

Financial Year Summary

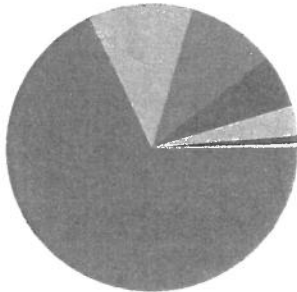
1 JULY 2022 - 30 JUNE 2023

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Portfolio Valuation	Account Number	Account Name	Value as at 30 June 2023
CDIA	15684665	<DA & J BAIRD SUPER FUND A/C>	\$195.50
TOTAL PORTFOLIO VALUE			\$195.50

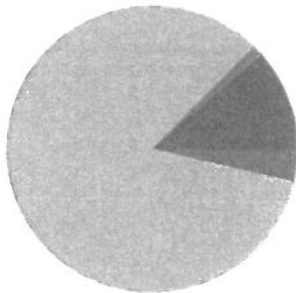
Allocation as at 30 June 2023

Shares in your portfolio



ANZ	(67.64%)
MAY	(11.48%)
WBC	(9.97%)
NAB	(5.92%)
LKO	(3.44%)
LIT	(0.77%)
AGY	(0.49%)
IBX	(0.30%)

Sectors in your portfolio



Energy	(3.44%)
Financials	(83.53%)
Materials	(1.26%)
Other	(11.78%)

Estimated Interest & Dividends 2022-2023 Financial Year

Est. Franked Dividends	\$2,675.04
Est. Unfranked Dividends	\$0.00
Est. Franking Credits	\$1,146.44
Est. Interest Received from Interest Rate Securities	\$0.00
Interest Received from Cash Account(s)	\$0.03
TOTAL INCOME	\$2,675.07

Fees & Charges 2022-2023 Financial Year

Total Brokerage (inc. GST)	\$19.95
Total Subscriptions (inc. GST)	\$0.00
Other Fees (inc. GST)	\$0.00
TOTAL FEES & CHARGES	\$19.95

Financial Year Summary

1 JULY 2022 - 30 JUNE 2023

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This statement only provides information for CDIA accounts that have been designated as the settlement account for your Commonwealth Securities Limited Share Trading account as at 30 June. Please refer to NetBank for interest income from all other CBA accounts.

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Address: Commonwealth Securities Limited, Locked Bag 22, Australia Square NSW 1215 | Phone: 13 15 19 | Website: www.commsec.com.au

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Portfolio Valuation

30 JUNE 2023

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MARGIN LOAN - 2413968 - HIN

Portfolio	Units	Unit Price	Portfolio Value	% of Portfolio
AGY - ARGOSY MINERALS LTD FPO (ORDINARY FULLY PAID)	666	\$0.3900	\$259.74	0.48%
ANZ - ANZ GROUP HOLDINGS FPO (ORDINARY FULLY PAID)	1,526	\$23.7100	\$36,181.46	67.39%
IBX - IMAGION BIOSYS LTD FPO (ORDINARY FULLY PAID)	10,000	\$0.0160	\$160.00	0.30%
LIT - LITHIUM AUSTRALIA FPO (ORDINARY FULLY PAID)	12,499	\$0.0330	\$412.47	0.77%
LKO - LAKES BLUE ENERGY FPO (ORDINARY FULLY PAID)	1,840,000	\$0.0010	\$1,840.00	3.43%
MAY - MELBANA ENERGY LTD FPO (ORDINARY FULLY PAID)	71,400	\$0.0860	\$6,140.40	11.44%
NAB - NATIONAL AUST. BANK FPO (ORDINARY FULLY PAID)	120	\$26.3700	\$3,164.40	5.89%
WBC - WESTPAC BANKING CORP FPO (ORDINARY FULLY PAID)	250	\$21.3400	\$5,335.00	9.94%
		Sub Total	\$53,493.47	99.64%
Cash Accounts				
			Portfolio Value	% of Portfolio
CDIA - 06716715684665			\$195.50	0.36%
		TOTAL	\$53,688.97	100.00%

Portfolio Valuation

30 JUNE 2023

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This statement contains information relating to trading activity undertaken on this trading account only. For information relating to the linked Margin Loan, please refer to the Margin Loan Investment Statement or the statement provided for the trading account of the primary loan borrower.

The total brokerage outlined does not include any rebates you may have received over the financial year. Refer to your transaction statement records for this information.

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Transaction Summary

1 JULY 2022 - 30 JUNE 2023

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Total Buys and Sells		2022 - 2023 Financial Year
Total Buys (inc. Brokerage + GST)		\$3,229.95
Total Sells (inc. Brokerage + GST)		\$0.00

2413968 - HIN

WBC - WESTPAC BANKING CORP FPO (ORDINARY FULLY PAID)								
Date	Type	Quantity	Unit Price	Trade Value	Brokerage+GST	GST	CNote	Total Value
30-Aug-2022	Buy	150	\$21.4000	\$3,210.00	\$19.95	\$1.81	136539447	\$3,229.95
Sub Total					\$19.95	\$1.81		\$3,229.95

Transaction Summary

1 JULY 2022 - 30 JUNE 2023

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CommSec

This statement contains information relating to trading activity undertaken on this trading account only. For information relating to the linked Margin Loan, please refer to the Margin Loan Investment Statement or the statement provided for the trading account of the primary loan borrower.

The transaction summary is only able to display information available to Commonwealth Securities Limited. Certain transactions may not be displayed, including but not limited to transactions made off market such as Initial Public Offerings (IPOs) and Delivery vs Payment Settlements (DVP). Transactions regarding corporate actions or stock transfers are not included and can be found on your statements as issued by the company or the share registry. Transactions for Issuer Sponsored holdings placed outside of this account are not included in this summary. Links to some of the key share registries can be found below:

Computershare (<http://www.computershare.com/au/Pages/default.aspx>)
Link Market Services (<https://investorcentre.linkmarketservices.com.au/Login.aspx/Login>)
Boardroom Limited (<https://boardroomlimited.com.au>)
Security Transfer Registrars (<https://www.securitytransfer.com.au>)
Advanced Share Registry Services (<http://www.advancedshare.com.au/home.aspx>)

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Interest & Estimated Dividend Summary

1 JULY 2022 - 30 JUNE 2023

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MARGIN LOAN - 2413968 - HIN

ESTIMATED DIVIDEND SUMMARY

ANZ - ANZ GROUP HOLDINGS FPO (ORDINARY FULLY PAID)

Ex-div date	Payment Date	Type	Dividend per share	Units	Est. Unfranked Amount	Est. Franked Amount	Est. Total Dividend	Est. Franking Credit
07-Nov-2022	15-Dec-2022	Final	\$0.7400	1,526	\$0.00	\$1,129.24	\$1,129.24	\$483.96
09-May-2022	01-Jul-2022	Interim	\$0.7200	1,430	\$0.00	\$1,029.60	\$1,029.60	\$441.26
Sub Total					\$0.00	\$2,158.84	\$2,158.84	\$925.22

NAB - NATIONAL AUST. BANK FPO (ORDINARY FULLY PAID)

Ex-div date	Payment Date	Type	Dividend per share	Units	Est. Unfranked Amount	Est. Franked Amount	Est. Total Dividend	Est. Franking Credit
15-Nov-2022	14-Dec-2022	Final	\$0.7800	120	\$0.00	\$93.60	\$93.60	\$40.11
11-May-2022	05-Jul-2022	Interim	\$0.7300	120	\$0.00	\$87.60	\$87.60	\$37.54
Sub Total					\$0.00	\$181.20	\$181.20	\$77.65

WBC - WESTPAC BANKING CORP FPO (ORDINARY FULLY PAID)

Ex-div date	Payment Date	Type	Dividend per share	Units	Est. Unfranked Amount	Est. Franked Amount	Est. Total Dividend	Est. Franking Credit
11-May-2023	27-Jun-2023	Interim	\$0.7000	250	\$0.00	\$175.00	\$175.00	\$75.00
17-Nov-2022	20-Dec-2022	Final	\$0.6400	250	\$0.00	\$160.00	\$160.00	\$68.57
Sub Total					\$0.00	\$335.00	\$335.00	\$143.57
TOTAL					\$0.00	\$2,675.04	\$2,675.04	\$1,146.44

ESTIMATED INTEREST RECEIVED

There are no transactions on this account.

TOTAL

\$0.00

INTEREST INCOME SUMMARY

Account	Interest
CDIA - 15684665	\$0.03
TOTAL	\$0.03

Interest & Estimated Dividend Summary

1 JULY 2022 - 30 JUNE 2023

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(1) This is an estimate prepared by Commonwealth Securities Limited based upon units that you hold in accordance with our records and may not distinguish between cash dividends or dividends reinvested through any particular company's dividend reinvestment plan. Your actual entitlement will be determined by information recorded in the company's share registry at the relevant record dates. Amounts that may have been withheld for failing to provide your tax file number to your share registries are not disclosed on this report.

Dividends are estimated by CommSec based on the total registered Units held on the Record Date of the dividend. The following fields are estimated in accordance with the calculations outlined below:

- (a) Units = Total registered units of security held on the Record Date of the dividend
- (b) Est. Unfranked Amount = Units X Dividend per security X Unfranked %
- (c) Est. Franked Amount = Units X Dividend per security X Franked %
- (d) Est. Franking Credit = (Est. Franked Amount X company tax rate)/(100 - company tax rate)
- (e) Est. Total Dividend = Units x Dividend per security

(2) In order to be eligible to claim the benefit of a franking credit, you must be a 'qualified person'. You will be a qualified person if you satisfy:

One of the specific concessions in the legislation (for example, you are an individual whose total franking credit entitlement for the income year does not exceed \$5,000); and/or

The 45-day rule

The 45-day rule requires that if you are an Australian tax resident shareholder, you must have held the security 'at risk' for at least 45 consecutive days, not including date of purchase and date of sale. Where the 45 day holding requirement has not been satisfied, the 45-day rule may apply to deny the franking credits attached to the dividend received in respect of the particular security. The 45-day rule is complex. You should obtain your own taxation advice to understand how these provisions apply to you.

Please refer to the statements provided by the Share Registry for tax return purposes. These may include details of any foreign tax credits you may be entitled to and breakdown of any trust distribution you may have received.

For details of the components of your ASX listed trust distributions you will need to refer to the Annual Tax Statement issued by the trust manager.

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Interest & Estimated Dividend Summary

1 JULY 2022 - 30 JUNE 2023

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GLOSSARY

Units	The number of registered securities that you own.
Unit Price	The Portfolio Valuation 'Unit Price' is calculated using a 'Reference' Price provided by the ASX which takes into account an adjustment to determine value at Close of Market if the Security does not trade in the Closing Single Price Auction on the Valuation Date.
Brokerage	The fee or charge that is paid by you when transacting a buy or sell.
Holder Identification Number (HIN)	When you are CHESS sponsored with a Broker you will be issued a unique number, called a HIN. Multiple holdings can be registered under the single HIN. A HIN starts with the letter X and usually followed by 10 numbers, e.g. X0001234567.
Dividend	A dividend is a payment made to shareholders from the company. This payment is a portion of the company's profits. ASX listed companies typically pay dividends twice a year, usually as an 'interim' dividend and a 'final dividend'. From time to time, a company may also pay a 'special' dividend.
Ex-dividend date	The ex-dividend date occurs two business days before the company's Record Date. To be entitled to a dividend a shareholder must have purchased the shares before the ex-dividend date. If you purchase shares on or after that date, the previous owner of the shares (and not you) is entitled to the dividend.
Interim dividend	A dividend paid during the year, usually accompanying a company's interim financial statements.
Final dividend	A dividend paid at the end of a company's financial year, representing a return based on the previous twelve months' financial performance and the future outlook.
Special dividend	A dividend paid by the company outside typical recurring (interim and final) dividend cycle.
Record date	The record date is the date the share registries use in determining who is entitled to a dividend or entitlement associated with a security. Those who held the security in the company and were on the register on the record date are eligible for the entitlement.
Payment date	The date on which a declared dividend is scheduled to be paid.
Unfranked dividend	Dividends which do not carry a franking credit.
Franked dividend	Franked dividends are paid to security holders out of profits on which the company has already paid tax.
Franking /Imputation Credit	A franking credit is your share of tax paid by a company on the profits from which your dividend is paid. They are also known as Imputation Credits.
Total subscription	Total subscription can include, but is not limited to market data and research subscription fees and share trade alerts.
Other fees	Other fees can include, but are not limited to: Off market transfer fees, conditional trading fees, rejection fees, early and late settlement fees, fail fees, SRN query, rebooking fees, cheque payment fee or cheque dishonour fees and the printing and posting of contract notes.
Corporate action (CA)	Any action initiated by the company or corporation, for the purpose of giving an entitlement to shareholders.

2022 Interim Dividend Statement

Contact our Share Registry **1-10**

www.investorcentre.com/au

(in Australia) 1300 367 647
(outside Australia) +61 3 9415 4299

Holder Identification Number (HIN)
X0061989650

Summary of key information

Payment Date 5 July 2022
Record Date 12 May 2022
TFN/ABN status Not Quoted
ASX code NAB
Direct Credit Reference No. 1059101



096826 041 NAB
DA & J BAIRD ENTERPRISES
PTY LTD
<DA & J BAIRD SUPER FUND A/C>
94 ARUN DRIVE
ARUNDEL QLD 4214

Interim Dividend for the year ending 30 September 2022

The dividend is 100% franked at the relevant Australian Corporate Tax Rate of 30%.

Ordinary Shares	Dividend Rate per Share	Unfranked Amount	Franked Amount	Franking Credit	Dividend Summary
120	73 cents	\$0.00	\$87.60	\$37.54	120 shares x 73 cents = \$87.60

Payment details

The cash dividend amount of \$87.60 has been credited to:

COMMONWEALTH BANK OF AUSTRALIA
BSB: 067-167 ACC: ****4665

Tax information

Australian resident shareholders

Franked Amount: This should be included in your assessable income.

Franking Credit: This may also need to be included in your assessable income. This amount may be available as a tax offset to reduce your income tax liability.

If you are unsure of the tax treatment of your dividend, please contact your accountant or taxation adviser.

Dividend Amount \$87.60

283765_DCB_INT/096826/0993601

2022 Final Dividend Statement

075699 041 NAB



DA & J BAIRD ENTERPRISES
PTY LTD
<DA & J BAIRD SUPER FUND A/C>
94 ARUN DRIVE
ARUNDEL QLD 4214

Holder Identification Number (HIN)

X0061989650

Summary of key information

Payment Date	14 December 2022
Record Date	16 November 2022
TFN/ABN status	Not Quoted
ASX code	NAB
Direct Credit Reference No.	555223

Final Dividend for the year ended 30 September 2022

The dividend is 100% franked at the relevant Australian Corporate Tax Rate of 30%.

Ordinary Shares	Dividend Rate per Share	Unfranked Amount	Franked Amount	Franking Credit	Dividend Summary
120	78 cents	\$0.00	\$93.60	\$40.11	120 shares x 78 cents = \$93.60

Payment details

The cash dividend amount of \$93.60 has been credited to:

COMMONWEALTH BANK OF AUSTRALIA
BSB: 067-167 ACC: ****4665

Tax information

Australian resident shareholders

Franked Amount: This should be included in your assessable income.

Franking Credit: This may also need to be included in your assessable income. This amount may be available as a tax offset to reduce your income tax liability.

New Zealand tax resident shareholders

New Zealand tax law requires us to notify shareholders that New Zealand imputation credits have been attached to this dividend at a rate of NZ\$0.07 per share. These credits are only relevant for shareholders required to file a New Zealand income tax return.

The aggregate of the dividend amount together with the attached New Zealand imputation credits is NZ\$110.35.

If you are unsure of the tax treatment of your dividend, please contact your accountant or taxation adviser.

Dividend Amount \$93.60

All registry communications to:Link Market Services Limited
Locked Bag A6015, Sydney South NSW 1235
Telephone (free in Australia): +61 1800 804 255
ASX Code: WBC
Email: westpac@linkmarketservices.com.au
Website: linkmarketservices.com.au

041 140932

DA & J BAIRD ENTERPRISES
PTY LTD
<DA & J BAIRD SUPER FUND A/C>
94 ARUN DRIVE
ARUNDEL QLD 4214**Key details****Payment date:** 20 December 2022
Record date: 18 November 2022
SRN/HIN: X*****9650
TFN/ABN status: NOT RECEIVED OR RECORDED**Final dividend statement for the six months ended 30 September 2022**
This dividend is 100% franked with Australian franking credits at the company tax rate of 30%.

Description	Participating holding	Dividend rate per share [#]	Unfranked amount	Franked amount	Total amount	Franking credit
Ordinary shares	250	64 cents	\$0.00	\$160.00	\$160.00	\$68.57
Net dividend amount					\$160.00	
***New Zealand Imputation Credit (NZIC)						NZD20.00

[#] The final dividend of 64 cents per share takes into consideration the cost of the Bank Levy which was equivalent to 7 cents per share over 2022.
All amounts are in Australian dollars unless otherwise stated.

^{***} Only relevant for New Zealand taxpayers.

PAYMENT INSTRUCTIONS**COMMONWEALTH BANK OF AUSTRALIA****BSB:** 067-167**ACC:** ****4665**ACCOUNT NAME:** <DA & J BAIRD SUPER FUND A/C>**PAYMENT REFERENCE NUMBER:** 001286265670

A payment has been made to the above account. If this account is not valid please turn over for instructions to update your details.

Please keep this statement for your tax records.
It can also be accessed online in Link's Investor Centre, see over for login instructions.



Westpac Banking Corporation
 ABN 33 007 457 141
 westpac.com.au

All registry communications to:
 Link Market Services Limited
 Locked Bag A6015, Sydney South NSW 1235
 Telephone (free in Australia): +61 1800 804 255
 ASX Code: WBC
 Email: westpac@linkmarketservices.com.au
 Website: linkmarketservices.com.au



041 138296

DA & J BAIRD ENTERPRISES
 PTY LTD
 <DA & J BAIRD SUPER FUND A/C>
 94 ARUN DRIVE
 ARUNDEL QLD 4214

Key details

Payment date: 27 June 2023
Record date: 12 May 2023
SRN/HIN: X*****9650
TFN/ABN status: NOT RECEIVED OR RECORDED

Interim dividend statement for the six months ended 31 March 2023
 This dividend is 100% franked with Australian franking credits at the company tax rate of 30%.



Description	Participating holding	Dividend rate per share [#]	Unfranked amount	Franked amount	Total amount	Franking credit
Ordinary shares	250	70 cents	\$0.00	\$175.00	\$175.00	\$75.00
Net dividend amount					\$175.00	
***New Zealand Imputation Credit (NZIC)						NZD17.50

[#] The interim dividend of 70 cents per share takes into consideration the cost of the Bank Levy which was equivalent to 3 cents per share over 2023. All amounts are in Australian dollars unless otherwise stated.
 *** Only relevant for New Zealand taxpayers.

PAYMENT INSTRUCTIONS
COMMONWEALTH BANK OF AUSTRALIA
 BSB: 067-167
 ACC: ****4665
 ACCOUNT NAME: <DA & J BAIRD SUPER FUND A/C>
 PAYMENT REFERENCE NUMBER: 001296168710

A payment has been made to the above account. If this account is not valid please turn over for instructions to update your details.

1-13



1-14

Payment submitted



Paid \$1,814.40 to anz options 381160 16 1919 9000 4666 7159
CIS ATF ANZ Banking Group Limited

Receipt no N272623733831

From CDIA 064-474 1047 0938

Ref 161919900046667159

On Tue 26 Jul 2022 at 06:27 PM (Syd/Melb)

Pay faster. Set a default account to pay from and we'll automatically choose it when you make payments.

[Set default account](#)



1-15

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THIS IS A
COMPUTERSHARE
TRANSACTION
SITE
POWERED
BY THE
REACH
AGENCY



PRIVACY POLICY

Version 1.0 02


Amount payable on full acceptance of your
Retail Entitlement at A\$18.90 per New Share: **A\$1,814.40**

1-16

You may take up all, some or none of your Retail Entitlements. To take up some of your Retail Entitlements multiply the number of New Shares that you are applying for by the Offer Price.

Submit your Application Monies by BPAY

If you are paying by BPAY, you do not need to return your completed Entitlement and Acceptance Form.

	<p>Biller code: 381160 Ref: 161919900046667159</p>
<p>Telephone & Internet Banking - BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit, or transaction account. More info: www.bpay.com.au</p>	

If you are paying by BPAY, you are encouraged to submit your BPAY payment as soon as possible. The biller code and personalised BPAY reference number you must use to submit your payment are set out above. If you submit an online Application in the 24 hours before the Retail Entitlement Offer closes you must ensure that your BPAY payment is processed by your bank so that funds are received before 5:00pm (Melbourne time) on 15 August 2022. If your payment is not received by this time, it will be treated as a late Application and may not be processed.

Applicants should be aware that their own financial institution may implement earlier cut off times with regards to electronic payment, and should therefore take this into consideration when making payment. It is the responsibility of the Applicant to ensure that funds submitted through BPAY are received by 5:00pm (Melbourne time) on 15 August 2022 (subject to change without notice).

You may also have your own limit on the amount that you can pay via BPAY. It is your responsibility to check that the amount you wish to pay via BPAY does not exceed your limit. If you need to make a payment via BPAY which exceeds your limit, contact your financial institution for further information about increasing your limit.

® Registered to BPAY Pty Ltd ABN 69 079 137 518

Submit your Application Monies in Australian dollars by cheque, bank draft or money order

If you are paying by cheque, bank draft or money order you must submit your payment together with your completed Entitlement and Acceptance Form (which can be obtained by clicking the button below) and return it according to the instructions on the form.

[CLICK HERE TO PRINT YOUR ENTITLEMENT AND ACCEPTANCE FORM FOR PAYMENT BY CHEQUE, BANK DRAFT OR MONEY ORDER](#)

Return your Entitlement and Acceptance Form (which can be obtained by clicking on the button above) with payment attached. If you are paying by cheque, bank draft or money order your Entitlement and Acceptance form must be received by no later than 5:00pm (Melbourne time) on 15 August 2022. You should allow sufficient time for this to occur.

[Summary](#)[Key Dates](#)[FAQ](#)[Announcements](#)[Contact Us](#)

1-17

Thank You!

Your request for payment details has been received.

Your online details were submitted electronically at 6:24 PM on Tuesday, 26 July 2022.

The Retail Closing Date is expected to be 5:00pm (Melbourne time) on 15 August 2022 however ANZ reserves the right to close the Retail Entitlement Offer early without notice.

This is NOT a receipt and should not be forwarded.

If you are applying to take up some or all of your Retail Entitlements, view the section below for details on how to make a payment.

IMPORTANT NOTE: If you trade your Retail Entitlements before the Retail Entitlements are allotted or before you can access your personalised Entitlement and Acceptance Form:

- ANZ takes no responsibility for the consequences; and
- ANZ disclaims all liability to you (to the maximum extent permitted by law).

Further information

If you have any questions in relation to the Retail Entitlement Offer, please call the ANZ Shareholder Information Line on:

1800 113 399 (within Australia)

+61 3 9415 4010 (outside Australia)

at any time from 8:30am to 5:30pm (Melbourne time) Monday to Friday (excluding public holidays) during the Retail Entitlement Offer Period

Make your payment

Important notice: Your Application does not count as a valid Application until your Application Monies have been received. The time of your Application (including if the Retail Entitlement Offer closes early) will be the time the Share Registry has received your Application Monies.

Instructions on how to submit your Application Monies via BPAY (or EFT if you have a registered address in New Zealand), cheque, bank draft or money order are provided below.



Australia and New Zealand Banking Group Limited
 ABN: 11 005 357 522
 Place of Incorporation: VIC



041 013922
 DA & J BAIRD ENTERPRISES
 PTY LTD
 <DA & J BAIRD SUPER FUND A/C>
 94 ARUN DRIVE
 ARUNDEL QLD 4214

041 013922



1-18

CHESS HOLDING STATEMENT

For statement enquiries contact
 your CHESS sponsor:
 COMMONWEALTH SECURITIES LIMITED

LOCKED BAG 22
 AUSTRALIA SQUARE
 SYDNEY NSW 1215
 T: 13 15 19

Holder ID Number (HIN): 0061989650

CHESS Sponsor's ID (PID): 01402

Statement Period: August 2022

Page: 1 of 2

ANZ - ORDINARY FULLY PAID

Date	Transaction Type	Transaction ID	Ex/Cum Status	Quantity		Holding Balance
				On	Off	
	Balance Brought Forward from 14 Sep 21					1430
24 Aug 22	Allotment of a New Issue of Securities due to Acceptance of Rights	5887200712964100		96		1526
	----- End of transaction -----					
	Final Holding Balance to 24 Aug 22					1526



For more information about your CHESS holding statements, please visit asx.com.au/statements. Please see overleaf for additional important information.
 For information about CHESS Depository Interests (CDIs) and to obtain a free copy of the Financial Services Guide (FSG) or any supplementary FSG for CHESS Depository Nominees Pty Ltd, go to asx.com.au or phone 131 279.



Statement issued by:
 ASX Settlement Pty Limited
 ABN 49 008 504 532
 20 Bridge Street, Sydney
 P.O. Box H227 Australia Square NSW 1215

Share Registry Detail:
 COMPUTERSHARE INVESTOR SERVICES
 PTY LTD
 GPO BOX 2975
 MELBOURNE VIC 3001 AUS
 Ph: 1300 307 613

Transactions

ANZ GROUP HOLDINGS LIMITED

Recent Transactions

Da & J Baird Enterprises Pty Ltd X*****9650

ORDINARY SHARES

Date	Transaction	Movement	Running balance
3/01/2023	X ISSUANCE OF ANZ GROUP SHARES	+1526	1526
3/01/2023	X TRNSFR ANZBGL SHARES TO NOHC	-1526	0
24/08/2022	2022 RETAIL OFFER ALLOTMENT	+96	1526
14/09/2021	CHESS DAILY MOVEMENT DOWN	-100	1430
6/09/2021	CHESS DAILY MOVEMENT DOWN	-120	1530
19/08/2021	CHESS DAILY MOVEMENT DOWN	-150	1650
10/08/2021	CHESS DAILY MOVEMENT DOWN	-413	1800
17/03/2021	CHESS DAILY MOVEMENT DOWN	-25	2213
16/02/2021	CHESS DAILY MOVEMENT DOWN	-100	2238
29/12/2020	CHESS DAILY MOVEMENT DOWN	-10	2338
27/10/2020	CHESS DAILY MOVEMENT DOWN	-500	2348
13/08/2020	CHESS DAILY MOVEMENT DOWN	-50	2848
13/03/2020	CHESS DAILY MOVEMENT UP	+300	2898
22/11/2019	CHESS DAILY MOVEMENT DOWN	-85	2598
6/11/2019	CHESS DAILY MOVEMENT UP	+300	2683
5/08/2019	CHESS DAILY MOVEMENT UP	+40	2383
21/12/2018	CHESS DAILY MOVEMENT UP	+83	2343
5/11/2018	CHESS DAILY MOVEMENT UP	+30	2260
19/10/2018	CHESS DAILY MOVEMENT UP	+300	2230
17/10/2018	CHESS DAILY MOVEMENT UP	+400	1930
31/03/2014	CHESS DAILY MOVEMENT UP	+1530	1530

Holdings Balance History

Issuer

Imagion Biosystems Limited

Security Class

IBX - Fully Paid Ordinary Shares

Subregister

CHESS

Enter Balance Date (dd/mm/yyyy)

08/08/2023

Add Comparison Date

30/06/2023

[View](#)

Results

PLEASE NOTE: The balances shown below may not be a complete record of your current holding as there may be transactions which are not yet registered.

Imagion Biosystems Limited

Fully Paid Ordinary Shares

- CHESS

Balance Details

Holding Balance Date

08-Aug-2023

No of Securities

10,000

Comparison Date

30-Jun-2023

No of Securities

10,000

*All times are displayed in Sydney time.

Transaction History

Imagion Biosystems Limited

DA & J BAIRD ENTERPRISES - As at 8/08/2023

BoardRoom

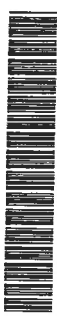
DA & J BAIRD ENTERPRISES PTY LTD <DA & J BAIRD SUPER FUND A/C> 94 ARUN DRIVE ARUNDEL QLD 4214	Security Class Fully Paid Ordinary Shares
---	--

Subregister	Reference	Transaction	Date	No. of Securities	Total Securities
CHES	0061989650	Closing Balance			10,000
		Holding Movement	17-Nov-2021	10,000	10,000

No prior transactions

1-21

1-22



4041 LIT-88002389505

DA & J BAIRD ENTERPRISES
PTY LTD
<DA & J BAIRD SUPER FUND A/C>
94 ARUN DRIVE
ARUNDEL QLD 4214

Return your form to:
Advanced Share Registry Limited

<input checked="" type="checkbox"/>	BY MAIL PO Box 1156, Nedlands WA 6909
<input type="checkbox"/>	BY FAX +61 8 6370 4203
<input type="checkbox"/>	BY EMAIL admin@advancedshare.com.au

Sub-Register	CHESS
HIN / SRN	X61989650

TO BE A VALID INSTRUCTION, THIS ELECTION MUST BE RECEIVED BY NO LATER THAN 5.00PM (AWST) ON 7 JULY 2023.

Share Retention Election Form

You should read Lithium Australia Limited (the Company)'s document that accompanied this form carefully. If you are in any doubt as to how to deal with this form, please consult a professional advisor.

The number of Shares that you held at 5.00pm (AWST), 22 May 2023 12,499

Option 1 – Manage This Offer Online

Please visit our online portal below and select to retain or sell your shares.



In case you can't scan the QR code to the left, you can still visit the online portal by copying the URL below to your browser:

www.advancedshare.com.au/Buyback?conum=869

Please use your HIN/SRN and Postcode to login your account.

You do not need to return this form to Advanced Share Registry if you submit your selection Online. Please make sure to submit your online selection **no later than 5.00pm (AWST) on 7 July 2023.**

Option 2 – Complete and Return This Form

You can also make your selection in this section and return this form to Advanced Share Registry.

A. Retention of Less than Marketable Parcel of Shares

Should you wish to retain your shares, please mark the box below and complete the 'Sign Here' section.

Retain my/our shares

B. Sale of Less than Marketable Parcel of Shares

To Sell your shares and be paid by direct credit, please provide your banking details, and complete the 'Sign Here' section. If the form is not received by the Company's share registry **by 5.00pm (AWST) on 7 July 2023**, your shares will be sold and paid to your nonmined bank account. Shareholders whose registered address are not in Australia and New Zealand, will be paid in Australian dollars by cheque only.

Account Name

Please note the Account Name(s) must be the same as that registered above.

For Australian Bank Account	BSB Number (Bank/State/Branch) <input type="text"/>	Account Number <input type="text"/>
For New Zealand Bank Account	Bank and Branch Number <input type="text"/>	Account Number <input type="text"/> Suffix <input type="text"/>
Bank/Financial Institution Name <input type="text"/>	Branch Suburb/Town <input type="text"/>	
Daytime Contact Number* <input type="text"/>	Email Address <input type="text"/>	

*Please provide your contact details in case we need to speak to you about this form.

Do not complete section B if you wish to retain your shares. By completing your details online OR above you are agreeing to the sale of your shares even if you select section A.

C. Sign Here - This section must be signed before we can process this form.

By signing and returning this form, I/we confirm that I/we understand that my/our shares will be arranged in accordance with my instruction, under the Less than Marketable Parcel Share sale process.

STEP 1

STEP 2

Individual or Securityholder 1 Sole Director and Sole Company Secretary	Securityholder 2 Director	Securityholder 3 <input type="text"/> Director/Company Secretary	Date Month Year 31 15 2023
--	----------------------------------	--	-------------------------------

Boardroom Pty Limited

ABN 14 003 209 836

GPO Box 3993

Sydney NSW 2001

Tel: 1300 737 760 (within Australia)

Tel: +61 2 9290 9600 (outside Australia)

Fax: +61 2 9279 0664

www.boardroomlimited.com.au

enquiries@boardroomlimited.com.au



041_15401_3446

DA & J BAIRD ENTERPRISES

PTY LTD

<DA & J BAIRD SUPER FUND A/C>

94 ARUN DRIVE

ARUNDEL QLD 4214

1-23

Dear Securityholder

CHANGE OF SHARE REGISTRY PROVIDER – Monday, 1 May 2023

Your Board has appointed Boardroom Pty Limited (BoardRoom) to take over the provision of share registry services for Melbana Energy Limited. BoardRoom are a leading registry service provider for the Australian securities industry and deliver innovative and effective solutions to financial institutions and their investors.

If you have an Issuer Sponsored Holding and your SRN (Securityholder Reference Number) has changed, you will receive a holding statement via post in the coming days. If you do not receive a new holding statement, your SRN remains the same.

Please provide the following details as soon as possible:

Communication elections: Signing up to receive your Securityholder correspondence by email is not only cost effective and environmentally responsible; it also ensures you receive your communication faster. You can benefit from secure, convenient, and prompt delivery of information by electing to receive our shareholder communications via email. In addition to reducing the cost associated with printing and sending materials by post, making this change helps reduce the impact on the environment.

To update your communication elections to email, please register an InvestorServe account at www.investorserve.com.au. Should you require further assistance, please contact Boardroom directly on 1300 737 760 or email enquiries@boardroomlimited.com.au.

Securityholders can easily and efficiently manage their holdings via BoardRoom's user-friendly and secure InvestorServe website portal www.investorserve.com.au. This portal provides securityholders with an online interface to view balances, transaction history, manage communication preferences, submit and update email addresses, bank account details and tax file numbers, as well as offering a range of other useful functions.

How to register online and manage your holding?

- If you do not have an InvestorServe account, please visit investorserve.com.au and click "Register Now" to register. As part of the registration process, you will need to enter information about your holding, including your holding type and reference number. The information you need can be found on your holding statement.
- If you already have an InvestorServe account and your new holding is registered with the same details, the holding will be automatically available in your account the next time you log in. If your registration details are different, you can use the Portfolio to add this new holding to your current account.

If for any reason you are having difficulty logging on, accessing your information or have a question in respect of your holding(s), please do not hesitate to contact BoardRoom directly on 1300 737 760, or if outside Australia, on +61 2 9290 9600.

Yours sincerely,

Melbana Energy Limited

Please refer to overleaf for further information for InvestorServe

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CHESS HOLDING STATEMENT

For statement enquiries contact your CHESS sponsor:
COMMONWEALTH SECURITIES LIMITED

LOCKED BAG 22
AUSTRALIA SQUARE
SYDNEY NSW 1215
T: 13 15 19

Holder ID Number (HIN): 0061989650

CHESS Sponsor's ID (PID): 01402

Statement Period: September 2022

Page: 1 of 2



Westpac Banking Corporation
ABN: 33 007 457 141
Place of Incorporation: NSW



041 068777

DA & J BAIRD ENTERPRISES
PTY LTD
<DA & J BAIRD SUPER FUND A/C>
94 ARUN DRIVE
ARUNDEL QLD 4214



WBC - ORDINARY FULLY PAID

Date	Transaction Type	Transaction ID	Ex/Cum Status	Quantity		Holding Balance
				On	Off	
	Balance Brought Forward from 21 Mar 22					100
01 Sep 22	Movement of Securities due to Purchase, Sale or Transfer	0140224307335800		150		250
		----- End of transaction -----				
	Final Holding Balance to 01 Sep 22					250

For more information about your CHESS holding statements, please visit asx.com.au/statements. Please see overleaf for additional important information. For information about CHESS Depository Interests (CDIs) and to obtain a free copy of the Financial Services Guide (FSG) or any supplementary FSG for CHESS Depository Nominees Pty Ltd, go to asx.com.au or phone 131 279.

 Statement issued by:
ASX Settlement Pty Limited
ABN 49 008 504 532
20 Bridge Street, Sydney
P.O. Box H227 Australia Square NSW 1215

Share Registry Detail:
LINK MARKET SERVICES LIMITED
LOCKED BAG A14,
SYDNEY SOUTH NSW 1235 AUS
Ph: 02 82807111

DA & J BAIRD ENTERPRISES PTY LTD <DA & J BAIRD SUPER FUND A/C>
94 ARUN DRIVE ARUNDEL
ARUNDEL QLD 4214**WE HAVE BOUGHT THE FOLLOWING SECURITIES FOR YOU****COMPANY: WESTPAC BANKING CORPORATION****SECURITY: ORDINARY FULLY PAID****WBC**

DATE:	30/08/2022
AS AT DATE:	30/08/2022
CONFIRMATION NO:	136539447
ORDER NO:	N169954918
ACCOUNT NO:	2413968
TOTAL UNITS:	150
CONSIDERATION (AUD):	\$3,210.00
BROKERAGE & COSTS INCL GST:	\$19.95
<i>(may include printed confirmation postal fee)</i>	
APPLICATION MONEY:	\$0.00
TOTAL COST:	\$3,229.95
TOTAL GST:	\$1.81
SETTLEMENT DATE:	01/09/2022

UNITS AT PRICE

150 21.400000

AVERAGE PRICE: 21.400000**HIN 61989650****ORDER COMPLETED****CONTRACT COMMENTS:**

54224383 0418447478

105

**PAYMENT METHOD - DIRECT DEBIT OF CLEARED
FUNDS FROM NOMINATED BANK A/C ON
SETTLEMENT DATE.**

Contributions Breakdown Report

For The Period 01 July 2022 - 30 June 2023



Summary

Member	D.O.B	Age (at 30/06/2022)	Total Super Balance (at 30/06/2022) *1	Concessional	Non-Concessional	Other	Reserves	Total
Baird, David	15/10/1962	59	753,352.74	41,918.70	0.00	0.00	0.00	41,918.70
Baird, Julie	05/09/1964	57	6,629.56	0.00	0.00	0.00	0.00	0.00
All Members				41,918.70	0.00	0.00	0.00	41,918.70

*1 TSB can include information external to current fund's transaction records. The amount is per individual across all funds.

Contribution Caps

Member	Contribution Type	Contributions	Cap	Current Position
Baird, David	Concessional	41,918.70	27,500.00	14,418.70 Over Cap
	Non-Concessional	0.00	110,000.00	110,000.00 Below Cap
Baird, Julie	Concessional	0.00	130,000.00	130,000.00 Below Cap
	(5 year carry forward cap available)			
	Non-Concessional	0.00	110,000.00	110,000.00 Below Cap

Carry Forward Unused Concessional Contribution Cap

Member.	2018	2019	2020	2021	2022	2023	Current Position
Baird, David							
Concessional Contribution Cap	25,000.00	25,000.00	25,000.00	25,000.00	27,500.00	27,500.00	
Concessional Contribution	38,167.52	31,437.23	0.00	0.00	28,468.28	41,918.70	
Unused Concessional Contribution	0.00	0.00	25,000.00	25,000.00	0.00	0.00	
Cumulative Carry Forward Unused	N/A	0.00	0.00	0.00	0.00	0.00	
Maximum Cap Available	25,000.00	25,000.00	25,000.00	25,000.00	27,500.00	27,500.00	14,418.70 Over Cap
Total Super Balance	464,425.22	498,480.14	509,380.46	535,355.90	631,799.54	753,352.74	
Baird, Julie							
Concessional Contribution Cap	25,000.00	25,000.00	25,000.00	25,000.00	27,500.00	27,500.00	
Concessional Contribution	0.00	0.00	0.00	0.00	0.00	0.00	
Unused Concessional Contribution	0.00	25,000.00	25,000.00	25,000.00	27,500.00	27,500.00	
Cumulative Carry Forward Unused	N/A	0.00	25,000.00	50,000.00	75,000.00	102,500.00	
Maximum Cap Available	25,000.00	25,000.00	50,000.00	75,000.00	102,500.00	130,000.00	130,000.00 Below Cap
Total Super Balance	796.39	5,635.39	5,262.72	5,214.35	6,629.56	6,629.56	

2-1

NCC Bring Forward Caps

Member	Bring Forward Cap	2020	2021	2022	2023	Total	Current Position
Baird, David	N/A	0.00	0.00	0.00	0.00	N/A	Bring Forward Not Triggered
Baird, Julie	N/A	0.00	0.00	0.00	0.00	N/A	Bring Forward Not Triggered

Baird, David

Date	Transaction Description	Contribution Type	Ledger Data			SuperStream Data							
			Concessional	Non-Concession	Other	Reserves	Contribution	Employer	Concessional	Non-Concess	Other		
07/07/2022	QSUPER324615231 1 QUICKSUPER	Employer	2,085.00										
08/08/2022	QSUPER327059518 5 QUICKSUPER	Employer	2,242.34										
09/09/2022	ADP2022090912729 32 AUTOMATIC DATA P	Employer	5,072.46										
11/10/2022	ADP202210112906 30 AUTOMATIC DATA P	Employer	2,242.34										
11/11/2022	ADP202211113104 00 AUTOMATIC DATA P	Employer	2,242.34										
09/12/2022	ADP2022120913279 00 AUTOMATIC DATA P	Employer	4,510.77										
11/01/2023	ADP202301113451 73 AUTOMATIC DATA P	Employer	2,242.34										
10/02/2023	ADP2023021013642 30 AUTOMATIC DATA P	Employer	2,242.34										
10/03/2023	ADP2023031013815 60 AUTOMATIC DATA P	Employer	2,242.34										
13/04/2023	ADP2023041313996 15 AUTOMATIC DATA P	Employer	10,491.56										
11/05/2023	ADP2023051114181 31 AUTOMATIC DATA P	Employer	2,242.34										
09/06/2023	ADP2023060914368 40 AUTOMATIC DATA P	Employer	4,062.53										

Total - Baird, David

41,918.70	0.00	0.00	0.00
-----------	------	------	------

0.00	0.00	0.00
------	------	------

Total for All Members

41,918.70	0.00	0.00	0.00
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**DA & J Baird Superannuation Fund
General Ledger**



As at 30 June 2023

Transaction Date	Description	Units	Debit	Credit	Balance \$
Interest Received (25000)					
<u>CBA ***0938 (CBA10470938)</u>					
01/08/2022	DEPOSIT INTEREST			3.23	3.23 CR
01/09/2022	DEPOSIT INTEREST			11.18	14.41 CR
01/10/2022	DEPOSIT INTEREST			8.67	23.08 CR
01/11/2022	DEPOSIT INTEREST			2.82	25.90 CR
01/01/2023	DEPOSIT INTEREST			9.60	35.50 CR
01/02/2023	DEPOSIT INTEREST			21.60	57.10 CR
01/03/2023	DEPOSIT INTEREST			20.79	77.89 CR
01/04/2023	DEPOSIT INTEREST			15.24	93.13 CR
01/05/2023	DEPOSIT INTEREST			28.54	121.67 CR
01/06/2023	DEPOSIT INTEREST			57.80	179.47 CR
				179.47	179.47 CR
<u>CBA ***4665 (CBA15684665)</u>					
01/04/2023	Credit interest [Credit Interest]			0.01	0.01 CR
01/05/2023	Credit interest [Credit Interest]			0.01	0.02 CR
01/06/2023	Credit Interest			0.01	0.03 CR
				0.03	0.03 CR
Total Debits:	0.00				
Total Credits:	179.50				

4-1



041-00354-

DA & J Baird Superfund
94 Arun Drive
ARUNDEL QLD 4214

REMITTANCE ADVICE

Date: 20/04/2023

Reference	Amount
Claim Number TSC157904 Policy Number TS0258840LPP Date of Loss 30/01/2023 Landlord DA & J Baird Enterprises Insured Property Address 12 Menzies Close ARUNDEL QLD 4214 Agent Nanak Sai Realty 57 Marina Parade JACOBS WELL QLD 4208 PAID by Electronic Funds Transfer to: BSB 064-474 Account 10470938 Date paid: 20/04/2023 Reference: Claim TSC157904 - 12 Menzies Close ARUNDEL QLD 421	\$7,901.66
EFT0263269	



111TSD1DLXREG1150029PR/E-354/S-61511-1229/

Claim Confirmation

Claim number TSC157904
Insured property address 12 Menzies Close
 ARUNDEL QLD 4214

Policy number(s) TS0258840LPP
 Landlord Preferred Policy
Insured DA & J Baird Enterprises
Real Estate Agent Nanak Sai Realty

Payment Summary

Insured events	Total payable	Previously paid	This payment(s)
Loss Of Rent (arrears)	\$6,858.21	\$0.00	\$6,858.21
Tenant damage	\$929.00	\$0.00	\$929.00
Relet cost above bond	\$114.45	\$0.00	\$114.45
Totals	\$7,901.66	\$0.00	\$7,901.66

This Payment(s)

Payee	Amount
DA & J Baird Superfund	\$7,901.66
Totals	\$7,901.66

Please refer below for further details.

Bond Expenses

Bond Summary	
Bond amount available	\$3,400.00
Less: total allowed expenses	\$3,514.45
OVER BOND	\$114.45

BOND EXHAUSTED

Bond Expenses			
Expense	Description	Amount	ITCE
Carpet cleaning		\$260.00	\$0.00
Letting fees		\$1,155.00	\$0.00
Advertising		\$110.00	\$0.00
Pest control		\$220.00	\$0.00
Other	pool service	\$90.05	\$0.00
General cleaning	Pressure cleaning and gardening	\$918.50	\$0.00
Water usage		\$349.60	\$0.00
SOL cover exclusions		\$411.30	\$0.00
Totals		\$3,514.45	\$0.00

Additional Benefits

Benefits Payable						
	Total Invoices Net Amount	Total Claimable	Amount payable (after policy limits/ITCE)	Previously Paid	This payment(s)	Payment details
Relet cost above bond	\$114.45	\$114.45	\$114.45	\$0.00	\$114.45	DA & J Baird Superfund - REQUESTED
Totals			\$114.45	\$0.00	\$114.45	



Loss of Rent (arrear)

Loss of rent insured event: Defaulting Tenant (by termination notice)
 Weekly rent at the date of loss: \$850.00
 Weekly rent sum insured: \$850.00

Description	Days	Payable days	Loss of Rent	Less: Rent Credit	Less: Bond Credit, BF	Less: Excess	Net Loss of Rent	Amount payable (after policy limits)	Previously Paid	This payment(s)	Payment details
From: Tenant paid to date (30/01/2023) To: Vacate date (07/03/2023)	37	37	\$4,492.86	\$427.51	\$0.00	\$0.00	\$4,065.35	\$4,065.35	\$0.00	\$4,065.35	DA & J Baird Superfund - REQUESTED
From: Previous payment date +1 (08/03/2023) To: Relet (30/03/2023)	23	23	\$2,792.86	\$0.00	\$0.00	\$0.00	\$2,792.86	\$2,792.86	\$0.00	\$2,792.86	DA & J Baird Superfund - REQUESTED
Totals	60	60	\$7,285.72	\$427.51	\$0.00	\$0.00	\$6,858.21	\$6,858.21	\$0.00	\$6,858.21	

Under the terms of the policy, rent loss can be considered up to either the end lease date, the re-let date or the policy limit (whichever is reached first).

FS

Schedule of Loss

#	Room	Item	Event	Description	Estimate	Amount payable (after policy limits)	Previously Paid	This payment(s)	Payment details
2	Multiple Rooms	Wall	Tenant damage	Interior of house, patched and painted all damaged walls due to nails and holes, repaired three internal doors. Entry report and entry photos confirmed no damages prior exit photos shows patches and marks on the walls and doors ***The applicable policy excess of \$500.00 will be deducted from the line.***	\$1,429.00	\$929.00	\$0.00	\$929.00	DA & J Baird Superfund - REQUESTED
1	Other room	Glass	Excluded item - Exclusion	cracked glass in window Your policy does not cover fixed glass breakage. please refer to the policy PDS on page 46	\$411.30	\$0.00	\$0.00	\$0.00	Exclusion
Totals									
					Estimate	Amount payable (after policy limits)	Previously Paid	This payment(s)	
					\$1,840.30	\$929.00	\$0.00	\$929.00	
					Excess/es				
					\$500.00				
					Less Bond Credit, ITCE				
					\$0.00				

4-6

DA & J Baird SF
 Rental reconciliation
 2023 year
 12 Menzies Ct, Arundel

Inv.
 @ 16
 ↓

Statement number	Gross Rent	Advertising fees	Agent fees	CAPITAL	Insurance	Garden	Pool Maintenance	PP&S	Repairs & Maintenance	Net Rent	Bankings
30 June 2022 - 15 July 2022										0	
30	2550		224.40					6.60		\$2,319.00	2319
31	1700		149.60					6.60		\$1,469.05	1469.05
32	1700		149.60				74.75	6.60		\$1,543.80	1543.8
33	1700		149.60					6.60		\$1,543.80	1543.8
34	1700		149.60				74.75	6.60		\$1,469.05	1469.05
35	1700		149.60					6.60		\$1,543.80	1543.8
36	850		74.80					6.60		\$768.60	768.6
37	2550		224.40		359.00			6.60		\$1,881.00	1881
38	1250		110.00					6.60		\$1,133.40	1133.4
39	1555.11		115.93					6.60		\$1,432.58	1432.58
40	1550		136.40				108.00	6.60		\$1,299.00	1299
41	1825		160.60					6.60		\$1,657.80	1657.8
42	2809.96		224.40				79.00	6.60		\$2,499.96	2499.96
43	1700		149.60					6.60		\$1,543.80	1543.8
44	1700		149.60					6.60		\$1,543.80	1543.8
45	425		37.40				79.00	6.60		\$302.00	302
46	3632		1432.20	1063.00		132.00		6.60	490	\$508.20	508.2
47	2100		184.80					6.60		\$1,908.60	1908.6
48	2100	110	184.80					6.60		\$1,798.60	1798.6
49	2100		184.80				167.66	6.60		\$1,740.94	1740.94
50	2100		184.80				79.00	6.60		\$1,829.60	1829.6
51	2100		184.80					6.60		\$1,908.60	1908.6
52	3297.91		277.20					6.60	375.3	\$2,638.81	2638.81
<hr/>											
44694.98 0 110 4988.93 1063 359 132 741.16 151.8 865.3 0 \$36,283.79											
<hr/>											
44694.98											

23/03/23 2 smoke alarms \$282, creepy crawly \$198 / \$490

POSTED

5-1

plus bond

Pool fence \$735
 Security screen \$328

1063

23/03/2023
 23/03/2023

5-2



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	30
Statement period	30 June 2022 - 15 July 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 17/07/22 plus \$10.14 part payment

Balance Brought Forward \$0.00

Income	Credit
06/07/22 - Carly Jade Johnston - Rent - 27/06/2022 to 03/07/2022 (part payment \$10.14)	\$850.00
12/07/22 - Carly Jade Johnston - Rent - 04/07/2022 to 10/07/2022 (part payment \$10.14)	\$850.00
13/07/22 - Carly Jade Johnston - Rent - 11/07/2022 to 17/07/2022 (part payment \$10.14)	\$850.00

Total income: **\$2,550.00**
Includes GST of: **\$0.00**

Expenses	Debit
13/07/22 - Admin fee Mid Month (13/07/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
15/07/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$224.40

Total expenses: **\$231.00**
Includes GST of: **\$21.00**

Payments to owner

15/07/22 \$2,319.00

Total payments: Balance (\$0.00) + income (\$2,550.00) - expenses (\$231.00) - total held in trust (\$0.00) = **\$2,319.00**

5-3



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12 MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	31
Statement period	15 July 2022 - 31 July 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 31/07/22 plus \$10.14 part payment

Balance Brought Forward \$0.00

Income	Credit
24/07/22 - Carly Jade Johnston - Rent - 18/07/2022 to 24/07/2022 (part payment \$10.14)	\$850.00
31/07/22 - Carly Jade Johnston - Rent - 25/07/2022 to 31/07/2022 (part payment \$10.14)	\$850.00
Total income:	\$1,700.00
Includes GST of:	\$0.00

Expenses	Debit
25/07/22 - Pool Service	\$74.75
27/07/22 - Admin fee EOM (27/07/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
31/07/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$149.60
Total expenses:	\$230.95
Includes GST of:	\$21.00

Payments to owner	
31/07/22	\$1,469.05

Total payments: Balance (\$0.00) + income (\$1,700.00) - expenses (\$230.95) - total held in trust (\$0.00) = **\$1,469.05**

5-4



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12 MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	32
Statement period	31 July 2022 - 16 August 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 14/08/22 plus \$10.14 part payment

Balance Brought Forward \$0.00

Income	Credit
03/08/22 - Carly Jade Johnston - Rent - 01/08/2022 to 07/08/2022 (part payment \$10.14)	\$850.00
09/08/22 - Carly Jade Johnston - Rent - 08/08/2022 to 14/08/2022 (part payment \$10.14)	\$850.00

Total income: **\$1,700.00**
Includes GST of: **\$0.00**

Expenses	Debit
13/08/22 - Admin fee Mid Month (13/08/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
16/08/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$149.60

Total expenses: **\$156.20**
Includes GST of: **\$14.20**

Payments to owner

16/08/22	\$1,543.80
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Total payments: Balance (\$0.00) + income (\$1,700.00) - expenses (\$156.20) - total held in trust (\$0.00) = **\$1,543.80**

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	33
Statement period	16 August 2022 - 1 September 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 28/08/22 plus \$10.14 part payment

Balance Brought Forward \$0.00

Income	Credit
17/08/22 - Carly Jade Johnston - Rent - 15/08/2022 to 21/08/2022 (part payment \$10.14)	\$850.00
23/08/22 - Carly Jade Johnston - Rent - 22/08/2022 to 28/08/2022 (part payment \$10.14)	\$850.00
Total income:	\$1,700.00
Includes GST of:	\$0.00

Expenses	Debit
27/08/22 - Admin fee EOM (27/08/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
01/09/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$149.60
Total expenses:	\$156.20
Includes GST of:	\$14.20

Payments to owner	
01/09/22	\$1,543.80

Total payments: Balance (\$0.00) + income (\$1,700.00) - expenses (\$156.20) - total held in trust (\$0.00) = **\$1,543.80**

5.6

Owner Statement

Tax Invoice



ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	34
Statement period	1 September 2022 - 15 September 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 11/09/22 plus \$10.14 part payment

Balance Brought Forward \$0.00

Income	Credit
01/09/22 - Carly Jade Johnston - Rent - 29/08/2022 to 04/09/2022 (part payment \$10.14)	\$850.00
09/09/22 - Carly Jade Johnston - Rent - 05/09/2022 to 11/09/2022 (part payment \$10.14)	\$850.00
Total Income:	\$1,700.00
Includes GST of:	\$0.00

Expenses	Debit
04/09/22 - Pool Service	\$74.75
13/09/22 - Admin fee Mid Month (13/09/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
15/09/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$149.60
Total expenses:	\$230.95
Includes GST of:	\$21.00

Payments to owner	
15/09/22	\$1,469.05

Total payments: Balance (\$0.00) + income (\$1,700.00) - expenses (\$230.95) - total held in trust (\$0.00) = **\$1,469.05**

5-1



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	35
Statement period	15 September 2022 - 30 September 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 25/09/22 plus \$10.14 part payment

Balance Brought Forward \$0.00

Income	Credit
18/09/22 - Carly Jade Johnston - Rent - 12/09/2022 to 18/09/2022 (part payment \$10.14)	\$850.00
25/09/22 - Carly Jade Johnston - Rent - 19/09/2022 to 25/09/2022 (part payment \$10.14)	\$850.00
Total income:	\$1,700.00
Includes GST of:	\$0.00

Expenses	Debit
27/09/22 - Admin fee EOM (27/09/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
30/09/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$149.60
Total expenses:	\$156.20
Includes GST of:	\$14.20

Payments to owner	
30/09/22	\$1,543.80

Total payments: Balance (\$0.00) + income (\$1,700.00) - expenses (\$156.20) - total held in trust (\$0.00) = **\$1,543.80**

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	36
Statement period	30 September 2022 - 15 October 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 02/10/22 plus \$10.14 part payment

Balance Brought Forward \$0.00

Income **Credit**

02/10/22 - Carly Jade Johnston - Rent - 26/09/2022 to 02/10/2022 (part payment \$10.14) \$850.00

Total income: **\$850.00**
Includes GST of: **\$0.00**

Expenses **Debit**

13/10/22 - Admin fee Mid Month (13/10/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$6.60

15/10/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$74.80

Total expenses: **\$81.40**
Includes GST of: **\$7.40**

Payments to owner

15/10/22 \$768.60

Total payments: Balance (\$0.00) + income (\$850.00) - expenses (\$81.40) - total held in trust (\$0.00) = **\$768.60**

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	37
Statement period	15 October 2022 - 1 November 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 23/10/22 plus \$10.14 part payment

Balance Brought Forward \$0.00

Income	Credit
18/10/22 - Carly Jade Johnston - Rent - 03/10/2022 to 09/10/2022 (part payment \$10.14)	\$850.00
21/10/22 - Carly Jade Johnston - Rent - 10/10/2022 to 16/10/2022 (part payment \$10.14)	\$850.00
27/10/22 - Carly Jade Johnston - Rent - 17/10/2022 to 23/10/2022 (part payment \$10.14)	\$850.00

Total income: **\$2,550.00**
Includes GST of: **\$0.00**

Expenses	Debit
24/10/22 - Pool Service	\$79.00
27/10/22 - Admin fee EOM (27/10/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
28/10/22 - Landlord Insurance	\$359.00
01/11/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$224.40

Total expenses: **\$669.00**
Includes GST of: **\$60.82**

Payments to owner

01/11/22 \$1,881.00

Total payments: Balance (\$0.00) + income (\$2,550.00) - expenses (\$669.00) - total held in trust (\$0.00) = **\$1,881.00**

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	38
Statement period	1 November 2022 - 15 November 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 30/10/22 plus \$410.14 part payment

Balance Brought Forward \$0.00

Income	Credit
02/11/22 - Carly Jade Johnston - Rent - 24/10/2022 to 30/10/2022 (part payment \$10.14)	\$850.00
15/11/22 - Carly Jade Johnston - Rent - 30/10/2022 to 30/10/2022 (part payment \$410.14)	\$400.00
Total income:	\$1,250.00
Includes GST of:	\$0.00

Expenses	Debit
13/11/22 - Admin fee Mid Month (13/11/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
15/11/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$110.00
Total expenses:	\$116.60
Includes GST of:	\$10.60

Payments to owner	
15/11/22	\$1,133.40

Total payments: Balance (\$0.00) + income (\$1,250.00) - expenses (\$116.60) - total held in trust (\$0.00) = **\$1,133.40**

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	39
Statement period	15 November 2022 - 30 November 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 13/11/22 plus \$27.51 part payment

Balance Brought Forward \$0.00

Income	Credit
16/11/22 - Carly Jade Johnston - Rent - 30/10/2022 to 30/10/2022 (part payment \$810.14)	\$400.00
25/11/22 - Carly Jade Johnston - Rent - 31/10/2022 to 06/11/2022 (part payment \$27.51)	\$67.37
25/11/22 - Carly Jade Johnston - Invoice - Invoice 943, Water usage, 10th May - 4th Aug, 392 - 446 = 54kL (32kL @ 4.348 = \$139.14 and 22kL @ 4.482 = \$98.60) totalling \$237.74	\$237.74
29/11/22 - Carly Jade Johnston - Rent - 07/11/2022 to 13/11/2022 (part payment \$27.51)	\$850.00
Total Income:	\$1,555.11
Includes GST of:	\$0.00

Expenses	Debit
27/11/22 - Admin fee EOM (27/11/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
30/11/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$115.93
Total expenses:	\$122.53
Includes GST of:	\$11.14

Payments to owner	
30/11/22	\$1,432.58
Total payments: Balance (\$0.00) + income (\$1,555.11) - expenses (\$122.53) - total held in trust (\$0.00) =	
	\$1,432.58

5-12



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	40
Statement period	30 November 2022 - 15 December 2022
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 20/11/22 plus \$727.51 part payment

Balance Brought Forward \$0.00

Income	Credit
07/12/22 - Carly Jade Johnston - Rent - 14/11/2022 to 20/11/2022 (part payment \$27.51)	\$850.00
14/12/22 - Carly Jade Johnston - Rent - 20/11/2022 to 20/11/2022 (part payment \$527.51)	\$500.00
15/12/22 - Carly Jade Johnston - Rent - 20/11/2022 to 20/11/2022 (part payment \$727.51)	\$200.00
Total income:	\$1,550.00
Includes GST of:	\$0.00

Expenses	Debit
08/12/22 - Pool Service	\$108.00
13/12/22 - Admin fee Mid Month (13/12/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
15/12/22 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$136.40
Total expenses:	\$251.00
Includes GST of:	\$22.82

Payments to owner	
15/12/22	\$1,299.00
Total payments: Balance (\$0.00) + income (\$1,550.00) - expenses (\$251.00) - total held in trust (\$0.00) =	
	\$1,299.00

5-13



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	41
Statement period	15 December 2022 - 1 January 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 11/12/22 plus \$2.51 part payment

Balance Brought Forward \$0.00

Income	Credit
19/12/22 - Carly Jade Johnston - Rent - 21/11/2022 to 27/11/2022 (part payment \$2.51)	\$125.00
22/12/22 - Carly Jade Johnston - Rent - 28/11/2022 to 04/12/2022 (part payment \$2.51)	\$850.00
30/12/22 - Carly Jade Johnston - Rent - 05/12/2022 to 11/12/2022 (part payment \$2.51)	\$850.00

Total income: **\$1,825.00**
Includes GST of: **\$0.00**

Expenses	Debit
27/12/22 - Admin fee EOM (27/12/2022) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
01/01/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$160.60

Total expenses: **\$167.20**
Includes GST of: **\$15.20**

Payments to owner

01/01/23	\$1,657.80
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Total payments: Balance (\$0.00) + income (\$1,825.00) - expenses (\$167.20) - total held in trust (\$0.00) = **\$1,657.80**

5.14



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	42
Statement period	1 January 2023 - 15 January 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 01/01/23 plus \$2.51 part payment

Balance Brought Forward \$0.00

Income **Credit**

10/01/23 - Carly Jade Johnston - Rent - 12/12/2022 to 18/12/2022 (part payment \$2.51) \$850.00

10/01/23 - Carly Jade Johnston - Invoice - Invoice 1091, Water Usage 4th Aug - 2nd Nov, 504 - 446 = 58kL
@ 4.482 = \$259.96 \$248.96

10/01/23 - Carly Jade Johnston - Rent - 19/12/2022 to 01/01/2023 (part payment \$2.51) \$1,700.00

15/01/23 - Carly Jade Johnston - Invoice - Invoice 1091, Water Usage 4th Aug - 2nd Nov, 504 - 446 = 58kL
@ 4.482 = \$259.96 \$11.00

Total income: **\$2,809.96**

Includes GST of: **\$0.00**

Expenses **Debit**

13/01/23 - Admin fee Mid Month (13/01/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel
QLD) \$6.60

14/01/23 - Pool Service \$79.00

15/01/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$224.40

Total expenses: **\$310.00**

Includes GST of: **\$28.18**

Payments to owner

15/01/23 \$2,499.96

Total payments: Balance (\$0.00) + income (\$2,809.96) - expenses (\$310.00) - total held in trust (\$0.00) = **\$2,499.96**



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	43
Statement period	15 January 2023 - 1 February 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 15/01/23 plus \$2.51 part payment

Balance Brought Forward \$0.00

Income	Credit
18/01/23 - Carly Jade Johnston - Rent - 02/01/2023 to 08/01/2023 (part payment \$2.51)	\$850.00
28/01/23 - Carly Jade Johnston - Rent - 09/01/2023 to 15/01/2023 (part payment \$2.51)	\$850.00
Total income:	\$1,700.00
Includes GST of:	\$0.00

Expenses	Debit
27/01/23 - Admin fee EOM (27/01/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
01/02/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$149.60
Total expenses:	\$156.20
Includes GST of:	\$14.20

Payments to owner	
01/02/23	\$1,543.80

Total payments: Balance (\$0.00) + income (\$1,700.00) - expenses (\$156.20) - total held in trust (\$0.00) = **\$1,543.80**

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	44
Statement period	1 February 2023 - 16 February 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 29/01/23 plus \$2.51 part payment

Balance Brought Forward \$0.00

Income	Credit
01/02/23 - Carly Jade Johnston - Rent - 16/01/2023 to 22/01/2023 (part payment \$2.51)	\$850.00
08/02/23 - Carly Jade Johnston - Rent - 23/01/2023 to 29/01/2023 (part payment \$2.51)	\$850.00
Total income:	\$1,700.00
Includes GST of:	\$0.00

Expenses	Debit
13/02/23 - Admin fee Mid Month (13/02/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
16/02/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$149.60
Total expenses:	\$156.20
Includes GST of:	\$14.20

Payments to owner	
16/02/23	\$1,543.80

Total payments: Balance (\$0.00) + income (\$1,700.00) - expenses (\$156.20) - total held in trust (\$0.00) = **\$1,543.80**

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12 MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	45
Statement period	16 February 2023 - 1 March 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Carly Jade Johnston Rent: \$850.00 Weekly Paid to: 29/01/23 plus \$427.51 part payment

Balance Brought Forward \$0.00

Income **Credit**

19/02/23 - Carly Jade Johnston - Rent - 29/01/2023 to 29/01/2023 (part payment \$427.51) \$425.00

Total income: **\$425.00**
Includes GST of: **\$0.00**

Expenses **Debit**

27/02/23 - Admin fee EOM (27/02/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$6.60

27/02/23 - Pool Service \$79.00

01/03/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$37.40

Total expenses: **\$123.00**
Includes GST of: **\$11.18**

Payments to owner

01/03/23 \$302.00

Total payments: Balance (\$0.00) + income (\$425.00) - expenses (\$123.00) - total held in trust (\$0.00) = **\$302.00**



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	46
Statement period	15 March 2023 - 1 April 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Niki Dalby, Daysie Ravit, +2 Rent: \$1,050.00 Weekly Paid to: 20/04/23

Balance Brought Forward \$0.00

Income **Credit**

23/03/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 31/03/2023 to 13/04/2023 \$2,100.00

31/03/23 - Carly Jade Johnston - Invoice - Invoice 1238, Water Usage 8th Feb - 8th Mar, 582 - 564 = 18kL @
4.482 = \$80.68 \$70.70

31/03/23 - Carly Jade Johnston - Invoice - Invoice 1263, glass replacement in lounge \$411.30

31/03/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 14/04/2023 to 20/04/2023 \$1,050.00

Total income: **\$3,632.00**
Includes GST of: **\$37.39**

Expenses **Debit**

23/03/23 - Letting Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$1,155.00

27/03/23 - Admin fee EOM (27/03/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$6.60

31/03/23 - Gardening maintenance \$132.00

31/03/23 - 2 new smoke alarm, new creepy crawler pool cleaner, security screen on the garage window \$1,553.00

01/04/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$277.20

Total expenses: **\$3,123.80**
Includes GST of: **\$283.98**

Payments to owner

01/04/23 \$508.20

Total payments: Balance (\$0.00) + income (\$3,632.00) - expenses (\$3,123.80) - total held in trust (\$0.00) = **\$508.20**



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	47
Statement period	1 April 2023 - 16 April 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Niki Dalby, Daysie Ravit, +2 Rent: \$1,050.00 Weekly Paid to: 04/05/23

Balance Brought Forward \$0.00

Income **Credit**

07/04/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 21/04/2023 to 27/04/2023 \$1,050.00

14/04/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 28/04/2023 to 04/05/2023 \$1,050.00

Total income: **\$2,100.00**

Includes GST of: **\$0.00**

Expenses **Debit**

13/04/23 - Admin fee Mid Month (13/04/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$6.60

16/04/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$184.80

Total expenses: **\$191.40**

Includes GST of: **\$17.40**

Payments to owner

16/04/23 \$1,908.60

Total payments: Balance (\$0.00) + income (\$2,100.00) - expenses (\$191.40) - total held in trust (\$0.00) = **\$1,908.60**

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	48
Statement period	16 April 2023 - 1 May 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Niki Dalby, Daysie Ravit, +2 Rent: \$1,050.00 Weekly Paid to: 18/05/23

Balance Brought Forward \$0.00

Income	Credit
21/04/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 05/05/2023 to 11/05/2023	\$1,050.00
28/04/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 12/05/2023 to 18/05/2023	\$1,050.00
Total income:	\$2,100.00
Includes GST of:	\$0.00

Expenses	Debit
27/04/23 - Admin fee EOM (27/04/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
29/04/23 - Advertisement fee	\$110.00
01/05/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$184.80
Total expenses:	\$301.40
Includes GST of:	\$27.40

Payments to owner	
01/05/23	\$1,798.60
Total payments: Balance (\$0.00) + income (\$2,100.00) - expenses (\$301.40) - total held in trust (\$0.00) =	
	\$1,798.60

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Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	49
Statement period	1 May 2023 - 15 May 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Niki Dalby, Daysie Ravit, +2 Rent: \$1,050.00 Weekly Paid to: 01/06/23

Balance Brought Forward \$0.00

Income	Credit
05/05/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 19/05/2023 to 25/05/2023	\$1,050.00
12/05/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 26/05/2023 to 01/06/2023	\$1,050.00
Total income:	\$2,100.00
Includes GST of:	\$0.00

Expenses	Debit
05/05/23 - Pool Service	\$167.66
13/05/23 - Admin fee Mid Month (13/05/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
15/05/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$184.80
Total expenses:	\$359.06
Includes GST of:	\$32.64

Payments to owner	
15/05/23	\$1,740.94
Total payments: Balance (\$0.00) + income (\$2,100.00) - expenses (\$359.06) - total held in trust (\$0.00) =	
	\$1,740.94

5.22



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	50
Statement period	15 May 2023 - 1 June 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Niki Dalby, Daysie Ravit, +2 Rent: \$1,050.00 Weekly Paid to: 15/06/23

Balance Brought Forward \$0.00

Income	Credit
19/05/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 02/06/2023 to 08/06/2023	\$1,050.00
26/05/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 09/06/2023 to 15/06/2023	\$1,050.00
Total income:	\$2,100.00
Includes GST of:	\$0.00

Expenses	Debit
27/05/23 - Pool Service	\$79.00
27/05/23 - Admin fee EOM (27/05/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$6.60
01/06/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD)	\$184.80
Total expenses:	\$270.40
Includes GST of:	\$24.58

Payments to owner	
01/06/23	\$1,829.60
Total payments: Balance (\$0.00) + income (\$2,100.00) - expenses (\$270.40) - total held in trust (\$0.00) =	\$1,829.60

5.23



Owner Statement

Tax Invoice

ATTN: DAVID AND JULIE BAIRD (12
MENZIES CL)
D & J BAIRD PTY. LTD (12 MENZIES CL)
94 ARUN DR
ARUNDEL QLD 4214

Account	12MENZIESCLARUN
Statement number	52
Statement period	15 June 2023 - 1 July 2023
Ownership	David and Julie Baird
For property	12 Menzies Cl, Arundel QLD
Current Tenancy	Niki Dalby, Daysie Ravit, +2 Rent: \$1,050.00 Weekly Paid to: 20/07/23

Balance Brought Forward \$0.00

Income **Credit**

16/06/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 30/06/2023 to 06/07/2023 \$1,050.00

23/06/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 07/07/2023 to 13/07/2023 \$1,050.00

23/06/23 - Niki Dalby, Daysie Ravit, +2 - Invoice - Invoice 1386, Water Usage 31st Mar(Entry) - 12th May,
621 - 588 = 33kL @ 4.482 = \$147.91 \$147.91

30/06/23 - Niki Dalby, Daysie Ravit, +2 - Rent - 14/07/2023 to 20/07/2023 \$1,050.00

Total income: **\$3,297.91**
Includes GST of: **\$0.00**

Expenses **Debit**

27/06/23 - Admin fee EOM (27/06/2023) to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$6.60

29/06/23 - Garage Door Service \$135.30

29/06/23 - Electrical - Repairs \$240.00

01/07/23 - Rent Commission Fee to Agent (12MENZIESCLARUN - 12 Menzies Cl, Arundel QLD) \$277.20

Total expenses: **\$659.10**
Includes GST of: **\$59.92**

Payments to owner

01/07/23 \$2,638.81

Total payments: Balance (\$0.00) + income (\$3,297.91) - expenses (\$659.10) - total held in trust (\$0.00) = **\$2,638.81**

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 (Page 11))

Item 1	1.1 Lessor		
	Name/trading name D & J Baird Pty. Ltd		
Address			
C/- Nanak Sai Realty Pty Ltd			Postcode 4212
1.2 Phone		Mobile	Email
		0402 412 222	nanaksairealty@gmail.com

Item 2	2.1 Tenant/s			
	Tenant 1 Full name/s	Niki Dalby		
	Phone	0477 277 520	Email	nikidalby_97kolm@hotmail.com
	Tenant 2 Full name/s	Daysie Ravit		
	Phone	0467 339 763	Email	tiareravit2010@hotmail.com
	Tenant 3 Full name/s	Josephine Dalby		
	Phone	0466 274 824	Email	josephine_dalby@hotmail.com

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 JK & Sons Holdings Pty Ltd T/as Nanak Sai Realty		
	Address		
PO Box 405, Surfers Paradise QLD			Postcode 4217
3.2 Phone		Mobile	Email
		0402 412 222	nanaksairealty@gmail.com

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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	Facsimile	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	4.2 Tenant/s			
	Email	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Facsimile	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	4.3 Agent			
Email	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Facsimile	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Item 5	5.1 Address of the rental premises		
	12 Menzies Cl		
	Arundel QLD	Postcode	4214
5.2 Inclusions provided. For example, furniture or other household goods let with the premises. Attach list if necessary			
REFER TO ENTRY CONDITION REPORT			
5.3 Details of current repair orders for the rental premises or inclusions			

Item 6	6.1 The term of the agreement is <input checked="" type="checkbox"/> fixed term agreement <input type="checkbox"/> periodic agreement		
	6.2 Starting on	31 / 03 / 2023	6.3 Ending on

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

General tenancy agreement (Form 18a)

Residential Tenancies and Rooming Accommodation Act 2008

Item 7 Rent \$ 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 day of each
 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)

Details for direct credit

BSB no. Bank/building society/credit union
 Account no. Account name
 Payment reference

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

Item 11 Rental bond amount \$ 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 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 Any other service stated in item 12.1
 Gas See special terms (page 8)
 Phone

Item 14 How services must be paid for Insert for each how the tenant must pay. See clause 16(d)
 Electricity
 Gas
 Phone
 Any other service stated in item 12.1
 See special terms (page 8)

Item 15 Number of persons allowed to reside at the premises 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 The type and number of pets approved by the lessor to be kept at the premises See clause 33A to 33D
 Type Number Type Number

Item 18 18.1 Name and telephone number of the lessor's nominated repairer for each of the following repairs
 Electrical repairs Phone
 Plumbing repairs Phone
 Other repairs Phone

18.2 Are the nominated repairers the tenant's first point of contact for notifying the need for emergency repairs? See clause 31(4)
 Yes

No - please provide lessor contact details below
 Name Phone

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 7 days after the later of the following days –
 - (a) the day the tenant occupies 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.
- (5) However, the lessor does not have to prepare a condition report for the premises if –
 - (a) this agreement has the effect of continuing the tenant's right to occupy the premises under an earlier residential tenancy agreement; and
 - (b) in accordance with the Act, a condition report was prepared for the premises for the earlier residential tenancy agreement.
- (6) If a condition report is not prepared for this agreement because subclause (5) applies, the condition report prepared for the earlier residential tenancy agreement is taken to be the condition report for this agreement.

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 – s 357A

- (1) This clause applies if –
 - (a) this agreement is a fixed term agreement; and
 - (b) the tenant ends this agreement 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 end this agreement 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.
- (3) This clause does not apply if, after experiencing domestic violence, the tenant ends this agreement or the tenant's interest in this agreement under chapter 5, part 1, division 3, subdivision 2A of the Act.

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).

General tenancy agreement (Form 18a)

Residential Tenancies and Rooming Accommodation Act 2008

- (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.

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, the increased rent is payable by the tenant only if -
 - (a) the rent is increased in compliance with this clause; and
 - (b) the increase in rent does not relate to -
 - (i) compliance of the premises or inclusions with the prescribed minimum housing standards; or
 - (ii) keeping a pet or working dog at the premises.
- (6) Also, if this agreement is a fixed term agreement, the rent may not be increased before the term ends unless -
 - (a) this agreement provides for the rent increase; and
 - (b) this agreement states the amount of the increase or how the amount of the increase is to be worked out; and
 - (c) the increase is made in compliance with the matters mentioned in paragraph (b).

11 Application to tribunal about excessive increase – s 92

- (1) After the lessor gives the tenant notice of a proposed rent increase, the tenant may apply to the tribunal for an order setting aside or reducing the increase if the tenant believes the increase -
 - (a) is excessive; or
 - (b) is not payable under clause 10.
- (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.

Note – There is a maximum bond that may be required. See section 146 and the information statement.

- (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.

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17 Water service charges – ss 164 and 166

- (1) The tenant must pay an amount for the water consumption charges for the premises if -
- the tenant is enjoying or sharing the benefit of a water service to the premises; and
 - 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
 - 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 -
- that is more than the amount of the water consumption charges payable to the relevant water supplier; or
 - 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.

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 tenancy 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 -
- use the premises for an illegal purpose; or
 - 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 applicable to -
- the occupation of the premises; or
 - any common area available for use by the tenant with the premises.
- (2) The tenant must comply with the body corporate by-laws.
- (3) Subclause (1) does not apply if -
- this agreement has the effect of continuing the tenant's right to occupy the premises under an earlier residential tenancy agreement; and
 - the lessor gave the tenant a copy of the body corporate by-laws in relation to the earlier agreement.

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 – intentionally removed**Subdivision 2 Standard of premises****25 Lessor's obligations – s 185**

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

Note – For details about the maintenance, see the information statement.

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- (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 -
- the lessor is the State; and
 - the non-standard items are stated in this agreement and this agreement states the lessor is not responsible for their maintenance; and
 - the non-standard items are not necessary and reasonable to make the premises a fit place in which to live; and
 - the non-standard items are not a risk to health or safety; and
 - 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 generally – s 188(2), (3) and (5)

- The tenant must keep the premises clean, having regard to their condition at the start of the tenancy.
- The tenant must not maliciously damage, or allow someone else to maliciously damage, the premises.
- The tenant's obligations under this clause do not apply to the extent the obligations would have the effect of requiring the tenant to repair, or compensate the lessor for, damage to the premises or inclusions caused by an act of domestic violence experienced by the tenant.

Subdivision 3 The dwelling**27 Fixtures or structural changes – ss 207–209**

- 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.
- The lessor's agreement must be written, describe the nature of the fixture or change and include any terms of the agreement.
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
- If the lessor does agree, the tenant must comply with the terms of the lessor's agreement.
- The lessor must not act unreasonably in failing to agree.
- If the tenant attaches a fixture, or makes a structural change, to the premises without the lessor's agreement, the lessor may -
 - take action for a breach of a term of this agreement; or
 - 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

- The lessor must supply and maintain all locks necessary to ensure the premises are reasonably secure.
- The lessor must give the tenant, or if there is more than 1 tenant, 1 of the tenants, a key for each lock that -
 - secures an entry to the premises; or
 - 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
 - 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

- The lessor or tenant may change a lock at the premises only if -
 - the other party to this agreement agrees to the change; or
 - the lessor or tenant has a reasonable excuse for making the change; or
 - the lessor or tenant believes the change is necessary because of an emergency; or
 - the lock is changed to comply with an order of the tribunal.
- However, the tenant may also change a lock at the premises if the tenant -
 - believes the change is necessary to protect the tenant or another occupant of the premises from domestic violence; and
 - engages a locksmith or other qualified tradesperson to change the lock.
- The lessor or tenant must not act unreasonably in failing to agree to the change of a lock.
- If the lessor or tenant changes a lock, the lessor or tenant must give the other party to this agreement a key for the changed lock, unless -
 - the other party agrees to not being given the key; or
 - a tribunal orders that the key not be given to the other party.
- If the tenant changes a lock under subclause (2) and gives the lessor a key for the changed lock, the lessor must not give the key to any other person without the tenant's agreement or a reasonable excuse.
- The right of the lessor or tenant to change a lock under this clause is subject to any of the following laws that apply to the premises -
 - the *Body Corporate and Community Management Act 1997*;
 - the *Building Units and Group Titles Act 1980*;
 - a body corporate by-law.

Subdivision 4 Damage and repairs**30 Meaning of emergency and routine repairs – ss 214 and 215**

- Emergency repairs** are works needed to repair any of the following -
 - a burst water service or serious water service leak;
 - a blocked or broken lavatory system;
 - a serious roof leak;
 - a gas leak;
 - a dangerous electrical fault;
 - flooding or serious flood damage;
 - serious storm, fire or impact damage;
 - a failure or breakdown of the gas, electricity or water supply to the premises;
 - a failure or breakdown of an essential service or appliance on the premises for hot water, cooking or heating;
 - a fault or damage that makes the premises unsafe or insecure;
 - a fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the premises;
 - 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.
- Also, **emergency repairs** are works needed for the premises or inclusions to comply with the prescribed minimum housing standards.
- Routine repairs** are repairs other than emergency repairs.

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31 Nominated repairer for emergency repairs – s 216

- (1) The lessor's nominated repairer for emergency repairs of a particular type must be stated either -
 - (a) in this agreement for item 18; or
 - (b) in a written notice given by the lessor to the tenant.
- (2) Item 18 or the written notice must state -
 - (a) the name and telephone number of the nominated repairer; and
 - (b) whether or not the nominated repairer is the tenant's first point of contact for notifying of the need for emergency repairs.
- (3) The lessor must give written notice to the tenant of any change of the lessor's nominated repairer or the telephone number of the nominated repairer.
- (4) This clause does not apply if -
 - (a) the lessor has given the tenant a telephone number of the lessor; and
 - (b) under this agreement the lessor is to arrange for emergency repairs to be made to the premises or inclusions.

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.
- (4) This clause does not apply to the tenant for damage caused by an act of domestic violence experienced by the tenant.

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 4 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.

Subdivision 5 Pets**33A Keeping pets and other animals at premises – ss 184B and 184G**

- (1) The tenant may keep a pet or other animal at the premises only with the approval of the lessor.
- (2) However, the tenant may keep a working dog at the premises without the lessor's approval.
- (3) The tenant has the approval of the lessor to keep a pet at the premises if keeping the pet at the premises is consistent with item 17.

Notes –

- 1 if item 17 states 2 cats, the tenant is approved by the lessor to keep up to 2 cats at the premises.
- 2 For additional approvals to keep a pet or other animal at the premises see clause 33C.

- (4) An authorisation to keep the pet or working dog at the premises continues for the life of the pet or working dog and is not affected by any of the following matters -
 - (a) the ending of this agreement, if the tenant continues occupying the premises under a new agreement;
 - (b) a change in the lessor or lessor's agent;
 - (c) for a working dog - the retirement of the dog from the service the dog provided as a working dog.
- (5) An authorisation to keep a pet, working dog or other animal at the premises may be restricted by a body corporate by-law or other law about keeping animals at the premises.

Examples –

- 1 The premises may be subject to a local law that limits the number or types of animals that may be kept at the premises.
- 2 The premises may be subject to a body corporate by-law that requires the tenant to obtain approval from the body corporate before keeping a pet at the premises.

33B Tenant responsible for pets and other animals – s 184C

- (1) The tenant is responsible for all nuisance caused by a pet or other animal kept at the premises, including, for example, noise caused by the pet or other animal.
- (2) The tenant is responsible for repairing any damage to the premises or inclusions caused by the pet or other animal.
- (3) Damage to the premises or inclusions caused by the pet or other animal is not fair wear and tear.

33C Request for approval to keep pet – ss 184D and 184E

- (1) The tenant may, using the approved form, request the lessor's approval to keep a stated pet at the premises.
 - (2) The lessor must respond to the tenant's request within 14 days after receiving the request.
 - (3) The lessor's response to the request must be in writing and state -
 - (a) whether the lessor approves or refuses the tenant's request; and
 - (b) if the lessor approves the tenant's request subject to conditions - the conditions of the approval; and
- Notes – See clause 33D for limitations on conditions of approval to keep a pet at the premises.*
- (c) if the lessor refuses the tenant's request -
 - (i) the grounds for the refusal; and
 - (ii) the reasons the lessor believes the grounds for the refusal apply to the request.
 - (4) The lessor may refuse the request for approval to keep a pet at the premises only on 1 or more of the following grounds -
 - (a) keeping the pet would exceed a reasonable number of animals being kept at the premises;
 - (b) the premises are unsuitable for keeping the pet because of a lack of appropriate fencing, open space or another thing necessary to humanely accommodate the pet;
 - (c) keeping the pet is likely to cause damage to the premises or inclusions that could not practicably be repaired for a cost that is less than the amount of the rental bond for the premises;
 - (d) keeping the pet would pose an unacceptable risk to the health and safety of a person, including, for example, because the pet is venomous;
 - (e) keeping the pet would contravene a law;
 - (f) keeping the pet would contravene a body corporate by-law applying to the premises;
 - (g) if the lessor proposed reasonable conditions for approval and the conditions comply with clause 33D - the tenant has not agreed to the conditions;

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- (h) the animal stated in the request is not a pet as defined in section 184A;
- (i) another ground prescribed by a regulation under section 184E(1)(j).
- (5) The lessor is taken to approve the keeping of the pet at the premises if -
- (a) the lessor does not comply with subclause (2); or
- (b) the lessor's response does not comply with subclause (3).

33D Conditions for approval to keep pet at premises – s 184F

- (1) The lessor's approval to keep a pet at the premises may be subject to conditions if the conditions -
- (a) relate only to keeping the pet at the premises; and
- (b) are reasonable having regard to the type of pet and the nature of the premises; and
- (c) are stated in the written approval given to the tenant in a way that is consistent with clause 33C(3).
- (2) Without limiting subclause (1)(b), the following conditions of the lessor's approval are taken to be reasonable -
- (a) if the pet is not a type of pet ordinarily kept inside - a condition requiring the pet to be kept outside at the premises;
- (b) if the pet is capable of carrying parasites that could infest the premises - a condition requiring the premises to be professionally fumigated at the end of the tenancy;
- (c) if the pet is allowed inside the premises - a condition requiring carpets in the premises to be professionally cleaned at the end of the tenancy.
- (3) A condition of the lessor's approval to keep a pet at the premises is void if the condition -
- (a) would have the effect of the lessor contravening section 171 or 172; or
- (b) would, as a term of this agreement, be void under section 173; or
- (c) would increase the rent or rental bond payable by the tenant; or
- (d) would require any form of security from the tenant.
- (4) For subclause (2), the premises are professionally fumigated, and carpets are professionally cleaned, if the fumigation and cleaning are done to a standard ordinarily achieved by businesses selling those services.

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 lessor and tenant agree, in a separate written document, to end this agreement; or
- (b) the lessor gives a notice to leave the premises to the tenant under section 326 and the tenant hands over vacant possession of the premises to the lessor on or before the handover day; or
- (c) the tenant gives a notice of intention to leave the premises to the lessor under section 327 and hands over vacant possession of the premises to the lessor on or before the handover day; or
- (d) the tenant vacates, or is removed from, the premises after receiving a notice from a mortgagee or appointed person under section 317; or
- (e) the tenant abandons the premises and the period for which the tenant paid rent has ended; or
- (f) the tribunal makes an order terminating this agreement.
- (2) Also, this agreement ends for a sole tenant if -
- (a) the tenant gives the lessor a notice ending tenancy interest and hands over vacant possession of the premises; or
- Note – See chapter 5, part 1, division 3, subdivision 2A of the Act for the obligations of the lessor and tenant relating to a notice ending tenancy interest.*
- (b) the tenant dies.
- Note – See section 324A for when this agreement ends if a sole tenant dies.*

37 Condition premises must be left in – s 188(4) and (5)

- (1) 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
- (2) The tenant's obligation mentioned in subclause (1) does not apply to the extent the obligation would have the effect of requiring the tenant to repair, or compensate the lessor for, damage to the premises or inclusions caused by an act of domestic violence experienced by the tenant.

38 Keys

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

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39 Tenant's forwarding address – s 205(2) and (3)

- (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 -
 - (a) the tenant has a reasonable excuse for not telling the lessor or agent the new address; or
 - (b) after experiencing domestic violence, the tenant ended this agreement, or the tenant's interest in this agreement, under chapter 5, part 1, division 3, subdivision 2A of the Act.

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) a requirement about a service charge; or
Note – See section 164 for what is a service charge.
 - (b) a condition of an approval to keep a pet if the condition -
 - (i) requires the carpets to be cleaned, or the premises to be fumigated, at the end of the tenancy; and
 - (ii) complies with clause 33D; and
 - (iii) does not require the tenant to buy cleaning or fumigation services from a particular person or business.

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.
- (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)

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

Nanak Sai Realty Pty Ltd

Signature

Date 18/8/2023

Signature of tenant 1

Print name

Niki Dalby

Signature

Date 17/8/2023

Signature of tenant 2

Print name

Daysie Ravit

Signature

Date 17/8/2023

Signature of tenant 3

Print name

Josephine Dalby

Signature

Date 18/8/2023

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)

12 Menzies Cl

Arundel QLD

Postcode 4214

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

Niki Dalby, Daysie Ravit, Josephine Dalby, Logan Mullen, Keira-Nikki Ravit, Nathaniel Ravit

Item C Rent Increase See Clause 10 of the Standard Terms and Clause 10 of Addendum - Special TermsRent Increase: Applicable Yes NoCommencing on: (If known) **OR**

If the date of commencement is not known, rent increase will commence in accordance with the Notice of Rent Increase.

(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:

Item F Additional Tenants

Tenant 4 Full name/s Logan Mullen

Phone 0424 783 909

Email loganmullenaus@gmail.com

Signature of tenant 4

Print name

Logan Mullen

Signature



Date 18/8/2023

Item G Pets - Additional Conditions (Special Term 3)

The Lessor's approval to keep the requested pet/s at the premises is subject to the following conditions:

Refer Addendum A (Item A1 - Pets)

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.
- (l) Subject to Clause 29, not to 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 (unless otherwise exempted by Clause 29(4)).
- (m) 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

- (n) 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 (subject to any exemption under the Act).
- (o) 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 infestation have arisen due to act or neglect on the part of the tenant, shall be the tenant's responsibility to remedy (subject to any exemption under the Act).
- (p) At the commencement of the tenancy, the Lessor has provided the premises with all light bulbs, LED lights and fluorescent tubes in good working order. The Tenant will promptly replace, at the Tenant's cost, blown or damaged light bulbs, LED lights or fluorescent tubes (and starters, if required) and ensure all are in a working condition at the end of the tenancy. Where damage has been occasioned by the Lessor or its Agent, it shall be the Lessor's responsibility to replace such damaged equipment.
- (q) To at all times during the term of the tenancy, comply with the terms of this General Tenancy Agreement including Addendum - Special Terms.
- (r) 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 the conditions set out in a written approval given by the lessor following a formal written request from the tenant in the required form, Clause 33A to 33D of the Standard Terms and this Clause 3.
- (2) Where the Lessor has given permission for a pet other than in response to a formal written request from the tenant in the approved form, 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 (subject to any exemption under the Act; refer Section 217(5)).
- (5) If the tenant breaches any of the conditions of this Clause 3 (or any written approval given in accordance with 3(1)(a) above) 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 until such time as the breach is rectified.

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) Where a pet has been kept on the Premises, comply with all conditions of approval.
- (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 (subject to any exemption under the Act) 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) subject to and in accordance with Clause 7 of the Standard terms of this Agreement the tenant agrees to pay reasonable costs (re-letting and advertising costs) and to 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 (subject to any exemption under the Act).

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.

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

18 Tenants Enquiries

By signing this Agreement the tenant expressly acknowledges and agrees that the tenant has entered into this Agreement on the basis of their own enquiries and due diligence, as to:

- (a) the condition of the premises/its inclusions;
- (b) the services provided for the premises;
- (c) any other matters relating to the premises which are likely to affect the tenant's quiet enjoyment of the premises;
- (d) the terms of the Agreement and any other documents the lessor is required to provide the tenant; and
- (e) the rights and obligations of the tenant or the lessor under the Act,

and has not been induced to enter into this Agreement or relied on any statement, representation or information provided by the Landlord (or their Agent) not able to be verified by the Tenant's due diligence enquiries.

Addendum A

A1. Special Terms

This annexure forms part of the 'special terms' of the tenancy agreement between the Owners and the Tenants

1. No smoking by any tenant or guest is permitted inside the dwelling at the premises.
2. The tenant agrees to keep all carpets clean at all times, all marks and stains must be removed promptly.
3. The tenant is to ensure that internally, pot plants are raised off the carpet or floorboards to avoid water damage or staining. Any damages resulting from a failure to take this precaution will be charged to the tenant and account payable within 7 days of written notification or deducted from the rental bond.
4. The tenant agrees to clean the premises upon vacating, to the condition and standard as detailed on the entry condition report.
5. The tenant acknowledges it is their responsibility to insure their own property and possessions by way of personal contents insurance.
6. The tenant agrees to notify the agent within 1 business day, in the event that they or any of their invitees or visitors has an incident or accident on the property, resulting in serious damage or injury.
7. The tenant agrees and confirms all notices (repair requests) made in compliance with clause 32 of the standard terms must be in writing except where the matter is an emergency as defined in Clause 30 of the standard terms of this agreement. Furthermore the tenant agrees to advise the agent in the event that works carried out are deemed to be unsatisfactory or incomplete and indemnifies the lessor if they fail to do so.
8. In accordance with Clause 27(1), the tenant agrees not to attach adhesive hooks, blue tac, sticky tape, tacks, nails/screws to any interior or exterior surface of the premises unless authorised in writing by the agent.
9. 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 or cause injury to any person.
11. The tenant agrees to maintain all garden areas that form part of the premises, including watering trees and other plants, mowing the lawn, weeding garden beds, removing from the premises garden rubbish (including pet waste and grass clippings) and keeping plants free from pests and disease. The tenants further agree to ensure that nothing is left lying on lawn areas that will cause the grass to die. The tenant further understands that any damage to the lawns and gardens will be rectified at the tenants expense.
12. The parties agree the tenant and/or the tenants invitees are not to park or store vehicles including trailers on areas other those designated for parking. The tenant must not store any unregistered vehicle at the premises without first obtaining the written consent of the Lessor/Lessors agent. The tenant agrees not to allow cars to leak oil on the property

and the cost of removing such stains will be at the tenants expense.

13. Where the premises are metered separately for water the tenant agrees that pursuant to Clause 17 of the Standard Terms of this agreement, they will be responsible for the cost of ALL the water consumption charges during the course of the tenancy

14. The tenant agrees not to put or allow to be put, anything down any sink or drain that is likely to cause a blockage. This includes but is not limited to sanitary items into toilet systems, fatty substances down sinks or any other material or item that is likely to cause a blockage. The tenant further agrees that in the event that a blockage is reported to be due to the tenants non compliance with this term, they will compensate the lessor for the cost to rectify.

15. The tenant agrees that if a tradesperson is called to the premises to repair an item and the tenant does not allow entry following the appropriate statutory notice or agreement, the tenant will compensate the owner for the cost of such call. The tenant further agrees that the cost of emergency repairs call outs, if considered by the tradesperson to be the fault of the tenant or reasonably preventable, or the tenants failure to follow manufacturers care or troubleshooting instructions as per manuals provided, the tenant shall bear the cost of such repairs.

13. The tenant agrees that outside office hours, of Monday to Friday 9am to 5pm, The Emergency Electrician and Plumber on the lease will be called for EMERGENCIES.

If it is not an emergency then the tenant will be liable for the cost of any repairs carried out.

An emergency is determined by whether or not the property and/or the tenant are in imminent danger.

During office hours the tenant agrees to contact the agency in writing to request maintenance or if an emergency and inside office hours by calling directly on 0402412222

14. The tenant agrees if a repair is necessary due to the misuse or negligent use of any appliance in the premises the lessor will be compensated by the tenant within 7 days of a written request and invoice being provided. All appliances, electrical or otherwise, must be maintained in a fit and proper condition and used only in accordance with manufacturer's instructions or specifications. The tenant agrees to follow the manufacturer's troubleshooting instructions before asking for a repairer to be called. In the absence of manufacturer's instructions the tenant agrees to

- * scrape and rinse plates before placing in the dishwasher and to regularly clean the filters
- * to not place foil on the bottom of any oven or underneath coil hotplates
- * to not use chemical cleaners, scourers or steel wool on any appliances likely to cause damage
- * clean air conditioner and clothes dryer filters, ceiling fans and exhaust fans every 3 months
- * contact the manufacturer or the agent for assistance in troubleshooting problems

15. The tenant agrees not to enter into a sub lease of the property without the prior written consent of the lessor/agent.

Addendum A (continued)

16. 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 due to such loss. The tenant further agrees to return all keys/remotes and security passes at the end of the agreement and the tenant acknowledges that the rent will be apportioned and charged per day if the keys are late being returned.

17. The tenant/s acknowledge that they have inspected the premises before entering into this agreement and accept the property in its current condition, provided that such condition is in compliance with the Residential Tenancies and Rooming Accommodation Act. They further undertake to complete the entry condition report supplied by the agent and sign and return the report to the agents office within 3 days from commencement date. The tenant acknowledges that photos may form part of the Condition Report.

18. The tenant is aware that the requirements for smoke alarm cleaning and maintenance is detailed in RTA Form 17A Information Statement (pocket guide) that is supplied with this agreement.

19. The tenant agrees that in the event of a rent payment being dishonoured the tenant will compensate the agent for any subsequent fees charged by a financial institution or third party.

20. The tenant is not permitted to enter or store goods in the roof space, remove the manhole cover to the roof void or walk on the roof nor attach items thereto without first having obtained the lessor's written consent.

21. The tenant will in the case of a break-in, immediately contact the police and then promptly advise the lessor/agent of the details and the crime report number.

22. The tenant agrees to compensate the lessor for any legal expenses incurred as a direct result of a breach of the terms and conditions of this tenancy agreement including application and representation expenses.

23. Any wall repairs must be completed to a standard where it cannot be noticed. This includes painting of the entire wall to ensure the difference in paint shade is not noticeable. If the repair is visible, a tradesperson will be appointed on the tenant's behalf at the tenant's expense to rectify.

24. The parties acknowledge that if there is currently no pay TV service installed or connected to the premises, the tenant will not without having obtained the lessors prior approval in writing, have installed or connected at the premises a pay tv service. Such approval shall be solely at the discretion of the lessor.

25. The tenant agrees to conduct a professional carpet clean and pest control upon vacating the property.

26. At the end of the tenancy the tenant will not remove the connection without the lessors approval.

Tenant 1: Miki Dalby

Tenant 2: Daisyie Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Muller

Pets

Approval has been given for the tenant to keep a pet at the premises, as detailed in Part 1 of this agreement on the following conditions:

1. The tenant agrees not to allow the approved pet inside the premises at any time. (Cats Exempt from this clause)

2. The tenant agrees that the said pet will be registered with the relevant council at all times during the tenancy.

3. The tenant agrees to have the premises fumigated both internally and externally for fleas at the end of the tenancy.

4. The tenant agrees to take full responsibility for keeping the pet confined to the premises, as required under any appropriate legislation.

5. The tenant agrees to indemnify the lessor against any liability which may be connected to the keeping of the pet inside or outside the premises at all times.

6. The tenant agrees to restrain the pet during routine inspections or during visitations by tradespeople in the course of carrying out repairs or maintenance or during visits by any other persons lawfully gaining access to the premises.

7. The tenant agrees not to allow the pet to cause nuisance to neighbours and to take all reasonable steps to remedy any matters which prevent the quiet enjoyment of occupants of neighbouring properties.

8. The tenant agrees to ensure that the premises are kept free of animal waste and to use proper means of disposal of same.

9. The tenant agrees that any damage to the premises caused by the pet, including but not limited to scratching, chewing, digging grounds, doors, walls, skirting boards, fences and other damageable inclusions, will be repaired at the tenants expense and that the property is currently free from pet damage.

Tenant 1: Miki Dalby

Tenant 2: Daisyie Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Muller

Pool

1. The tenant is aware of the procedures necessary to care for a swimming pool and how to keep it in good order. The tenant warrants that they will make enquiries with the agent or with a pool service company if they are unsure of any matter pertaining to proper pool care.

2. The tenant agrees that the pool is to be kept clean at all times and that the cost of keeping the pool clean, including but not limited to the cost of necessary chemicals is to be borne by them.

Addendum A (continued)

3. The tenant agrees to notify the lessor/agent immediately if any provided pool equipment requires repair at any time to ensure that Clause 2 above is complied with.

4. The tenant agrees to take all care in the supervision of swimmers during the course of the tenancy and absolves the owner of the property for any liability for injury to the tenants or invitees, unless the lessor has been negligent in the repair or upkeep of the pool equipment that leads to such injury.

5. The tenant agrees to take appropriate care of the pool to ensure that it is kept in good working order, including the clearing of the skimmer baskets in the skimmer box and the pump at least monthly and filter pads to be cleaned on a regular basis.

6. The tenant warrants that the pool is in clean and working condition at the start of the tenancy.

7. The tenant is to maintain the pool in a clean condition throughout the tenancy, including but not limited to ensuring that the water level is always correct to prevent damage to the filter. Any damage caused by a lack of water in the pool or the tenants failure to comply with any term stated herein, will be deemed to be negligence on the part of the tenant and the tenant agrees to compensate the lessor for any damage caused by such negligence within 7 days of request.

8. The tenant also agrees to carry out or arrange regular checks on the chemical balance of the pool water. The tenant agrees to advise the agent immediately if any fault is discovered with the pool equipment and to take all reasonable steps to ensure that the pool equipment provided is kept in good working order and kept where possible, out of the elements and maintained securely to prevent loss or damage.

9. The lessor warrants that there is a Pool Safety Certificate in place and has provided this to the tenant.

10. The tenant accepts responsibility to notify the lessor/agent should there be any damage or need for repair to the pool fence, likely to impair its effectiveness as a safety barrier.

11. The tenant must keep the pool gate closed at all times, other than entry or exit to the pool area.

Tenant 1: Miki Dalby

Tenant 2: Daisyie Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Mullen

BREAK LEASE

Should you find yourself in a situation where it is necessary to break your lease, please understand that this decision does carry some costs. Your lease is a binding agreement under the Residential Tenancies and Rooming Accommodation Act 2008.

• You will be required to sign an Agreement to Terminate a Fixed Term Tenancy. Once this form is signed we will re-list the property on our rental list.

• You are responsible for all rental payments up to the lease commencement date of the new approved tenant or until the end of your lease agreement whichever comes first.

• You are responsible for the marketing costs for advertising the property, which is \$200.00. (additional costs may occur if the decision is made by both tenant and agent to increase marketing profile)

• You are responsible for paying the re-let fee which is one weeks rent plus GST.

• You acknowledge that you are still required to pay rent up until the new tenant starts their lease

Tenant 1: Miki Dalby

Tenant 2: Daisyie Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Mullen

RENTAL ARREARS

At Nanak Sai Realty Pty Ltd, we operate a 'Zero Tolerance' to rental arrears. As such strong measures are taken to ensure rent is paid prior to it being due. Payment is classed as being made once it is showing in the Trust Account. When making payments it is the tenant's responsibility to allow additional time for banks to transfer funds and public holidays.

If an emergency arises and you know that you will be unable to make a rental payment, you must contact your Property Manager immediately.

Should you not contact us to make arrangements, the following procedure will be conducted in accordance with our Rental Arrears Management:

1-7 days in arrears -Reminder call or SMS

8 days in arrears - Form 11 Notice to Remedy Breach issued (7 days to remedy)

15 days in arrears - Form 12 Notice to Leave issued (7 days to vacate)

Tenants who have not remedied by the expiry date on the Notice to Leave will be expected to have vacated the property by that same date. If after vacating the premises, there are monies owed in excess of the bond, the tenants named on the Tenancy Agreement may be listed with a tenancy database. Tenants will have the opportunity to pay all monies owed as well as being consulted before their details are listed.

The tenants acknowledges all of the above has been explained clearly.

Tenant 1: Miki Dalby

Tenant 2: Daisyie Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Mullen

SMOKE ALARMS

From 1 July 2007, tenants have new responsibilities from smoke alarms in their rental properties. Penalties now apply to tenants under amendments to the Fire and Rescue Service Act 1990.

Addendum A (continued)

Tenant obligations are as follows: INITIAL

The tenant will not remove, dispose of, or otherwise tamper with the smoke alarm to cease its effectiveness

Tenant will test and clean smoke alarms at least once every 12 months where the tenant has either a fixed term tenancy of 12 months or longer or a periodic tenancy.

The tenant will ensure that the property is not altered & all exits are kept clear of obstructions therefore ensuring that the means of escape from the premises in the event of a fire can be safely and effectively used at all times

The tenant will replace the smoke alarm batteries when they are flat or almost flat during the tenancy in accordance with the Information Statement (RTA Form 17a)

The tenant will advise the agent if they become aware that the smoke alarm has failed or is about to fail other than because of a battery being flat

I / We agree that we have understood the above information.
I / We also agree that there are smoke alarms installed at the premises and I / we will abide by the above clauses.

Tenant 1: Mki Dalby

Tenant 2: Daisy Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Mullen

ENTRY CONDITION REPORT

On the start date of your tenancy you will be given two copies of an Entry Condition Report - RTA Form 1a, one you will sign and leave at the agency, the second you will take with you and return to the agency - but it must be returned within 3 days. If you require large colour photos, please bring a USB into our office and we will transfer the photos onto the USB.

This is a very important form when you are moving into a rental property. It must be filled out by both the Tenant and Agent to ensure both parties agree on the condition of the property.

Legislation requires that you return the signed and completed condition report to us within 3 days of moving in, not 3 working days but 3 actual days.

We cannot accept the return of this form after 3 days of your lease starting, so please take the time to check, make notes, sign and return one copy to our office. Should you not return it within the legislated 3 days then the second copy will be deemed legally binding.

At the time of vacating, you will be required to complete an exit condition report that will be compared with the entry condition report. Anything that is noted on the exit report that is not on the Entry report will be deemed the responsibility of the tenant to remedy.

Upon return of the Entry Condition Report during those 3 days we will copy it for you and email you a copy for your records.

It is one of the most important items in your tenancy, it is your security at the conclusion of your lease. It is evidence of the condition of the premises and surrounds at the start of the tenancy and it might help resolve any dispute which may arise and will assist with a smooth refund of your bond at the end of the tenancy.

Tenant 1: Mki Dalby

Tenant 2: Daisy Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Mullen

CONTENTS INSURANCE

Please be aware that the Lessor's property insurance does not cover your personal belongings and it is in your interest to obtain contents insurance in case of damage or theft. You are responsible for obtaining adequate insurance cover to protect you against fire, theft or damage and the Lessor will in no way be liable for any loss or damage to any of your belongings, regardless of the reason for the damage.

LESSORS BUILDING INSURANCE

The Lessor is responsible for obtaining insurance for the building.

As a tenant you should be aware that, you must not do, or allow anything to be done, that would

1. Invalidate the insurance policy for the property;
2. Or increase the premium in relation to the policy for the property.

The lessor will have the right to claim from you -

1. Any increase in the premium of the insurance; and
2. Any excess on any claim on the insurance; and
3. Any other cost and expenses incurred;

As a direct or indirect result of the your negligent acts or breach of your tenancy agreement or your obligations under the Act.

If you have any questions relating to insurance, please do not hesitate to contact our office.

Tenant 1: Mki Dalby

Tenant 2: Daisy Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Mullen

WATER USAGE

Water consumption is something not always taken into account by tenants, hence the need to formally point it out.

· The Property has been certified by a plumber and has a Certificate of Water Efficiency.

· The tenant is responsible to pay for all water usage at the property. Please note that the amount charged is strictly dependant on what the Council Charges the landlord per KL (multiplied by usage)

· The Tenant has a strict 30 days to pay the invoice, supplied by the agency, IN FULL.

· The Tenant is aware that if the invoice is not paid in full they are in breach of their tenancy agreement and a notice to remedy breach will be issued, placing their tenancy at risk.

Tenant 1: Mki Dalby

Tenant 2: Daisy Ravit

Tenant 3: Josephine Dalby

Tenant 4: Logan Mullen

Addendum A (continued)

TENANT KEYS

I / We hereby acknowledge receipt of the above for the property

I / We agree that these will be returned to Nanak Sai Realty Pty Ltd - Property Management upon vacating the above premises at the end of the lease term along with any copies that have been made.

I / We agree to notify Nanak Sai Realty Pty Ltd - Property Management if keys are lost or stolen. I / We acknowledge responsibility for the cost of any barrel changes required & replacement keys supplied.

I / We acknowledge I am / We are responsible for rental payments up until the keys have been handed into to Nanak Sai Realty Pty Ltd - Property Management.

Tenant 1: Miki Dalby

Tenant 2: Daisy Rait

Tenant 3: Josephine Dalby

Tenant 4: Logan Mullen

6-1

DA & J Baird Superannuation Fund General Ledger



As at 30 June 2023

Transaction Date	Description	Units	Debit	Credit	Balance \$
Accountancy Fees (30100)					
<u>Accountancy Fees (30100)</u>					
24/08/2022	Transfer To Simmons Livingstone Net		2,640.00		2,640.00 DR
25/10/2022	Transfer To Simmons Livingstone Net		253.00		2,893.00 DR
13/03/2023	Transfer To Simmons Livingstone Net		253.00		3,146.00 DR
			3,146.00		3,146.00 DR

6-3

6-4

6-5

Total Debits: 3,146.00

Total Credits: 0.00



The Trustees
DA & J Baird Superannuation Fund
94 Arun Drive
ARUNDEL HILLS QLD 4214

Tax Invoice
034098

Ref: BAIRDS1
16 August, 2022

Description	Amount
<p>Preparation of Financial Statements for the fund for the year ended 30th June 2022 including the following:-</p> <ul style="list-style-type: none"> - Operating Statement, Statement of Financial Position & Notes to the Financial Statements - Trustee's declaration - Preparation and lodgement of income tax and regulatory return - Calculation of tax estimate - Memorandum of Resolutions - Calculations in relation to changes in market value of investments - Calculations of capital gains/losses in relation to disposal of investments - Processing of additions to the Depreciation schedule - Preparation of Member's Statements - Processing Superstream changeover to BGL360 and update ATO records - Preparation of records in accordance with the auditor's requirements including payment of disbursement to Super Audits. - Liaising with auditor regarding contravention 	2,700.00

Description	Amount
<p style="text-align: center;"> Acc 2640 And if 330 <hr style="width: 10%; margin: 0 auto;"/> 2970 </p>	

Please note that this invoice is now due.

	GST: \$	2,700.00
	Amount Due: \$	2,970.00

The firm reserves the right to charge interest of 11.5% compounding daily on outstanding amounts. The firm reserves the right to refer the outstanding invoices to a debt collection agency or legal practitioner, at a cost to the client. Such costs may include commission, administration fees, legal costs and interest as charged by the debt collection agency or legal practitioner.

<input type="checkbox"/> (EFT) - Transfer to our account Account Name Simmons Livingstone & Associates BSB: 064 445 Account: 1052 7520	Ref: BAIRDS1 Invoice: 034098 16 August, 2022 Amount Due: \$ 2,970.00
<input type="checkbox"/> Credit Card (Please indicate type) <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Card CCV	
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Cardholder Signature Expiry/.....	
Liability limited by a scheme approved under Professional Standards Legislation	

6.4



Simmons Livingstone & Associates

A.B.N. 45 163 871 958
PO Box 806, Oxenford 4210 Queensland
Tele 07 5561 8800 | Fax 07 5561 8700
simmonslivingstone.com.au

David Baird
D & J Baird Pty Ltd
94 Arun Drive
ARUNDEL QLD 4214

Tax Invoice
035241

Ref: BAIRDC1
18 October, 2022

Description	Amount
<p>Attending to secretarial matters of the company on your behalf throughout the year with the Australian Securities & Investments Commission (ASIC):</p> <ul style="list-style-type: none"> • Attendance to ASIC company statements and review documentation on your behalf; • Checking and comparison of your company information with ASIC registers; • Preparation of annual company minutes as required by the Corporations Law; • Attendance to address changes throughout the year; • Provision of registered office address and maintenance of legislated ASIC opening hours; • Assurance your company files are up to date and compliant with current Corporations Law and associated legislation; • Acting as registered agent of the company. 	230.00
230.00	
GST: \$ 23.00	
Amount Due: \$ 253.00	

Please note that this invoice is now due.

The firm reserves the right to charge interest of 11.5% compounding daily on outstanding amounts. The firm reserves the right to refer the outstanding invoices to a debt collection agency or legal practitioner, at a cost to the client. Such costs may include commission, administration fees, legal costs and interest as charged by the debt collection agency or legal practitioner.

(EFT) - Transfer to our account
 Account Name Simmons Livingstone & Associates
 BSB: 064 445 Account: 1052 7520
 Ref: BAIRDC1
 Invoice: 035241
 18 October, 2022
Amount Due: \$ 253.00

Credit Card (Please indicate type) Mastercard Visa Card CCV
 Card Number:

Cardholder Signature Expiry/.....

Liability limited by a scheme approved under Professional Standards Legislation

6-5



Simmons Livingstone & Associates

A.B.N. 45 163 871 958
PO Box 806, Oxenford 4210 Queensland
Tele 07 5561 8800 | Fax 07 5561 8700
simmonslivingstone.com.au

David & Julie Baird
DA & J Baird Enterprises Pty Ltd
94 Arun Drive
ARUNDEL HILLS QLD 4214

Tax Invoice
037454

Ref: BAIRDC2
22 February, 2023

Description	Amount
<p>Attending to secretarial matters of the company on your behalf throughout the year with the Australian Securities & Investments Commission (ASIC):</p> <ul style="list-style-type: none"> • Attendance to ASIC company statements and review documentation on your behalf; • Checking and comparison of your company information with ASIC registers; • Preparation of annual company minutes as required by the Corporations Law; • Attendance to address changes throughout the year; • Provision of registered office address and maintenance of legislated ASIC opening hours; • Assurance your company files are up to date and compliant with current Corporations Law and associated legislation; • Acting as registered agent of the company. 	230.00

Please note that this invoice is now due. 230.00

***Credit card payments attract a surcharge** GST: \$ 23.00

Amount Due: \$ 253.00

The firm reserves the right to charge interest of 11.5% compounding daily on outstanding amounts. The firm reserves the right to refer the outstanding invoices to a debt collection agency or legal practioner, at a cost to the client. Such costs may include commission, administration fees, legal costs and interest as charged by the debt collection agency or legal practioner.

(EFT) - Transfer to our account Ref: BAIRDC2
 Account Name Simmons Livingstone & Associates Invoice: 037454
 BSB: 064 445 Account: 1052 7520 22 February, 2023

Amount Due: \$ 253.00

Credit Card (Please indicate type) Mastercard Visa Card CCV

Card Number:

CardholderSignature Expiry/.....

Note that credit card payments attract a surcharge. Liability limited by a scheme approved under Professional Standards Legislation

PAID

SUPER AUDITS**TAX INVOICE**

Supplier: Super Audits

Auditor: A.W. Boys
SMSF Auditor Number (SAN) 100014140
Registered Company Auditor (67793)

Address: Box 3376
Rundle Mall 5000

ABN: 20 461 503 652

Services: Auditing

Date: 15 August 2022

Recipient: DA & J Baird Super Fund

Address: C/- PO Box 806, OXFENFORD QLD 4210

Description of Services

Statutory audit of the DA & J Baird Super Fund for the financial year ending 30 June 2021.

Fee: \$400.00

GST: \$40.00

Total: \$440.00

Payment can be made with a cheque payable to Super Audits postal address being Box 3376 Rundle Mall 5000 or alternatively an EFT can be made BSB 015-056 Account No. 387392386.

8.1

DA & J Baird Superannuation Fund
General Ledger



As at 30 June 2023

Transaction Date	Description	Units	Debit	Credit	Balance \$
ASIC Fees (30800)					
ASIC Fees (30800)					
25/10/2022	NETBANK BPAY ASIC		290.00	8.2	290.00 DR
13/03/2023	NETBANK BPAY ASIC		59.00	8.4	349.00 DR
			349.00		349.00 DR

Total Debits: 349.00

Total Credits: 0.00

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D & J BAIRD PTY LTD
ACN/ARBN: 160 623 807
C/- SIMMONS LIVINGSTONE & ASSOCIATES
PO BOX 806
OXENFORD, QLD, 4210

Invoice Statement

Issue Date 4 Oct 2022
Account Number 22 160623807

Summary

Balance outstanding
New charges \$290.00
TOTAL DUE \$290.00

- * Amounts not subject to GST. (Treasurer's Determination - Exempt taxes, fees and charges).
- * Payment of your annual review fee will maintain your registration as an Australian company

Please Pay

Pay now \$0.00
By 4 Dec 2022 \$290.00

If you have already paid, please ignore this invoice statement

- * Late fees will apply if you do NOT:
 - tell us about a change during the period that the Law allows,
 - bring your company/scheme details up to date within 28 days of the date of issue of the annual statement, or
 - you do not pay your review fee within 2 months of the annual review date
- * if you are up to one month late, you must pay \$83. If you are over one month late, this fee increased to \$344.

Date	Reference	Description	Amount
04/10/2022	4X1261618480B PA	2022 Annual Review	290.00

Payment Slip

D & J BAIRD PTY LTD

ACN/ARBN: 160 623 807
Account Number 22 160623807
Amount Payable \$290.00

Payment Options



*814 129 0002291606238072 60



22 160623807



Billpay Code: 8929
Ref: 2291 6062 3807 260



Billier Code: 17301
Reference: 2291606238072

in person at any Post Office, pay by cash, cheque or EFTPOS

by phone 13 18 16 pay by Mastercard or VISA

Internet postbillpay.com.au by Mastercard or VISA

Telephone & Internet Banking - BPAY *

Contact your bank, credit union or building society to make this payment from your cheque, savings account or credit card. More info: www.bpay.com.au



Mail this payment slip and your cheque to ASIC, Locked Bag 5000, Gippsland Mail Centre VIC 3841.



Company: D & J BAIRD PTY LTD ACN 160 623 807

Company details

Date company registered 04-10-2012
 Company next review date 04-10-2023
 Company type Australian Proprietary Company
 Company status Registered
 Home unit company No
 Superannuation trustee company No
 Non profit company No

Registered office

C/- SIMMONS LIVINGSTONE & ASSOCIATES, UNIT 30 , 340 HOPE ISLAND ROAD , HOPE ISLAND QLD 4212

Principal place of business

94 ARUN DRIVE , ARUNDEL QLD 4214

Officeholders

BAIRD, DAVID ALLAN
 Born 15-10-1962 at SYDNEY NSW
 94 ARUN DRIVE , ARUNDEL QLD 4214
 Office(s) held: Director, appointed 04-10-2012

Company share structure

Share class	Share description	Number issued	Total amount paid	Total amount unpaid
ORD	ORD	2	2.00	0.00

Members

BAIRD , JULIE		94 ARUN DRIVE , ARUNDEL QLD 4214		
Share class	Total number held	Fully paid	Beneficially held	
ORD	1	Yes	Yes	
BAIRD , DAVID ALLAN		94 ARUN DRIVE , ARUNDEL QLD 4214		
Share class	Total number held	Fully paid	Beneficially held	
ORD	1	Yes	Yes	

Document history

These are the documents most recently received by ASIC from this organisation.

Received	Number	Form	Description	Status
30-08-2017	5E4489047	484	CHANGE TO COMPANY DETAILS	Processed and imaged
22-07-2013	7E5315154	484	CHANGE TO COMPANY DETAILS	Processed and imaged
04-10-2012	1E8777049	201	APPLICATION FOR INCORPORATION (DIVN 1)	Processed and imaged

DA & J BAIRD ENTERPRISES PTY LTD
ACN/ARBN: 155 720 086
C/- SIMMONS LIVINGSTONE & ASSOCIATES
PO BOX 806
OXENFORD, QLD, 4210

Invoice Statement

Issue Date 15 Feb 2023
Account Number 22 155720086

Summary

Balance outstanding
New charges \$59.00
TOTAL DUE \$59.00

- * Amounts not subject to GST. (Treasurer's Determination - Exempt taxes, fees and charges).
- * Payment of your annual review fee will maintain your registration as an Australian company

Please Pay

Pay now \$0.00
By 15 Apr 2023 \$59.00

If you have already paid, please ignore this invoice statement

- * Late fees will apply if you do NOT:
 - tell us about a change during the period that the Law allows,
 - bring your company/scheme details up to date within 28 days of the date of issue of the annual statement, or
 - you do not pay your review fee within 2 months of the annual review date
- * if you are up to one month late, you must pay \$83. If you are over one month late, this fee increased to \$344.

Date	Reference	Description	Amount
15/02/2023	4X2256348480P PA	2023 Annual Review	59.00

Payment Slip

DA & J BAIRD ENTERPRISES PTY LTD

ACN/ARBN: 155 720 086
Account Number 22 155720086
Amount Payable \$59.00

Payment Options



*814 129 0002291557200865 40



Billpay Code: 8929
Ref: 2291 5572 0086 540



Biller Code: 17301
Reference: 2291557200865



22 155720086



in person at any Post Office, pay by cash, cheque or EFTPOS



by phone 13 18 16 pay by Mastercard or VISA



Internet postbillpay.com.au by Mastercard or VISA

Telephone & Internet Banking - BPAY *

Contact your bank, credit union or building society to make this payment from your cheque, savings account or credit card. More info: www.bpay.com.au



Mail

Mail this payment slip and your cheque to ASIC, Locked Bag 5000, Gippsland Mail Centre VIC 3841.



Company: DA & J BAIRD ENTERPRISES PTY LTD ACN 155 720 086

Company details

Date company registered 15-02-2012
 Company next review date 15-02-2024
 Company type Australian Proprietary Company
 Company status Registered
 Home unit company No
 Superannuation trustee company Yes
 Non profit company No

Registered office

'SIMMONS LIVINGSTONE & ASSOCIATES' UNIT , 30 , 340 HOPE ISLAND ROAD , HOPE ISLAND QLD 4212

Principal place of business

94 ARUN DRIVE , ARUNDEL QLD 4214

Officeholders

BAIRD, DAVID

Born 15-10-1962 at SYDNEY NSW

94 ARUN DRIVE , ARUNDEL QLD 4214

Office(s) held: Director, appointed 15-02-2012

BAIRD, JULIE

Born 05-09-1964 at SYDNEY NSW

94 ARUN DRIVE , ARUNDEL QLD 4214

Office(s) held: Director, appointed 15-02-2012

Company share structure

Share class	Share description	Number issued	Total amount paid	Total amount unpaid
ORD	ORD	2	2.00	0.00

Members

BAIRD , DAVID

94 ARUN DRIVE , ARUNDEL QLD 4214

Share class

Total number held

Fully paid

Beneficially held

ORD

1

Yes

Yes

BAIRD , JULIE

94 ARUN DRIVE , ARUNDEL QLD 4214

Share class

Total number held

Fully paid

Beneficially held

ORD

1

Yes

Yes

Document history

These are the documents most recently received by ASIC from this organisation.

Received	Number	Form	Description	Status
31-01-2017	2E7792552	484	CHANGE TO COMPANY DETAILS	Processed and imaged
10-07-2013	7E5315429	484	CHANGE TO COMPANY DETAILS	Processed and imaged
15-02-2012	1E8110468	201	APPLICATION FOR INCORPORATION (DIVN 1)	Processed and imaged

DA & J Baird Superannuation Fund
Depreciation Schedule

For The Period 01 July 2022 - 30 June 2023



Investment	Purchase Date	Cost	Opening Written Down Value	Disposals/ Decrease	Adjustments		Total Value For Depreciation ¹	Method	Rate	Depreciation					
					Additions/ Increase	Total Value For Depreciation ¹				Calculated Depreciation ²	Posted Depreciation ³	Deductible Capital Works	Closing Written Down Value		
77200 / 12MENZIES	08/10/2012														
12 Menzies Close, Arundel QLD 4214															
Colorbond fence	12/04/2022	2,849.00	2,833.39			2,849.00	Capital Works	2.50 %	71.23	0.00	555.68			2,762.16	
Electrical fitting replacements	27/08/2014	974.44	812.76			974.44	Capital Works	2.50 %	24.36					788.40	
Fencing	23/09/2021	4,532.00	4,444.77			4,532.00	Capital Works	2.50 %	113.30					4,331.47	
Front door & design	07/09/2014	1,088.00	907.46			1,088.00	Capital Works	2.50 %	27.20					880.26	
Internal doors, tiling & guttering	10/09/2021	3,925.00	3,845.96			3,925.00	Capital Works	2.50 %	98.13					3,747.83	
Pergola/fencing/retaining wall	20/12/2012	5,280.00	4,403.88			5,280.00	Capital Works	2.50 %	132.00					4,271.88	
Pool fence	23/03/2023	735.00	735.00	18,10 B		735.00	Capital Works	2.50 %	5.03					729.97	
Shower Screens	06/04/2022	1,122.00	1,115.39			1,122.00	Capital Works	2.50 %	28.05					1,087.34	
Vanity panels, doors & resurfacing	28/09/2021	2,255.00	2,212.37			2,255.00	Capital Works	2.50 %	56.38					2,155.99	

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Investment	Purchase Date	Cost	Opening Written Down Value	Adjustments			Depreciation					Closing Written Down Value
				Disposals/ Decrease	Additions/ Increase	Total Value For Depreciation ¹	Method	Rate	Calculated Depreciation ²	Posted Depreciation ³	Deductible Capital Works	
Low Value Pool (Full Rate)		22,760.44	21,310.98			22,760.44			0.00	555.68	20,755.30	
Fixtures and Fittings (at written down value) - Unitted												
Air conditioner	04/04/2016	2,795.72	545.03	(1,923.67)		(2,250.69)	Low Value Pool	37.50 %	A 545.03	0.00	0.00	
Ceiling fans and labour	27/08/2014	1,171.14	34.15			34.15	Low Value Pool	37.50 %	B 12.81	12.81	21.34	
Chlorinator	28/02/2013	408.00	15.20			15.20	Low Value Pool	37.50 %	C 5.70	5.70	9.50	
Dishwasher	16/08/2014	491.47	18.31			18.31	Low Value Pool	37.50 %	D 6.87	6.87	11.44	
Pool filter	16/08/2014	648.05	24.14			24.14	Low Value Pool	37.50 %	E 9.05	9.05	15.09	
Pool pumps	23/08/2014	1,088.68	97.80			97.80	Low Value Pool	37.50 %	F 36.68	36.68	61.12	
Uncategorised Assets		6,603.06	734.63	(1,923.67)		(2,061.09)			616.14	0.00	118.49	
Fixtures and Fittings (at written down value) - Unitted												
Garage Doors	08/09/2021	1,254.00	1,050.61			1,050.61	Diminishing Value	20.00 %	G 210.12	210.12	840.49	
Roof recoating	13/05/2013	2,435.00	894.50			894.50	Diminishing Value	13.33 %	H 119.24	119.24	775.26	

Investment	Purchase Date	Cost	Opening Written Down Value	Adjustments		Depreciation						Closing Written Down Value	
				Disposals/ Decrease	Additions/ Increase	Total Value For Depreciation ¹	Method	Rate	Calculated Depreciation ²	Posted Depreciation ³	Deductible Capital Works		
Security Screen Garage Door	23/03/2023				328.00	89.86	Diminishing Value	20.00 %	17.97	17.97	17.97	0.00	310.03
Smoke Alarms	13/10/2021	714.00	628.94			628.94	Diminishing Value	16.66 %	104.78	104.78	104.78	0.00	524.16
Solahart Hot Water System	25/08/2016	4,462.00	1,220.24		18100	1,220.24	Diminishing Value	20.00 %	244.05	244.05	244.05	0.00	976.19
		8,865.00	3,794.29		328.00	3,884.15			696.16	696.16	696.16	0.00	3,426.13
Plant and Equipment (at written down value) - Unitted													
Carpet	19/08/2021	5,320.00	4,168.54		9-4	4,168.54	Diminishing Value	25.00 %	1,042.14	1,042.14	1,042.14	0.00	3,126.40
Daikin Air conditioner	11/03/2023				1,990.00	610.63	Diminishing Value	25.00 %	152.66	152.66	152.66	0.00	1,837.34
Pool Pump - Astral CTX280	06/05/2022	947.00	591.87		1,990.00	591.87	Diminishing Value	37.50 %	221.95	221.95	221.95	0.00	369.92
		6,267.00	4,760.41		1,990.00	5,371.04			1,416.75	1,416.75	1,416.75	0.00	5,333.66
		44,495.50	30,600.31		2,318.00	29,954.54			2,729.05	2,729.05	2,729.05	555.68	29,633.58

¹ Amounts have been pro rated based on number of days in the year

² Depreciation/Capital Works calculated as per depreciation method

³ Depreciation amounts posted to the ledger

09/03/2023

Via Email: dabaird2@bigpond.net.au

David & Julie Baird
12 Menzies Close
Arundel QLD 4214

Dear David & Julie,

Quote # 49352

Further to your recent request, we have pleasure in submitting the following quotation.

Remove and Dispose existing Dux Wall Split Air conditioning System.

Supply and install of a new Daikin **FTXV25WVMA/RXV25WVMA** inverter driven reverse cycle single phase wall hung split system. This unit has a Cooling capacity range of 0.9kW to 3.7kW and Heating capacity range of 0.9kW to 5.4kW . The indoor unit will be installed on the Bed Room wall, replacing the existing one, with the outdoor unit to be installed outside, at the rear of the house, on the ground, replacing the existing one. This system operate from single-phase power supply and we have allowed connecting the system to a provided outdoor isolator. Extend the 2 drains to the downpipe and Drain spot.

Total Cost.....\$1,990.00 (including GST)

Qualifications:

1. *Right of Title of the purchased goods remains the property of Acclaim Airconditioning Pty Ltd until all monies as per the contract amount have been paid fully*
2. Acclaim Airconditioning Pty Ltd reserves the right to suspend work if a progress claim is not paid when it becomes due.
3. A 50% deposit is required before work proceeds on site, the balance is payable on completion of the work.
4. The attached Quotation and Conditions of Sale form is to be signed and returned with your deposit.

EMAILED
14/3/23

9-5



ACCLAIM
AIRCONDITIONING PTY. LTD.

Tel. 07 5500 5424 ABN 70 074 929 141
Fax. 07 5500 5434 PO Box 257
www.acclaimair.com.au Arundel DC QLD 4214
info@acclaimair.com.au Licence # AU02421

PLEASE PAY BY	AMOUNT	INVOICE DATE
14/03/2023	\$0.00	14/03/2023

TAX INVOICE NO. 91204 - DEPOSIT

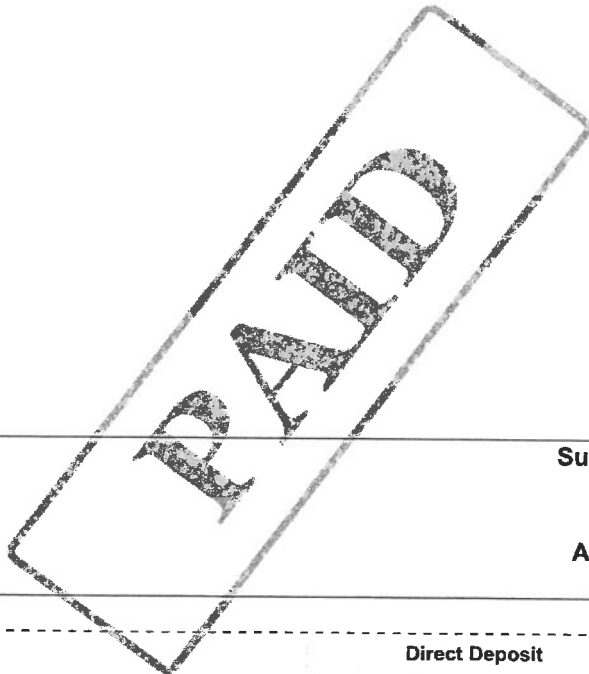
David & Julie Baird
94 Arun Dr
Arundel QLD 4214

Job No.: 93956
Site: 12 Menzies Close
Site Address: 12 Menzies Close
Arundel QLD 4214

Site Contact:
Order No.: *Direct Deposit*
Job Name: *@ 11/3/23*

Sales - Installation Domestic - Bedroom

Remove and dispose of the existing Dux Wall Split Air conditioning system - Supply and installation of a new Daikin FTXV25WVMA / RXV25WVMA inverter drive, reverse cycle, single phase, wall hung split system.



Thank you.

(creditor)watch

Sub-Total ex GST	\$904.55
GST	\$90.45
Total inc GST	\$995.00
Amount Applied	\$995.00
Balance Due	\$0.00



Mail

Detach this section and mail cheque to:

Acclaim Air Conditioning Pty Ltd
PO Box 257
Arundel DC QLD 4214



Credit Card (MasterCard or Visa)

A 1.5% surcharge will apply for MasterCard and Visa payments

Overdue invoices will incur an interest rate charge of 5% per annum, and an account-keeping fee of \$5.00 inc. GST per week as per the terms and conditions of Acclaim Airconditioning Pty Ltd

Direct Deposit

Bank: Commonwealth Bank
Acc. Name: Acclaim Air Conditioning Pty Ltd
BSB: 064-450
Acc. No.: 1002 4972

Please Reference: 91204

9-6



Tel. 07 5500 5424 ABN 70 074 929 141
Fax. 07 5500 5434 PO Box 257
www.acclaimair.com.au Arundel DC QLD 4214
info@acclaimair.com.au Licence # AU02421

PLEASE PAY BY	AMOUNT	INVOICE DATE
14/03/2023	\$0.00	14/03/2023

TAX INVOICE NO. 91204 - DEPOSIT

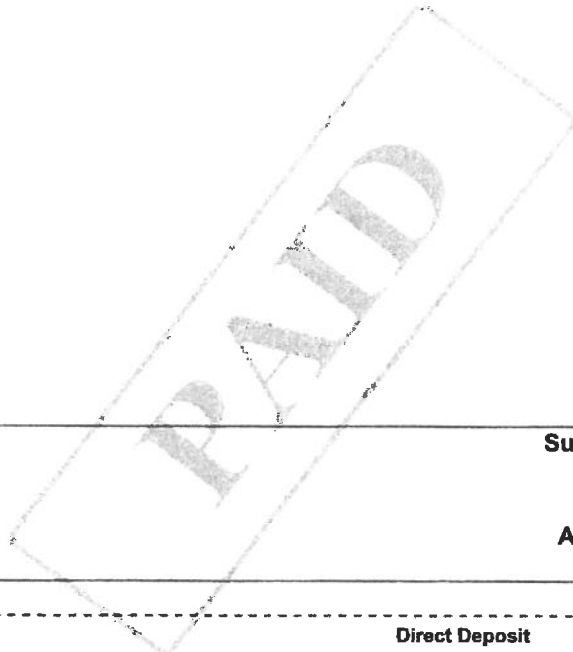
David & Julie Baird
94 Arun Dr
Arundel QLD 4214

Job No.: 93956
Site: 12 Menzies Close
Site Address: 12 Menzies Close
Arundel QLD 4214

Site Contact:
Order No.: *Direct Deposit*
Job Name: *@ 11/3/23*

Sales - Installation Domestic - Bedroom

Remove and dispose of the existing Dux Wall Split Air conditioning system - Supply and installation of a new Daikin **FTXV25WVMA / RXV25WVMA** inverter drive, reverse cycle, single phase, wall hung split system.



Thank you.

(creditor)watch

Sub-Total ex GST	\$904.55
GST	\$90.45
Total inc GST	\$995.00
Amount Applied	\$995.00
Balance Due	\$0.00



Mail

Detach this section and mail cheque to:

Acclaim Air Conditioning Pty Ltd
PO Box 257
Arundel DC QLD 4214



Credit Card (MasterCard or Visa)

A 1.5% surcharge will apply for MasterCard and Visa payments

Overdue invoices will incur an interest rate charge of 5% per annum, and an account-keeping fee of \$5.00 inc. GST per week as per the terms and conditions of Acclaim Airconditioning Pty Ltd

Direct Deposit

Bank Commonwealth Bank
Acc. Name Acclaim Air Conditioning Pty Ltd
BSB 064-450
Acc. No. 1002 4972

9-7

From: Leanne Reid leanne@acclaimair.com.au
Subject: Invoice 91318
Date: Mar 23, 2023 at 13:59:17
To: David & Julie Baird dabaird2@bigpond.net.au
Cc: leanne@acclaimair.com.au



Please find attached invoice number 91318.
If there are any problems, please feel free to contact the office on the number below.

Thank you
Leanne Reid
Assistant Administrator
07 5500 5424



Tel. 07 5500 5424 ABN 70 074 929 141
Fax. 07 5500 5434 PO Box 257
www.acclaimair.com.au Arundel DC QLD 4214
info@acclaimair.com.au Licence # AU02421

PLEASE PAY BY	AMOUNT	INVOICE DATE
23/03/2023	\$995.00	23/03/2023

TAX INVOICE NO. 91318 - FINAL CLAIM

David & Julie Baird
94 Arun Dr
Arundel QLD 4214

Job No.: 93956
Site: 12 Menzies Close
Site Address: 12 Menzies Close
Arundel QLD 4214
Site Contact:
Order No.:
Job Name:

Sales - Installation Domestic

Remove and Dispose existing Dux Wall Split Air conditioning System.
Supply and install of a new Daikin **FTXV25WVMA/RXV25WVMA** inverter driven reverse cycle single phase wall hung split system.

FTXV25WVMA - Indoor Unit - E040721
RXV25WVMA - Outdoor Unit - E041436

9-8

Thank you.	Sub-Total ex GST	\$904.54
(creditor)watch	GST	\$90.46
	Total inc GST	\$995.00
	Amount Applied	\$0.00
	Balance Due	\$995.00



Mail

Detach this section and mail cheque to:

Acclaim Air Conditioning Pty Ltd
PO Box 257
Arundel DC QLD 4214



Credit Card (MasterCard or Visa)

A 1.5% surcharge will apply for MasterCard and Visa payments

Overdue invoices will incur an interest rate charge of 5% per annum, and an account-keeping fee of \$5.00 inc. GST per week as per the terms and conditions of Acclaim Airconditioning Pty Ltd

Direct Deposit

Bank Commonwealth Bank
Acc. Name Acclaim Air Conditioning Pty Ltd
BSB 064-450
Acc. No. 1002 4972

Please Reference: 91318

**DA & J Baird Superannuation Fund
General Ledger**



As at 30 June 2023

Transaction Date	Description	Units	Debit	Credit	Balance \$
Life Insurance Premiums (39000)					
<u>(Life Insurance Premiums) Baird, David - Accumulation (BAIDAV00001A)</u>					
20/07/2022	1640215-C2736729 TAL Life Limited		772.28		772.28 DR
22/08/2022	1640215-C3388694 TAL Life Limited		772.28		1,544.56 DR
20/09/2022	1640215-C3952679 TAL Life Limited		910.27		2,454.83 DR
20/10/2022	1640215-C4549224 TAL Life Limited		910.27		3,365.10 DR
21/11/2022	1640215-C5150089 TAL Life Limited		910.27		4,275.37 DR
20/12/2022	1640215-C5711165 TAL Life Limited		910.27		5,185.64 DR
20/01/2023	1640215-C6341696 TAL Life Limited		910.27		6,095.91 DR
20/02/2023	1640215-C6895243 TAL Life Limited		910.27		7,006.18 DR
20/03/2023	1640215-C7455765 TAL Life Limited		910.27		7,916.45 DR
20/04/2023	1640215-C8047734 TAL Life Limited		910.27		8,826.72 DR
22/05/2023	1640215-C8630990 TAL Life Limited		910.27		9,736.99 DR
20/06/2023	1640215-C9181236 TAL Life Limited		910.27		10,647.26 DR
			10,647.26		10,647.26 DR
<u>(Life Insurance Premiums) Baird, Julie - Accumulation (BAIJUL00001A)</u>					
25/07/2022	92038965 MLC Limited		35.93		35.93 DR
25/08/2022	92038965 MLC Limited		35.93		71.86 DR
26/09/2022	92038965 MLC Limited		35.93		107.79 DR
25/10/2022	92038965 MLC Limited		35.93		143.72 DR
25/11/2022	92038965 MLC Limited		35.93		179.65 DR
28/12/2022	92038965 MLC Limited		35.93		215.58 DR
25/01/2023	92038965 MLC Limited		35.93		251.51 DR
27/02/2023	92038965 MLC Limited		38.00		289.51 DR
27/03/2023	92038965 MLC Limited		38.00		327.51 DR
26/04/2023	92038965 MLC Limited		38.00		365.51 DR
25/05/2023	92038965 MLC Limited		38.00		403.51 DR
26/06/2023	92038965 MLC Limited		38.00		441.51 DR
			441.51		441.51 DR

Total Debits: 11,088.77

Total Credits: 0.00

39000



4 August 2021



001174

Private & Confidential

Da & J Baird Enterprises Pty Ltd Atf Da & Baird
94 Arun Drive
ARUNDEL QLD 4214

**Anniversary notice for Accelerated Protection
Policy Number: 1640215**

Dear Trustee,

We are writing to let you know that your **policy is approaching its anniversary**. In this letter, you'll find important information that explains any updates to your policy and premium changes. To assist with your understanding of some important Life Insurance terminology, we have included a more detailed explanation in the Glossary at the end of this letter.

The below table includes a summary of your cover, including your new Benefit Amounts and Premiums, applicable from **20 September 2021**.

Policy Summary

Life Insured: David Allan Baird

Your Plan	Premium Type	Inflation Protection	Benefit Amount	Premium (monthly)
Life Insurance Plan	Stepped	X	\$800,000	\$352.23
TPD Insurance (Attached)	Stepped	X	\$800,000	\$420.05

New total monthly premium is \$772.28*

*Includes Policy Fee and Stamp Duty (if applicable)

Your next payment amount may differ from your new premium if you have a credit or outstanding amount due on your policy.

How is your premium calculated?

POSTED

When you first purchased your policy, we used the information you provided, including your health, lifestyle and product choices, to set your initial premium. Each year we recalculate your premiums based on premium type (such as Stepped or Level) and whether Inflation Protection applies (which increases your Benefit Amount with inflation). This affects how your premium may rise. Finally, we look at any fees or discounts that may need to be applied.

We have also reviewed the premium rates across the product to meet future costs, including future claim costs. Due to this review, we have increased the underlying premium rates used to calculate your premium.

More information about Stepped & Level premiums and Inflation Protection can be found in the Glossary at the end of this letter and the original Product Disclosure Statement (PDS) and Policy Document issued to you. You can also find details of your cover and your chosen options in the last Policy Schedule issued to you.

What you need to do?

- Please take the time to check your policy details are correct and ensure you have funds available to pay your premium.
- Now is also a good time to think about whether your circumstances have changed. Many events like a marriage, birth of child, a change in your income or a change to your mortgage debt can be worth discussing with your adviser, to ensure your policy still aligns with your goals.

0337704101 330041174402766

4 August 2022

F 001065

Private & Confidential

Da & J Baird Enterprises Pty Ltd Atf Da & Baird
94 Arun Drive
ARUNDEL QLD 4214

**Anniversary notice for Accelerated Protection
Policy Number: 1640215**

Dear Trustee,

We are writing to let you know that your **policy is approaching its anniversary**. In this letter, you'll find important information that explains any updates to your policy and premium changes. To assist with your understanding of some important Life Insurance terminology, we have included a more detailed explanation in the Glossary at the end of this letter.

The below table includes a summary of your cover, including your new Benefit Amounts and Premiums, applicable from **20 September 2022**.

Policy Summary

Life Insured: David Allan Baird

Your Plan	Premium Type	Inflation Protection	Benefit Amount	Premium (monthly)
Life Insurance Plan	Stepped	X	\$800,000	\$405.47
TPD Insurance (Attached)	Stepped	X	\$800,000	\$504.80

New total monthly premium is \$910.27*

*includes Policy Fee and Stamp Duty (if applicable)

Your next payment amount may differ from your new premium if you have a credit or outstanding amount due on your policy.

How is your premium calculated?

When you first purchased your policy, we used the information you provided, including your health, lifestyle and product choices, to set your initial premium. Each year we recalculate your premiums based on premium type (such as Stepped or Level) and whether Inflation Protection applies (which increases your Benefit Amount with inflation). This affects how your premium may rise. Finally, we look at any fees or discounts that may need to be applied.

More information about Stepped & Level premiums and Inflation Protection can be found in the Glossary at the end of this letter and the original Product Disclosure Statement (PDS) and Policy Document issued to you. You can also find details of your cover and your chosen options in the last Policy Schedule issued to you.

What you need to do?

- Please take the time to check your policy details are correct and ensure you have funds available to pay your premium.
- Now is also a good time to think about whether your circumstances have changed. Many events like a marriage, birth of child, a change in your income or a change to your mortgage debt can be worth discussing with your adviser, to ensure your policy still aligns with your goals.

POSTED

63371004_DL_3867/001/065/002320

Because you have chosen to pay via direct debit from your Bank account, **your premium will be debited from your account on 20th of each month following your policy anniversary on 20 September 2022.** If the payment date falls on a weekend, your payment will be debited the following working day.

How to manage your policy

- If you wish to change your payment method or direct debit details for your insurance premiums, please contact us or complete the enclosed payment advice form.
- If you would like to review anything else regarding your policy, simply contact TAL or your financial adviser using the contact details below.

An important change to our complaint handling timeframe

From 5 October 2021, the timeframe to resolve a complaint you may have about your policy, our service or staff has reduced from 45 days to **30 days**. Please refer to the information below for details on how to make a complaint.

How do I make a complaint?

We have an internal dispute resolution service to assist you with any concerns you may have about your policy, our services or your privacy.

In the first instance, we hope that our friendly team can handle any concern you may have. Please call our customer service team on **1300 209 088** or email us at customerservice@tal.com.au. If you are not satisfied with our initial response, please ask to speak to a Manager or a representative from the Internal Dispute Resolution Team.

We will attempt to resolve your complaint within 30 days of the date it is received. If we are unable to resolve your complaint within that period, we will inform you of the reasons for the delay and let you know when we expect to provide a response to your complaint.

If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Website: www.afca.org.au

Email: info@afca.org.au

Telephone: 1800 931 678 (free call)

In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

Time limits may apply to complaints to AFCA.

You may wish to consult the AFCA website or contact AFCA directly to find out if there is a time limit on lodging a complaint with AFCA.

What is the Life Insurance Code of Practice?

We are committed to the Life Insurance Code of Practice (the Code). The Code outlines the life insurance industry's key commitments and obligations to our customers, ensuring that we act with honesty, fairness and transparency. For more information on the Code, please visit our website.

What you need to know about your policy

As part of our commitment to the Life Insurance Code of Practice, it is important to inform you that before making any changes, such as cancelling or replacing this policy, there are risks you need to consider. For example, if cover is cancelled, the same cover may not be available to you, you may not be eligible for any cover, or you may be offered cover on different terms, even if your new policy is with TAL.

If you wish to make a claim, please contact us on the details below to obtain a claims pack. This will explain the information we need to assess the claim. You can also refer to the Product Disclosure Statement and your Policy Document for information on what may be required in the event of a claim.

If you would like to change the terms of your policy or if you are having trouble meeting your premium payments, we may be able to offer you options to assist. Please speak to your financial adviser or call us on the number below to discuss the options that might be available to you.

11-1

390



04 January 2022

LIFE INSURANCE

440649-001 000862(10596) R H1
 DA & J Baird Enterprises Pty Ltd
 94 Arun Dr
 ARUNDEL QLD 4214

Policy number
 92038965
Life Insured
 Julie Baird

Product type
 MLC Insurance
Your reference number
 774052

Your insurance for the year ahead

To DA & J Baird Enterprises Pty Ltd,

We're pleased to provide you with your new policy schedule which gives you details about your life insurance for the year ahead. Keep your policy schedule with your important documents

As you know, life doesn't always go to plan. However with MLC Life Insurance, you can be confident your insurance will be with you through life's ups and downs.

- You're covered for:
- Accidental Death Benefit

Keeping your insurance up to date

Just as you and your circumstances will change, your insurance can also be altered to better suit your lifestyle and your future financial needs.

Life changing events such as getting married, starting a family, paying down a mortgage or dependants leaving home all reasons to review your insurance with your financial adviser.

Some definitions have been clarified

We have clarified a few definitions that relate to your policy. Please refer to our website mlcinsurance.com.au/termsclarification for more information.

Did you know

Your MLC Life Insurance provides access to our Best Doctors™ program and Mental Health Navigator at no extra cost.

This medical advice service means you can connect confidentially with leading specialists around the world for a second medical opinion when you or your



Insurer
 MLC Limited
 ABN 90 000 000 402
 AFSL 230894

PO Box 23455
 Docklands VIC 3008

Tel 13 65 25
mlcinsurance.com.au

family need it most. And you don't need to be on claim to use Best Doctors or Mental Health Navigator. To find out more visit mlcinsurance.com.au.

Your insurance premium for the year ahead

Your new Monthly premium will be \$35.93, effective from 18 February 2022.

Your premium is adjusted each year based on your age and the increased risk that you may suffer an injury or illness.

So that your insurance keeps up with increases to the cost of living, we've automatically increased your cover amount by:

- 5.0% for any Life, Total and Permanent Disability, Accidental Death or Critical Illness insurance.

If you don't want the cost of living increase applied to your policy this year, we can adjust your insurance and premium – as long as you let us know within the next two months. You can make this adjustment either online or by calling us.

Internet

To reject online, visit my.mlcinsurance.com.au and login with Customer Number 774052

Phone

To reject over the phone, please call 13 65 25

We recommend contacting your financial adviser first to discuss the best option for you, based on your financial objectives and situation.

Change of Trustee ownership — insurance in super customers only*

NULIS Nominees (Australia) Limited (NULIS) is no longer part of the National Australia Bank (NAB) Group of Companies and is now part of IOOF Holdings Limited (IOOF) and its related bodies corporate (IOOF Group), effective 1 June 2021.

You'll still be a member of the MLC Super Fund, NULIS will continue to be your trustee and your benefits won't change.

We're amending references to NAB in our communication, but this will take time. In the meantime, some documents you receive from us may still refer to NAB.

*Doesn't apply to Self Managed Super Funds

11-3



LIFE INSURANCE

04 January 2023

518450-001 000454(3104) R H1
DA & J Baird Enterprises Pty Ltd
94 Arun Dr
ARUNDEL QLD 4214

Policy number
92038965
Life Insured
Julie Baird

Product type
MLC Insurance
Your reference
number
774052

Your insurance for the year ahead

To DA & J Baird Enterprises Pty Ltd,

Thank you for continuing to choose MLC Life Insurance to provide your insurance cover. As you know, life does not always go to plan. However, with MLC Life Insurance you can be confident your insurance will be with you through life's ups and downs.

This letter and attached policy schedule explain important details about your cover. Please take a few minutes to review all documents, then store them safely for future reference.

- You're covered for:
- Accidental Death Benefit

Your insurance premium for the year ahead

Your new Monthly premium will be \$38.00, effective from 18 February 2023.

Key information to know about your premium

Your premium is adjusted each year based on your age to account for the increasing risk that you may suffer an injury or illness.

To ensure your insurance keeps up with increases to the cost of living (Inflation Proofing), we've automatically increased your cover amount by:

- 7.3% for any Life, Total and Permanent Disability, Accidental Death or Critical Illness insurance.

If you have reached the maximum sum insured for your benefit type, then

Committed to care for life
Vivo - health, wellness and recovery program
With your MLC Life Insurance, access Vivo at no extra cost from today and for the life of your policy.
VIVO
BY MLC LIFE INSURANCE
See how Vivo can support you to live life better
Visit vivo.mlcinsurance.com.au

POSTED

Insurer
MLC Limited
ABN 90 000 000 402
AFSL 230694

PO Box 23455
Docklands VIC 3008

Tel 13 65 25
mlcinsurance.com.au

Insurance is issued by MLC Limited. MLC Limited uses the MLC brand under licence from the Insignia Financial Group. MLC Limited is part of the Nippon Life Insurance Group and is not a part of the Insignia Financial Group.

indexation may not be applicable. Please refer to the enclosed Policy Schedule.

If you don't want Inflation Proofing to apply to your cover amounts for this year, you can turn it off. Turning off Inflation Proofing will change your cover amounts and premium outlined above.

We recommend talking with your financial adviser to discuss options that best suit your financial objectives if you are changing your cover amounts each year.

To turn off Inflation Proofing:

Inflation proofing can be managed online depending on your policy's setup. You will need to act on this within two months of the date of this letter.

Online

Go to my.mlcinsurance.com.au and login with your customer number 774052.

1. From the dashboard, select **View your anniversary details**.
2. Click **Manage Inflation Proofing** and turn off this option.

Phone

If you're unable to turn off Inflation Proofing online or would like some help, please call us on **13 65 25**.

Any changes to your policy which become effective before your policy anniversary date may change the premium set out above. In the event this occurs we will inform you of the revised premium amount and issue a new policy schedule for your records.

Change of Trustee ownership name – for insurance owned by NULIS and held in the MLC Super Fund

IOOF Holdings Ltd ABN 49 100 103 722 has changed its name to Insignia Financial Ltd ABN 49 100 103 722 effective 10 December 2021. All references to 'IOOF Holdings Limited' should be read as 'Insignia Financial Ltd' and all references to 'IOOF Group' should be read as 'Insignia Financial Group'. NULIS is part of Insignia Financial Ltd and its related bodies corporate (Insignia Financial Group).

This change does not impact your insurance in super in the Fund. You'll still be a member of the Fund, NULIS will continue to be your trustee and your benefits won't change.

We're changing references from IOOF to Insignia Financial in our communications, but this will take time. In the meantime, some documents you receive from us may still refer to IOOF.

Reviewing your insurance through the life of your policy

Just as you and your circumstances change, your insurance can also be altered to better suit your lifestyle and financial needs.

Life-changing events such as getting married, starting a family, paying down a mortgage or having dependents leave home are just some examples of reasons to review your insurance to ensure it suits your needs. As your circumstances change, we recommend you speak with your financial adviser to help decide if your insurance remains appropriate for your needs.

If you wish to cancel, reduce or alter your cover, please call us on **13 65 25**, we are available to help you from 8:30am to 6pm (AEST/AEDT), Monday to Friday. Alternatively, you can email us at enquiries.retail@mlcinsurance.com.au or you can write to us at:

MLC Life Insurance
PO Box 23455
Docklands VIC 3008

For hearing impaired customers, please call **1300 555 727**. For customers requiring interpreting or translation services, please call **13 14 50**.

If you are interested in information about the risks and consequences of reducing or cancelling your insurance, please speak with your financial adviser or go to mlcinsurance.com.au/cancelyourinsurance.

Unlocking the everyday value of your insurance

As an MLC Life Insurance customer, you have access to Vivo, a tailored health, wellness and recovery program. Available at no additional cost, Vivo provides a range of services you can use today. Whether you're looking to improve your everyday health or wellness, dealing with a medical condition or require recovery support, Vivo can connect you with services to help you achieve your goals.

To learn more about how Vivo can help you, visit vivowellbeing.com.au

If you need help

If you have any questions please:

- contact your adviser DEAN MCKINNON on 1300261373
- send an email to enquiries.retail@mlcinsurance.com.au, or
- call **13 65 25** Monday to Friday

Yours sincerely



Michael Rogers
Chief Retail Insurance Officer
MLC Life Insurance



MLC Life Insurance Policy Schedule

This Policy Schedule replaces any previous Policy Schedules. Effective date 18 February 2023

Policy details

Policy Owner	DA & J Baird Enterprises Pty Ltd	Policy start date	18 February 2014
Product name	MLC Insurance	Monthly premium*	\$38.00
Policy number	92038965	Stamp Duty state	QLD
Review Date(Annual renewal)	18 February		
Monthly policy fee	\$6.81		
Monthly Stamp Duty	\$3.13		

* Your Monthly premium includes the policy fee and stamp duty.

Life Insured details

Life Insured

Life Insured	Mrs Julie Baird	Date of Birth	5 September 1964
Age next birthday	59	Occupation Class	A

What you're covered for

Mrs Julie Baird Life Insured

Benefit type	Premium structure	Benefit amount	Monthly Premium	Benefit expiry date	Smoker status	Inflation Linked
Accidental Death Benefit	Stepped	\$998,745	\$28.06	18 February 2065	Non-smoker	Yes

Extra benefits (benefit details)

- Financial Planning included

The premium details in this Schedule will be valid until the next Review Date. This Schedule is current as at the effective date shown, and replaces any Schedule previously issued. You should refer to the Policy Document for full details of when we will pay a Benefit. Please also refer to your Policy Document for a full description of your Extra benefits, including any eligibility criteria that may apply.