorcalo  
1/7 Redberry Lane  
Woombye QLD 4559

Date 1/07/2020 to 30/06/2021

From Statement: 24 (30/06/2020)  
To Statement: 46 (30/06/2021)

SJC Bare Property Pty Ltd (ID: 458)

	Debit	Credit	Total
Opening Balance			\$0.00
Owner Contributions			\$0.00

### Residential Properties

#### 24/24 The Corso, North Lakes, QLD 4509

##### Property Income

Residential Rent	\$0.00	\$22,440.90	\$22,440.90
Water Usage	\$0.00	\$180.93	\$180.93
	\$0.00	\$22,621.83	\$22,621.83
			(GST Total: \$0.00)

##### Property Expenses

Administration Fee	\$105.00	\$0.00	\$105.00
+ GST	\$10.50	\$0.00	\$10.50
Council Rates	\$1,843.00	\$0.00	\$1,843.00
Electrical	\$95.00	\$0.00	\$95.00
+ GST	\$9.50	\$0.00	\$9.50
General Repairs and Maintenance	\$330.01	\$0.00	\$330.01
+ GST	\$32.99	\$0.00	\$32.99
Landlord Insurance	\$311.82	\$0.00	\$311.82
+ GST	\$31.18	\$0.00	\$31.18
Residential Management Fee	\$1,346.45	\$0.00	\$1,346.45
+ GST	\$134.65	\$0.00	\$134.65
Smoke Alarms	\$99.09	\$0.00	\$99.09
+ GST	\$9.91	\$0.00	\$9.91
Strata - Admin / Sinking Levies	\$1,931.80	\$0.00	\$1,931.80
Water Rates	\$1,595.24	\$0.00	\$1,595.24
	\$7,886.14	\$0.00	\$7,886.14
			(GST Total: \$228.73)

Report shows all transactions reported on statements created within reporting period.





---

## Income & Expenditure Summary

---

**PROPERTY BALANCE: \$14,735.69**  
*(GST Balance: -\$228.73)*

### Ownership Expenses & Payments

#### Owner Expenses

\$0.00	\$0.00	\$0.00
<i>(GST Total: \$0.00)</i>		

#### Owner Payments

SJC SMSF Pty Ltd ATF

\$14,735.69
\$14,735.69

**CLOSING BALANCE: \$0.00**

---

*Report shows all transactions reported on statements created within reporting period.*





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30 Stark Drive, Narangba, QLD, 4504  
Ph: 0410 634 584 Fax:  
admin@hhrrp.com.au

**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 34

STATEMENT PERIOD 1/12/2020 - 15/12/2020

OPENING BALANCE \$0.00

**TOTAL PAYMENTS \$582.92**

**PROPERTY SUMMARY**

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509

NET INCOME  
\$582.92

BALANCE: \$582.92

**Ownership Summary**

**INCOME**

MONEY OUT MONEY IN  
\$0.00

**EXPENSE**

\$0.00  
\$0.00

**CONTRIBUTION**

\$0.00

BALANCE: \$0.00

**Ownership Account Balance**

**\$582.92**

**Ownership Payments**

15/12/2020 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

MONEY OUT MONEY IN  
\$582.92

**TOTAL OWNERSHIP PAYMENTS**

**\$582.92**

**Balance Carried Forward**

**\$0.00**





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Ph: 0410 634 584 Fax:  
admin@hhrp.com.au

**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 35

STATEMENT PERIOD 15/12/2020 - 4/01/2021

OPENING BALANCE \$0.00

**TOTAL PAYMENTS \$1,125.62**

PROPERTY SUMMARY

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509

NET INCOME

\$1,125.62

BALANCE: \$1,125.62

Ownership Summary

**INCOME**

MONEY OUT

MONEY IN

\$0.00

**EXPENSE**

\$0.00

**CONTRIBUTION**

\$0.00

BALANCE: \$0.00

Ownership Account Balance

**\$1,125.62**

Ownership Payments

4/01/2021 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

MONEY OUT

MONEY IN

\$1,125.62

TOTAL OWNERSHIP PAYMENTS

**\$1,125.62**

Balance Carried Forward

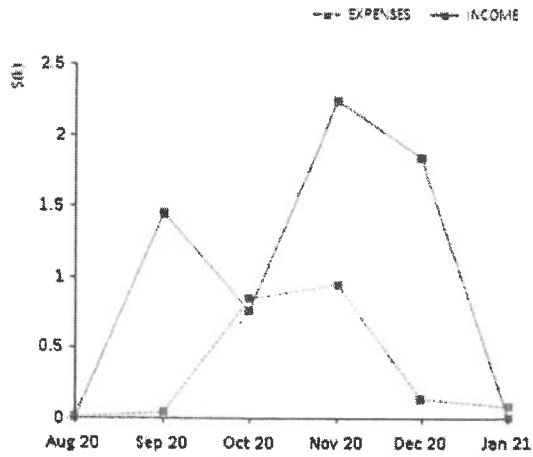
**\$0.00**



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admin@hrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Aug 20	\$11.00	\$0.00	\$1,589.00
Sep 20	\$39.38	\$1,450.00	\$1,990.62
Oct 20	\$845.71	\$758.46	\$772.00
Nov 20	\$944.64	\$2,246.58	\$241.11
Dec 20	\$133.10	\$1,897.68	\$1,718.48
Jan 21	\$82.06	\$0.00	\$1,125.62
<b>AVERAGE</b>	<b>\$342.65</b>	<b>\$1,048.79</b>	<b>\$1,239.47</b>



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Ph: 0410 634 584 Fax:  
admin@hhrp.com.au

RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 14/01/2021

Rent - Paid from 25/12/2020 to 31/12/2020 (Effective 02/01/2021)

\$430.00

Rent - Paid from 01/01/2021 to 07/01/2021 (Effective 07/01/2021)

\$300.00

Rent - Paid from 08/01/2021 to 14/01/2021 (Effective 14/01/2021)

\$430.00

Inv:26314, \$49.26, Water Usage - 12th August 2020 to 11th November 2020 (GST Paid: \$0.00)

\$47.68

\$1,207.68

**EXPENSE**

Administration Fee (GST Paid: \$0.50)

\$5.50

Management Fee (GST Paid: \$1.80)

\$19.80

Management Fee (GST Paid: \$2.58)

\$28.38

Management Fee (GST Paid: \$2.58)

\$28.38

\$82.06

(Incl GST: \$7.46)

**BALANCE: \$1,125.62**



ABN 606 899 165

Corp. Licence Number: 3946299 Licensee Name & Number: Melinda Horne 3945685

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**OWNERSHIP STATEMENT - SIC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 36

STATEMENT PERIOD 4/01/2021 - 15/01/2021

OPENING BALANCE \$0.00

**TOTAL PAYMENTS \$0.00**

**PROPERTY SUMMARY**

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509

NET INCOME

\$97.81

BALANCE: \$97.81

**Ownership Summary**

**INCOME**

MONEY OUT

MONEY IN

\$0.00

**EXPENSE**

\$0.00

**CONTRIBUTION**

\$0.00

BALANCE: \$0.00

Ownership Account Balance

**\$97.81**

TOTAL OWNERSHIP PAYMENTS

**\$0.00**

**Withheld Funds**

Withheld

WITHHELD

\$97.81

BALANCE: \$97.81

Balance Carried Forward

**\$97.81**

**Outstanding Invoices**

DUE DATE	CREDITOR	PROPERTY	DESCRIPTION	AMOUNT
01/02/2021	StrataPay Vida CTS 51788	24/24 The Corso, North Lakes	Body Corporate Fees - 1 February 2021 to 30 April 2021	\$660.12
<b>TOTAL OUTSTANDING</b>				<b>\$660.12</b>



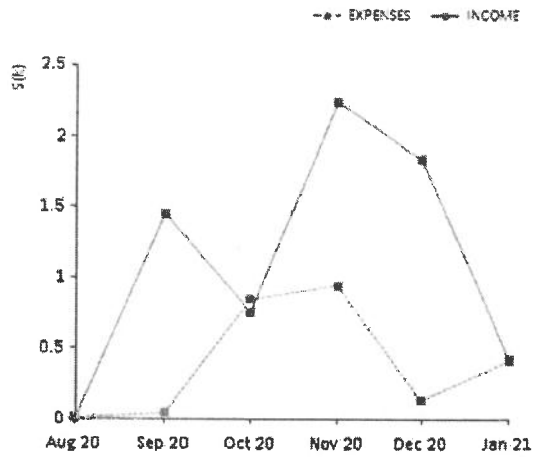




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30 Stark Drive, Narangba, QLD, 4504  
Ph: 0410 634 584 Fax:  
admin@hhrrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Aug 20	\$11.00	\$0.00	\$1,589.00
Sep 20	\$39.38	\$1,450.00	\$1,990.62
Oct 20	\$845.71	\$758.46	\$772.00
Nov 20	\$944.64	\$2,246.58	\$241.11
Dec 20	\$133.10	\$1,837.68	\$1,718.48
Jan 21	\$414.25	\$430.00	\$1,125.62
<b>AVERAGE</b>	<b>\$398.01</b>	<b>\$1,120.45</b>	<b>\$1,239.47</b>



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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 21/01/2021

Rent - Paid from 15/01/2021 to 21/01/2021 (Effective 21/01/2021)

\$430.00

\$430.00

**EXPENSE**

Unity Water (BPAY Ref: 0999132988)

Unity Water Account - 12 August 2020 to 11 November 2020 (GST Paid: \$0.00)

\$303.81

Management Fee (GST Paid: \$2.58)

\$28.38

\$332.19

(Incl GST: \$2.58)

**BALANCE: \$97.81**





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30 Stark Drive, Narangba, QLD, 4504  
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admin@hhp.com.au

**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 37

STATEMENT PERIOD	15/01/2021 - 1/02/2021
OPENING BALANCE	\$97.81
<b>TOTAL PAYMENTS</b>	<b>\$851.87</b>

**PROPERTY SUMMARY**

RESIDENTIAL	24/24 The Corso, North Lakes, QLD 4509	<b>NET INCOME</b>
		\$754.06
		<b>BALANCE: \$754.06</b>

Ownership Summary	MONEY OUT	MONEY IN
<b>INCOME</b>		\$0.00
<b>EXPENSE</b>	\$0.00	
<b>CONTRIBUTION</b>		\$0.00
<b>Ownership Account Balance</b>		<b>\$851.87</b>

Ownership Payments	MONEY OUT	MONEY IN
1/02/2021 EFT to account SJC SMSF Pty Ltd ATF Macquarie Bank Limited (182-512 XXXX 3088)	\$851.87	
<b>TOTAL OWNERSHIP PAYMENTS</b>		<b>\$851.87</b>

Balance Carried Forward **\$0.00**

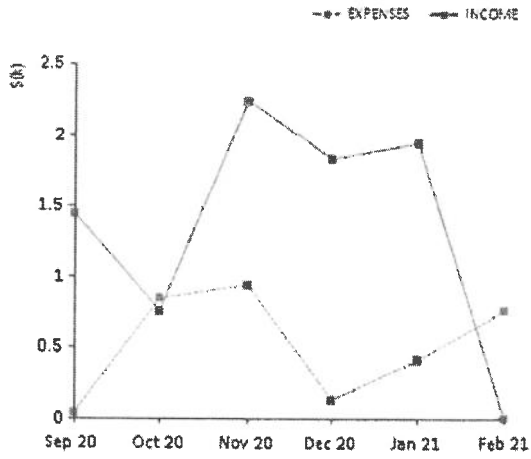




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 admin@hhrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Sep 20	\$39.38	\$1,450.00	\$1,990.62
Oct 20	\$845.71	\$758.46	\$772.00
Nov 20	\$944.64	\$2,246.58	\$241.11
Dec 20	\$133.10	\$1,837.68	\$1,718.48
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$765.94	\$0.00	\$851.87
<b>AVERAGE</b>	<b>\$523.84</b>	<b>\$1,373.79</b>	<b>\$1,116.62</b>



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Ph: 0410 634 584 Fax:  
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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 14/02/2021  
Part Payment \$230.00

Rent - Paid from 22/01/2021 to 28/01/2021 (Effective 28/01/2021)	\$430.00
Rent - Paid to 28/01/2021 (Effective 31/01/2021)	\$230.00
Rent - Paid to 28/01/2021 (Effective 02/02/2021)	\$100.00
Rent - Paid from 29/01/2021 to 11/02/2021 (Effective 11/02/2021)	\$530.00
Rent - Paid to 11/02/2021 (Effective 14/02/2021)	\$230.00
	<hr/>
	\$1,520.00

**EXPENSE**

StrataPay Vida CTS 51788 (BPAY Ref: 148297012)  
Body Corporate Fees - 1 February 2021 to 30 April 2021 (GST Paid: \$0.00)  
Administration Fee (GST Paid: \$0.50)  
Management Fee (GST Paid: \$0.60)  
Management Fee (GST Paid: \$1.38)  
Management Fee (GST Paid: \$1.38)  
Management Fee (GST Paid: \$2.58)  
Management Fee (GST Paid: \$3.18)

\$660.12

\$5.50

\$6.60

\$15.18

\$15.18

\$28.38

\$34.98

---

\$765.94

(Ind GST: \$9.62)

**BALANCE: \$754.06**





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30 Stark Drive, Narangba, QLD, 4504  
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**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 38

STATEMENT PERIOD	1/02/2021 - 15/02/2021
OPENING BALANCE	\$0.00
<b>TOTAL PAYMENTS</b>	<b>\$122.17</b>

**PROPERTY SUMMARY**

RESIDENTIAL	24/24 The Corso, North Lakes, QLD 4509	<b>NET INCOME</b> \$122.17 <b>BALANCE: \$122.17</b>
-------------	--	---

Ownership Summary	MONEY OUT	MONEY IN
<b>INCOME</b>		\$0.00
<b>EXPENSE</b>	\$0.00	
<b>CONTRIBUTION</b>		\$0.00
		<b>BALANCE: \$0.00</b>

**Ownership Account Balance \$122.17**

Ownership Payments	MONEY OUT	MONEY IN
15/02/2021 EFT to account SJC SMSF Pty Ltd ATF Macquarie Bank Limited (182-512 XXXX 3088)	\$122.17	
<b>TOTAL OWNERSHIP PAYMENTS</b>		<b>\$122.17</b>

**Balance Carried Forward \$0.00**

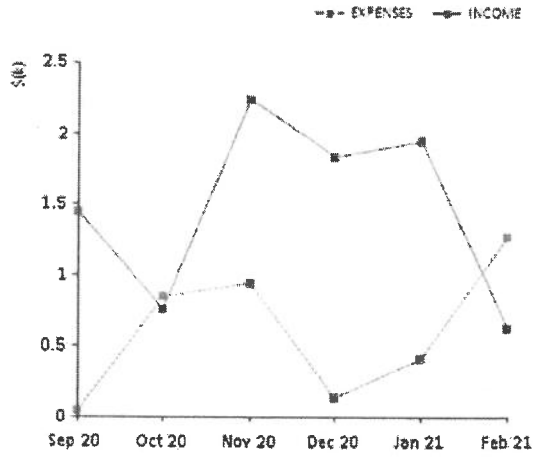




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 30 Stark Drive, Narangba, QLD, 4504  
 Ph: 0410 634 584 Fax:  
 admin@hhrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Sep 20	\$39.38	\$1,450.00	\$1,990.62
Oct 20	\$845.71	\$758.46	\$772.00
Nov 20	\$944.64	\$2,246.58	\$241.11
Dec 20	\$133.10	\$1,837.68	\$1,718.48
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$630.00	\$974.04
<b>AVERAGE</b>	<b>\$608.48</b>	<b>\$1,478.79</b>	<b>\$1,136.98</b>



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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 25/02/2021

Rent - Paid to 11/02/2021 (Effective 16/02/2021)

\$100.00

Rent - Paid from 12/02/2021 to 18/02/2021 (Effective 18/02/2021)

\$100.00

Rent - Paid from 19/02/2021 to 25/02/2021 (Effective 25/02/2021)

\$430.00

\$630.00

**EXPENSE**

Moreton Bay Regional Council (BPAY Ref: 500681125006811251)

MBRC Rates - 1 January 2021 to 31 March 2021 (GST Paid: \$0.00)

\$460.75

Administration Fee (GST Paid: \$0.50)

\$5.50

Management Fee (GST Paid: \$0.60)

\$6.60

Management Fee (GST Paid: \$0.60)

\$6.60

Management Fee (GST Paid: \$2.58)

\$28.38

\$507.83

(Inc GST: \$4.28)

**BALANCE: \$122.17**



ABN 606 899 165

Corp. Licence Number: 3946299 Licensee Name & Number: Melinda Horne 3945685

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H&H Residential Properties  
30 Stark Drive, Narangba, QLD, 4504  
Ph: 0410 634 584 Fax:  
admin@hhp.com.au

**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 39

STATEMENT PERIOD 15/02/2021 - 1/03/2021

OPENING BALANCE \$0.00

**TOTAL PAYMENTS \$396.12**

**PROPERTY SUMMARY**

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509 **NET INCOME \$396.12**  
**BALANCE: \$396.12**

**Ownership Summary**

**INCOME**

**MONEY OUT** **MONEY IN**  
\$0.00

**EXPENSE**

\$0.00

**CONTRIBUTION**

\$0.00

**BALANCE: \$0.00**

**Ownership Account Balance \$396.12**

**Ownership Payments**

1/03/2021 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

**MONEY OUT** **MONEY IN**  
\$396.12

**TOTAL OWNERSHIP PAYMENTS \$396.12**

**Balance Carried Forward \$0.00**

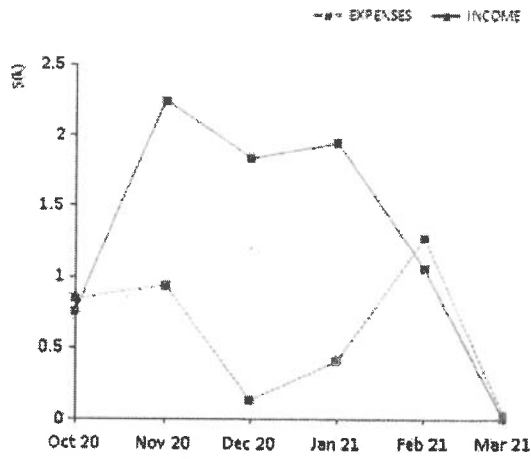




H&H Residential Properties  
 30 Stark Drive, Narangba, QLD, 4504  
 Ph: 0410 634 584 Fax:  
 admin@hhrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Oct 20	\$845.71	\$758.46	\$772.00
Nov 20	\$944.64	\$2,246.58	\$241.11
Dec 20	\$133.10	\$1,837.68	\$1,718.48
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$1,060.00	\$974.04
Mar 21	\$33.88	\$0.00	\$396.12
<b>AVERAGE</b>	<b>\$607.56</b>	<b>\$1,308.79</b>	<b>\$871.23</b>



H&H Residential Properties  
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Ph: 0410 634 584 Fax:  
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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 4/03/2021

Rent - Paid to 25/02/2021 (Effective 02/03/2021)

\$330.00

Rent - Paid from 26/02/2021 to 04/03/2021 (Effective 04/03/2021)

\$100.00

\$430.00

**EXPENSE**

Administration Fee (GST Paid: \$0.50)

\$5.50

Management Fee (GST Paid: \$0.60)

\$6.60

Management Fee (GST Paid: \$1.98)

\$21.78

\$33.88

(Incl GST: \$3.08)

**BALANCE: \$396.12**



ABN 606 899 165

Corp. Licence Number: 3946299 Licensee Name & Number: Melinda Home 3945685

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H&H Residential Properties  
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admin@hrp.com.au

**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 40

STATEMENT PERIOD 1/03/2021 - 15/03/2021

OPENING BALANCE \$0.00

**TOTAL PAYMENTS \$966.35**

PROPERTY SUMMARY

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509

NET INCOME  
\$3,677.29

BALANCE: \$3,677.29

Ownership Summary

INCOME

MONEY OUT MONEY IN  
\$0.00

EXPENSE

\$0.00

CONTRIBUTION

\$0.00

BALANCE: \$0.00

Ownership Account Balance

**\$3,677.29**

Ownership Payments

15/03/2021 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

MONEY OUT MONEY IN  
\$966.35

TOTAL OWNERSHIP PAYMENTS

**\$966.35**

Withheld Funds

By Ownership Less \$903.64 per disbursement

WITHHELD  
\$2,710.94

BALANCE: \$2,710.94

Balance Carried Forward

**\$2,710.94**

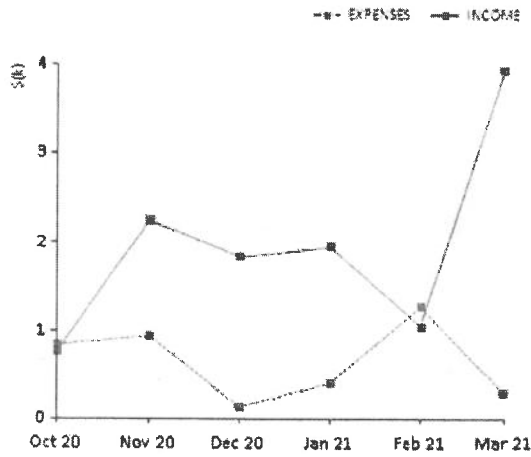




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STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Oct 20	\$845.71	\$758.46	\$772.00
Nov 20	\$944.64	\$2,246.58	\$241.11
Dec 20	\$133.10	\$1,837.68	\$1,718.48
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$1,060.00	\$974.04
Mar 21	\$294.80	\$3,938.21	\$1,362.47
<b>AVERAGE</b>	<b>\$651.05</b>	<b>\$1,965.16</b>	<b>\$1,032.29</b>



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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 6/05/2021

Rent - Paid from 05/03/2021 to 06/05/2021 (Effective 06/05/2021)

\$3,870.00

Inv:28426, \$68.21, Water Usage - 12th November 2020 to 11th February 2021 (GST Paid: \$0.00)

\$68.21

\$3,938.21

**EXPENSE**

Administration Fee (GST Paid: \$0.50)

\$5.50

Management Fee (GST Paid: \$23.22)

\$255.42

\$260.92

(incl GST: \$23.72)

**BALANCE: \$3,677.29**



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H&H Residential Properties  
30 Stark Drive, Narangba, QLD, 4504  
Ph: 0410 634 584 Fax:  
admin@hhrp.com.au

**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 41

STATEMENT PERIOD 15/03/2021 - 1/04/2021

OPENING BALANCE \$2,710.94

**TOTAL PAYMENTS \$630.51**

**PROPERTY SUMMARY**

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509

NET INCOME

-\$1,080.43

BALANCE: -\$1,080.43

**Ownership Summary**

**INCOME**

MONEY OUT

MONEY IN

\$0.00

**EXPENSE**

\$0.00

**CONTRIBUTION**

\$0.00

BALANCE: \$0.00

Ownership Account Balance

**\$1,630.51**

**Ownership Payments**

1/04/2021 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

MONEY OUT

MONEY IN

\$630.51

**TOTAL OWNERSHIP PAYMENTS**

**\$630.51**

**Withheld Funds**

By Ownership

Slow disbursement - tenant paid in advance

WITHHELD

\$1,000.00

BALANCE: \$1,000.00

Balance Carried Forward

**\$1,000.00**

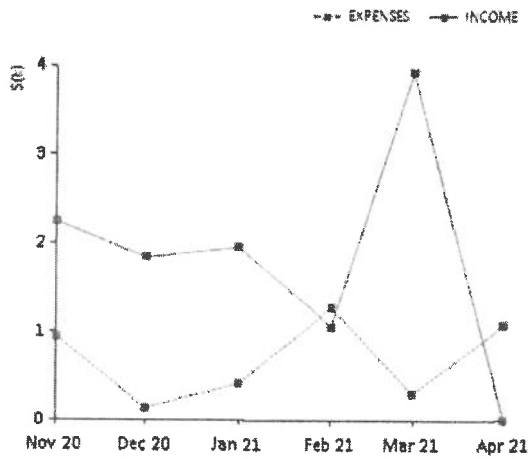




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STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Nov 20	\$944.64	\$2,246.58	\$241.11
Dec 20	\$133.10	\$1,837.68	\$1,718.48
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$1,060.00	\$974.04
Mar 21	\$294.80	\$3,938.21	\$1,362.47
Apr 21	\$1,080.43	\$0.00	\$630.51
<b>AVERAGE</b>	<b>\$690.17</b>	<b>\$1,838.75</b>	<b>\$1,008.71</b>





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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 6/05/2021

\$0.00

**EXPENSE**

Low's Yard & Property Solutions (Inv: IV00000021115)

Secure Loose Toilet Seats (GST Paid: \$8.18)

\$90.00

StrataPay Vida CTS 51788 (BPAY Ref: 30534436810000000248)

Body Corporate Fees - 1 May 2021 to 31 July 2021 (GST Paid: \$0.00)

\$659.16

Unity Water (BPAY Ref: 0999132988)

Unity Water Account - 12 November 2020 to 11 February 2021 (GST Paid: \$0.00)

\$325.77

Administration Fee (GST Paid: \$0.50)

\$5.50

\$1,080.43

(Incl GST: \$8.68)

**BALANCE: -\$1,080.43**





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H&H Residential Properties  
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**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 42

STATEMENT PERIOD 1/04/2021 - 15/04/2021

OPENING BALANCE \$1,000.00

**TOTAL PAYMENTS \$896.12**

**PROPERTY SUMMARY**

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509

NET INCOME  
\$396.12

BALANCE: \$396.12

**Ownership Summary**

**INCOME**

MONEY OUT MONEY IN  
\$0.00

**EXPENSE**

\$0.00

**CONTRIBUTION**

\$0.00

BALANCE: \$0.00

Ownership Account Balance

**\$1,396.12**

**Ownership Payments**

15/04/2021 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

MONEY OUT MONEY IN  
\$896.12

**TOTAL OWNERSHIP PAYMENTS**

**\$896.12**

**Withheld Funds**

By Ownership Slow disbursement - tenant paid in advance

WITHHELD  
\$500.00

BALANCE: \$500.00

Balance Carried Forward

**\$500.00**

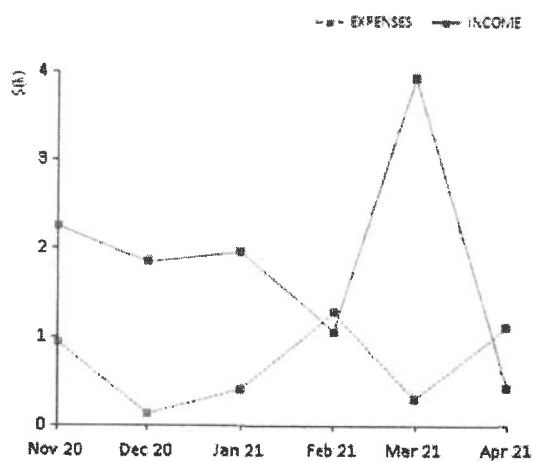




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 admin@hhrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Nov 20	\$944.64	\$2,246.58	\$241.11
Dec 20	\$133.10	\$1,837.68	\$1,718.48
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$1,060.00	\$974.04
Mar 21	\$294.80	\$3,938.21	\$1,362.47
Apr 21	\$1,114.31	\$430.00	\$1,526.63
<b>AVERAGE</b>	<b>\$695.81</b>	<b>\$1,910.41</b>	<b>\$1,158.06</b>



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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 13/05/2021

Rent - Paid from 07/05/2021 to 13/05/2021 (Effective 13/05/2021)

\$430.00

\$430.00

**EXPENSE**

Administration Fee (GST Paid: \$0.50)

\$5.50

Management Fee (GST Paid: \$2.58)

\$28.38

\$33.88

(Inc GST: \$3.08)

**BALANCE: \$396.12**





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H&H Residential Properties  
30 Stark Drive, Narangba, QLD, 4504  
Ph: 0410 634 584 Fax:  
admin@hrp.com.au

**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 43	
STATEMENT PERIOD	15/04/2021 - 1/05/2021
OPENING BALANCE	\$500.00
<b>TOTAL PAYMENTS</b>	<b>\$151.50</b>

**PROPERTY SUMMARY**

RESIDENTIAL	24/24 The Corso, North Lakes, QLD 4509	NET INCOME
		-\$348.50
		<b>BALANCE: -\$348.50</b>

Ownership Summary	MONEY OUT	MONEY IN
<b>INCOME</b>		\$0.00
<b>EXPENSE</b>	\$0.00	
<b>CONTRIBUTION</b>		\$0.00
<b>Ownership Account Balance</b>		<b>\$151.50</b>

Ownership Payments	MONEY OUT	MONEY IN
1/05/2021 EFT to account SJC SMSF Pty Ltd ATF Macquarie Bank Limited (182-512 XXXX 3088)	\$151.50	
<b>TOTAL OWNERSHIP PAYMENTS</b>		<b>\$151.50</b>

Balance Carried Forward **\$0.00**

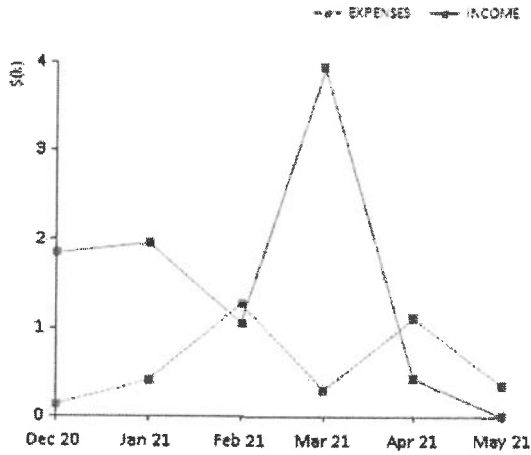




H&H Residential Properties  
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 admin@hhrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Dec 20	\$133.10	\$1,837.68	\$1,718.48
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$1,060.00	\$974.04
Mar 21	\$294.80	\$3,938.21	\$1,362.47
Apr 21	\$1,114.31	\$430.00	\$1,526.63
May 21	\$348.50	\$0.00	\$151.50
<b>AVERAGE</b>	<b>\$596.46</b>	<b>\$1,535.98</b>	<b>\$1,143.12</b>



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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 13/05/2021

\$0.00

**EXPENSE**

SGUA (Inv: 197720)

SGUA Landlords Extra Protection Plus Insurance - 15 May 2021 to 15 May 2022 (GST Paid: \$31.18)

\$343.00

Administration Fee (GST Paid: \$0.50)

\$5.50

\$348.50

(Inc GST: \$31.68)

**BALANCE: -\$348.50**





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H&H Residential Properties  
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**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 44

STATEMENT PERIOD 1/05/2021 - 1/06/2021

OPENING BALANCE \$0.00

**TOTAL PAYMENTS \$1,664.11**

**PROPERTY SUMMARY**

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509

NET INCOME

\$1,664.11

BALANCE: \$1,664.11

**Ownership Summary**

**INCOME**

MONEY OUT

MONEY IN

\$0.00

**EXPENSE**

\$0.00

**CONTRIBUTION**

\$0.00

BALANCE: \$0.00

**Ownership Account Balance**

**\$1,664.11**

**Ownership Payments**

1/06/2021 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

MONEY OUT

MONEY IN

\$1,664.11

**TOTAL OWNERSHIP PAYMENTS**

**\$1,664.11**

**Balance Carried Forward**

**\$0.00**



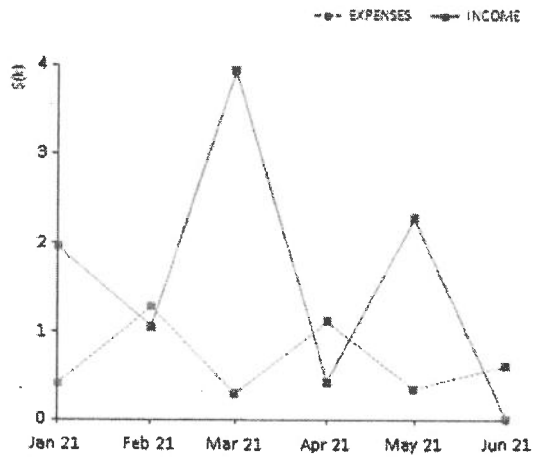




H&H Residential Properties  
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admin@hhrrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$1,060.00	\$974.04
Mar 21	\$294.80	\$3,938.21	\$1,362.47
Apr 21	\$1,114.31	\$430.00	\$1,526.63
May 21	\$348.50	\$2,280.90	\$151.50
Jun 21	\$616.79	\$0.00	\$1,664.11
<b>AVERAGE</b>	<b>\$677.07</b>	<b>\$1,609.85</b>	<b>\$1,134.06</b>



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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 17/06/2021  
Part Payment \$130.90

Rent - Paid from 14/05/2021 to 27/05/2021 (Effective 29/05/2021)	\$1,000.00
Rent - Paid from 28/05/2021 to 03/06/2021 (Effective 03/06/2021)	\$319.90
Rent - Paid from 04/06/2021 to 10/06/2021 (Effective 10/06/2021)	\$401.00
Rent - Paid to 10/06/2021 (Effective 12/06/2021)	\$130.00
Rent - Paid from 11/06/2021 to 17/06/2021 (Effective 19/06/2021)	\$430.00
	<hr/>
	\$2,280.90

**EXPENSE**

Moreton Bay Regional Council (BPAY Ref: 500681125006811251)  
MBRC Rates - 1 April 2021 to 30 June 2021 (GST Paid: \$0.00)

Administration Fee (GST Paid: \$0.50)	\$460.75
Management Fee (GST Paid: \$0.78)	\$5.50
Management Fee (GST Paid: \$1.92)	\$8.58
Management Fee (GST Paid: \$2.41)	\$21.11
Management Fee (GST Paid: \$2.58)	\$26.47
Management Fee (GST Paid: \$6.00)	\$28.38
	\$66.00
	<hr/>
	\$616.79
	(Inc GST: \$14.19)
	<hr/>
	<b>BALANCE: \$1,664.11</b>





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H&H Residential Properties  
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**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 45

STATEMENT PERIOD 1/06/2021 - 15/06/2021

OPENING BALANCE \$0.00

**TOTAL PAYMENTS: \$564.24**

**PROPERTY SUMMARY**

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509 **NET INCOME \$564.24**  
**BALANCE: \$564.24**

**Ownership Summary**

**INCOME**

**MONEY OUT** **MONEY IN**  
\$0.00

**EXPENSE**

\$0.00

**CONTRIBUTION**

\$0.00

**BALANCE: \$0.00**

**Ownership Account Balance \$564.24**

**Ownership Payments**

15/06/2021 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

**MONEY OUT** **MONEY IN**  
\$564.24

**TOTAL OWNERSHIP PAYMENTS \$564.24**

**Balance Carried Forward \$0.00**

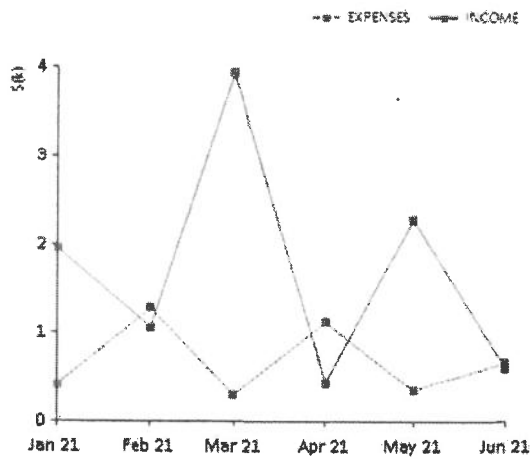




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STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$1,060.00	\$974.04
Mar 21	\$294.80	\$3,938.21	\$1,362.47
Apr 21	\$1,114.31	\$430.00	\$1,526.63
May 21	\$348.50	\$2,280.90	\$151.50
Jun 21	\$662.55	\$610.00	\$2,228.35
<b>AVERAGE</b>	<b>\$684.70</b>	<b>\$1,711.52</b>	<b>\$1,228.10</b>



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RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$430.00 Weekly Paid To 24/06/2021  
Part Payment \$310.90

Rent - Paid from 18/06/2021 to 24/06/2021 (Effective 26/06/2021)

\$430.00

Rent - Paid to 24/06/2021 (Effective 29/06/2021)

\$180.00

\$610.00

**EXPENSE**

Administration Fee (GST Paid: \$0.50)

\$5.50

Management Fee (GST Paid: \$1.08)

\$11.88

Management Fee (GST Paid: \$2.58)

\$28.38

\$45.76

(Incl GST: \$4.16)

**BALANCE: \$564.24**





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H&H Residential Properties  
30 Stark Drive, Narangba, QLD, 4504  
Ph: 0410 634 584 Fax:  
admin@hhrp.com.au

**OWNERSHIP STATEMENT - SJC Bare Property Pty Ltd**

Steve Ciorcalo  
1/7 Redberry Lane  
Woombye, QLD, 4559

Tax Invoice - Statement 46

STATEMENT PERIOD 15/06/2021 - 30/06/2021

OPENING BALANCE \$0.00

**TOTAL PAYMENTS \$183.83**

**PROPERTY SUMMARY**

RESIDENTIAL 24/24 The Corso, North Lakes, QLD 4509 **NET INCOME \$183.83**  
**BALANCE: \$183.83**

**Ownership Summary**

**INCOME**

**MONEY OUT MONEY IN**  
\$0.00

**EXPENSE**

\$0.00  
**BALANCE: \$0.00**

**CONTRIBUTION**

**Ownership Account Balance \$183.83**

**Ownership Payments**

30/06/2021 EFT to account SJC SMSF Pty Ltd ATF  
Macquarie Bank Limited (182-512 XXXX 3088)

**MONEY OUT MONEY IN**  
\$183.83

**TOTAL OWNERSHIP PAYMENTS \$183.83**

**Balance Carried Forward \$0.00**

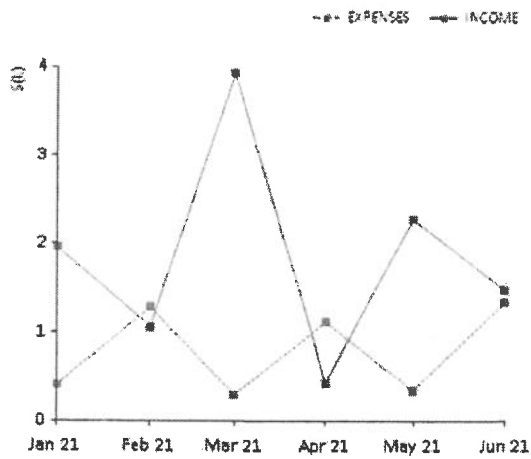




H&H Residential Properties  
30 Stark Drive, Narangba, QLD, 4504  
Ph: 0410 634 584 Fax:  
admin@hhrp.com.au

STATEMENT HISTORY

EXPENSES VS INCOME (6 MONTHS)



PAYMENT HISTORY (6 MONTHS)

	EXPENSES	INCOME	PAYMENTS
Jan 21	\$414.25	\$1,950.00	\$1,125.62
Feb 21	\$1,273.77	\$1,060.00	\$974.04
Mar 21	\$294.80	\$3,938.21	\$1,362.47
Apr 21	\$1,114.31	\$430.00	\$1,526.63
May 21	\$348.50	\$2,280.90	\$151.50
Jun 21	\$1,338.72	\$1,470.00	\$2,412.18
<b>AVERAGE</b>	<b>\$797.39</b>	<b>\$1,854.85</b>	<b>\$1,258.74</b>



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admin@hhrp.com.au

RESIDENTIAL

24/24 The Corso, North Lakes, QLD 4509

MONEY OUT

MONEY IN

**INCOME**

Yvette Woolley Status:

Rent \$435.00 Weekly Paid To 8/07/2021

Part Payment \$305.90

Rent at Statement Start \$430.00 Weekly

Rent - Paid from 25/06/2021 to 01/07/2021 (Effective 01/07/2021)

\$119.10

Rent Change Effective 02/07/2021 - \$435.00 Weekly

Rent - Paid to 01/07/2021 (Effective 02/07/2021)

\$110.90

Rent - Paid from 02/07/2021 to 08/07/2021 (Effective 09/07/2021)

\$430.00

Rent - Paid to 08/07/2021 (Effective 12/07/2021)

\$200.00

\$860.00

**EXPENSE**

Unity Water (BPAY Ref: 0999132988)

Unity Water Account - 12 February 2021 to 17 May 2021 (GST Paid: \$0.00)

\$329.41

Low's Yard & Property Solutions (Inv: IV00000021403)

Hinge repair laundry cupboard (GST Paid: \$6.82)

\$75.00

Low's Yard & Property Solutions (Inv: IV00000021404)

Tighten bathroom shower shelves (GST Paid: \$2.27)

\$25.00

Low's Yard & Property Solutions (Inv: IV00000021405)

Tighten hanrail on staircase (GST Paid: \$2.27)

\$25.00

Low's Yard & Property Solutions (Inv: IV00000021406)

Re-Affix kitchen sink to bench top (GST Paid: \$5.00)

\$55.00

True Value Electrical Solutions Pty Ltd (Inv: INV-3027)

Laundry Exhaust Fan Repairs (GST Paid: \$9.50)

\$104.50

Administration Fee (GST Paid: \$0.50)

\$5.50

Management Fee (GST Paid: \$1.20)

\$13.20

Management Fee (GST Paid: \$1.38)

\$15.18

Management Fee (GST Paid: \$2.58)

\$28.38

\$676.17

(Incl GST: \$31.52)

**BALANCE: \$183.83**





## Rollover Benefit Statement

The original of this form has been sent to your rollover institution. Please keep this copy for your records.

### SECTION A: RECEIVING FUND'S DETAILS

Australian business number (ABN):	94724976437
Name:	Sic Super Fund
Address:	Ref No : S Ciorcalo Po Box 806 Oxenford QLD 4210
Unique Superannuation Identifier (USI) or Member client identifier:	S CIORCALO

### SECTION B: MEMBER DETAILS

Tax file number:	454027472
Title:	Mr
Family name:	Ciorcalo
Given name:	Stephen John
Other given names:	
Postal address:	1/7 Redberry Lane WOOMBYE QLD 4559
Date of birth:	04/07/1965
Sex:	F <input type="checkbox"/> M <input checked="" type="checkbox"/>
Daytime phone number (include area code):	
Email address (if applicable):	

### SECTION C: ROLLOVER TRANSACTION DETAILS

1. Service period start date	04/01/1982
2. Tax components	
• Tax - free component	6,285.11
• KiwiSaver Tax-free component	0.00

**SECTION C: ROLLOVER TRANSACTION DETAILS (CONT)**

• Taxable component

Element taxed in the fund, and

24,373.72

Element untaxed in the fund

0.00

TOTAL Tax Components

30,658.83

**3. Preservation amounts**

• Preserved amount

23,260.03

• KiwiSaver preserved amount

0.00

• Restricted non-preserved amount

0.00

• Unrestricted non-preserved amount

7,398.80

TOTAL Preservation Amounts

30,658.83

**SECTION D: NON-COMPLYING FUNDS**

Contributions made to a non-complying fund on or after 10 May 2006

**SECTION E: TRANSFERRING FUND**

ABN:

76 746 741 299

Fund's name:

National Mutual Retirement Fund

Contact name:

Megan Beer

Email address (if applicable):

Daytime phone number (including area code):

133 731

**SECTION F: DECLARATION**

I declare that:

- I have prepared the statement with the information supplied by the superannuation provider.
- I have received a declaration made by the superannuation provider that the information provided to me for the preparation of this statement is true and correct.
- I am authorised by the superannuation provider to give the information in the statement to the ATO.

Signature of authorised person:

Megan Beer

Date:

18/03/2021

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# AMP Life

Part of the Resolution Life Group

18 March 2021



Mr Stephen John Ciorcalo  
1/7 Redberry Lane  
WOOMBYE QLD 4559

### Your contacts

AMP LIFE  
(133) 73 1  
ASKAMP@AMPCOM.AU  
E askamplife@amplife.com.au  
W amplife.com.au  
T 133 731 F 1300 301 267  
AMP Life Limited  
PO Box 300 PARRAMATTA NSW 2124

### Your details

ACCOUNT NAME  
Stephen John Ciorcalo  
ACCOUNT NUMBER MONTH AND YEAR OF BIRTH  
50108467 July 1965  
TAX FILE NUMBER (TFN)  
Supplied

## Rollover from AMP Retirement Savings Account

**Withdrawal number: 245766416**

The following information relates to a payment from AMP Retirement Savings Account account 50108467 in the name of Stephen John Ciorcalo.

We have enclosed an **exit statement** showing the final values for the account, including a summary of transactions from 1 July 2020 to 17 March 2021.

This account has now been closed.

Payee name	Payment details	Amount \$
Sjc Super Fund	EFT ***** - ****03088	30,658.83

### Enclosed documents

We have enclosed a **Rollover Benefit Statement** for your records.

### We're here to help

We'll give you any information you need to help you understand your account. If you have any questions about any aspect of this account, including its benefits, investment options, or fees that apply, please call your financial adviser, or contact us. We also have a process in place to resolve customer disputes. If you have a matter you'd like to raise, please initially contact us – we're here to help.

Yours sincerely,

Megan Beer  
CEO, AMP Life

## Your trustee and super fund

You may recall that on 15 May 2020, your plan moved to National Mutual Retirement Fund (the move). This statement includes your membership in the AMP Superannuation Savings Trust up until the move and from the move to the end of the period in the National Mutual Retirement Fund.

To review your plan details at the move date please refer to your transaction confirmation, this is available by logging into My AMP at [amplife.com.au](http://amplife.com.au) or by calling us on 133 731.

AMP Superannuation Limited ABN 31 008 414104, AFSL No. 233060 was the Trustee of your product in the fund (AMP Superannuation Savings Trust, ABN 76 514 770 399) up to 15 May 2020.

Then on 15 May 2020 N.M. Superannuation Proprietary Limited (N.M. Super), ABN 31 008 428 322, AFSL No. 234654 commenced as Trustee of this product in a new fund (National Mutual Retirement Fund, ABN 76 746 741 299).

On 1 July 2020 Equity Trustees Superannuation Limited (ETSL) ABN 50 055 641 757, AFSL No. 229757 commenced as Trustee of your product in this fund (NMRF).

### What you need to know

Any advice contained within this document is general in nature and does not take into account your financial situation, objectives or needs. Before acting on the advice, you should consider the appropriateness of the advice, having regard to your objectives, financial situation and needs. If you require any assistance, we recommend that you speak with a financial adviser, or contact us on 133 731 or via [amplife.com.au](http://amplife.com.au).

Any advice in this document is provided by Equity Trustees Superannuation Limited, ABN 50 055 641 757, AFSL No. 229757 which is the trustee of the National Mutual Retirement Fund, ABN 76 746 741 299.

This document is issued by Equity Trustees Superannuation Limited (ETSL) ABN 50 055 641 757, AFSL No. 229757 as trustee of the National Mutual Retirement Fund (NMRF) ABN 76 746 741 299 and was prepared by AMP Life Limited ABN 84 079 300 379 (AMP Life) as administrator, which is part of the Resolution Life group. AMP Life has proudly served customers in Australia since 1849. AMP Limited ABN 49 079 354 519 has sold AMP Life to the Resolution Life Group whilst retaining a minority economic interest. AMP Limited has no day-to-day involvement in the management of AMP Life whose products and services are not affiliated with or guaranteed by AMP Limited. "AMP", "AMP Life" and any other AMP trade marks are used by AMP Life under licence from AMP Limited.



# AMP Life

Part of the Resolution Life Group

18 March 2021



Mr Stephen John Ciorcalo  
1/7 Redberry Lane  
WOOMBYE QLD 4559

## Your contacts

AMP LIFE  
(133) 73 1  
ASKAMP@AMP.COM.AU  
E askamplife@amplife.com.au  
W amplife.com.au  
T 133 731 F 1300 301 267  
AMP Life Limited  
PO Box 300 PARRAMATTA NSW 2124

## Your details

ACCOUNT NAME  
Stephen John Ciorcalo  
ACCOUNT NUMBER 50108467 MONTH AND YEAR OF BIRTH July 1965  
TAX FILE NUMBER (TFN)  
Supplied

## AMP Retirement Savings Account

Exit Statement 1 July 2020 to 17 March 2021

ACCOUNT BALANCE AT 30 JUNE 2020	+	FUNDS IN	+	NET INVESTMENT EARNINGS	-	FUNDS OUT	=	ACCOUNT BALANCE AT 17 MARCH 2021
\$30,303.58		\$0.00		\$355.25		\$30,658.83		\$0.00

### Account summary

Account start date	30 June 1993
Withdrawal benefit before withdrawal	\$30,658.83
Personal net rate of return	1.17%

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## Investment details

## Your personal return

Transaction	Value \$
Net investment earnings	355.25
<b>Personal net return</b>	<b>\$355.25</b>
<b>Personal net rate of return</b>	<b>1.17%</b>

- The **Personal net rate of return** is for the reporting period of this statement.

## Crediting rates

Investment option	Period	Rate % pa
AMP Retirement Savings Account	01/06/2020 - 30/06/2020	1.65
	01/07/2020 - 28/02/2021	1.65
	01/03/2021 - 17/03/2021	1.80

## Benefit details

## Withdrawal benefit

Withdrawal benefit details	Amount \$
Previous withdrawal benefit at 30 June 2020	\$30,303.58
Account balance at 17 March 2021	30,658.83
Withdrawal benefit made up of:	\$30,658.83
• Preserved*	23,260.03
• Restricted non-preserved*	0.00
• Unrestricted non-preserved*	7,398.80
<b>Withdrawal benefit at 17 March 2021</b>	<b>\$30,658.83</b>

- \*See your **Product Disclosure Statement (PDS)** for an explanation of these terms.

## Death benefit

Benefit details	Amount \$
Account balance at 17 March 2021	30,658.83
<b>Total death benefit</b>	<b>\$30,658.83</b>

- The total death benefit is equal to the account balance.

## Transactions

## Payments received

We have not received any payments for this account during the reporting period.

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### Transaction summary

Transaction type	Transaction description	Amount \$
	Opening balance at 1 July 2020	\$30,303.58
+	Net investment earnings Net investment earnings	\$355.25
-	Funds out Withdrawals made	-30,658.83
	Total funds out	-\$30,658.83
<b>Closing balance at 17 March 2021</b>		<b>\$0.00</b>

### Fee summary

Fee type	Description	Amount \$
-	Direct fees There are no direct fees deducted from your account.	0.00
-	Other fees of your investment	-286.42
	Investment fees	-127.49
	Administration fees	-158.93
	These approximate amounts have been deducted from your investment and cover fees that are not reflected as transactions on this statement.	
-	Indirect costs of your investment This approximate amount has been deducted from your investment and covers amounts that have reduced the return on your investment but are not charged as a fee.	-14.25
<b>Total fees you paid</b>		<b>-\$300.67</b>
	This approximate amount includes all the fees and costs that affected your investment during this period, except for any borrowing and property operating costs that may have applied.	
	For details about borrowing and property operating costs for your investment option(s), see <a href="http://amplife.com.au/feesandcosts">amplife.com.au/feesandcosts</a>	

- Other fees and indirect costs of your investment are deducted from the unit price or crediting rate of your investment option(s) and form part of your net investment earnings.
- Rebates (discounts), direct fees and other fees of your investment include tax deductions that are given to AMP Life and passed on to you.