

REPAIRS AND MAINTENANCE PROCEDURE

Dear Tenant(s),

Under the Residential Tenancies Act 1995, landlords and tenants share the responsibility for maintaining the condition of the rented premises. As tenants you have an obligation to keep the premises and ancillary property (i.e. Gardens, lawn, pool etc.) in a reasonable state of cleanliness and must not intentionally or negligently cause or permit damage to the premises or ancillary property. At the end of the tenancy you must leave the premises in a reasonable condition, and in a reasonable state of cleanliness, taking into consideration any wear and tear that may have occurred during the rented period within reason.

GENERAL MAINTENANCE: Tenants are to notify the agent of any general repairs required by phoning (08) 8356 8000 or emailing maintenance@siebelsiebel.com.au. Once informed of the repair we will liaise with the property owner then engage appropriate contractors to complete repairs. Contractors will contact tenants directly to organise access to the property, however if a suitable time cannot be arranged contractors can collect keys from the Siebel and Siebel office or a notice of entry may be served in order to complete necessary repairs or maintenance.

EMERGENCY REPAIRS: If an urgent repair is required (i.e. Burst water pipe, gas leak, dangerous electrical fault etc.) every effort should be made to contact the agent as soon as possible. Please note the landlord is not required to give notice to the tenant to enter premises in an emergency situation. If the agent (Siebel and Siebel) cannot be contacted to organise to emergency repairs the tenant can have the urgent issues repaired by a licenced tradesperson. The tradesperson is to provide Siebel and Siebel a report on the work carried out and the apparent cause of the state of disrepair. The tenant is entitled to be reimbursed the cost of having the repair carried out.

EMERGENCIES INCLUDE:

1. Bust water pipes
2. Serious roof leak (that may result in major or long term structural damage to the building)
3. Gas leak
4. Dangerous electrical fault
5. Flooding and serious floor damage
6. Major storm, fire or impact damage
7. Failure/ breakdown of the gas/electricity or water supply
8. Fault or damage that results in the property being insecure or unsafe
9. Fault or damage that is likely to cause injury

AFTER HOURS EMERGENCY CONTACT NUMBERS

FIRST POINT OF CONTACT:

| | |
|--|-------------------------------|
| Sue Siebel | 0418 816 206 |
| Locksmith- Rite Price | 0404 018 066 |
| Plumbing- Frontline Plumbing & Gas | 0417 993 384 |
| Electrical- Boltz Electrical Contractors | 0411 755 949 |
| Handy Man - Need Trade Services | 0413 976 699 |
| SA Water | 1300 SA WATER (1300 72 92837) |
| SA Power Networks Emergency | 13 13 66 |
| Gas Emergency | 1800 GAS LEAK (1800 427 532) |
| Police, Fire & Ambulance | 000 |
| Police Assistance | 131 444 |
| Crime Stoppers | 1800 333 000 |
| State Emergency Services (SES) | 131 500 |
| National Security Hotline | 1800 123 400 |
| Poisons Information Line | 131 126 |
| National Home Doctor Service | 13 SICK (13 7425) |
| Lifeline | 13 11 14 |
| Kids Help Line | 1800 551 800 |
| Parent Help Line | 1300 364 100 |

I / We the Tenant(s) have read and fully understand all of the above clauses of the Repairs and Maintenance Procedure.

Signature Tenant No. 1 _____ Date ____ / ____ / ____.

Signature Tenant No. 2 _____ Date ____ / ____ / ____.