



Full Board Providers



The University of WA Housing Service is an information service only. University staff do not interview students or make any assessment of a student's character or financial means etc. prior to allowing the student to access the Housing Listings. Each individual listing their property with the University Housing Service must make their own assessment of a student's character and/or suitability as a tenant. Any lease arrangement negotiated between a student and landlord is the responsibility of the parties involved.

Thank you for offering to accommodate a UWA student. This leaflet will give you information on what to expect when providing student accommodation.

Terms and Conditions

It is important that the terms and conditions attached to the provision of accommodation be clearly outlined and agreed to before the commencement of a tenancy.

Costs

Establish charges. This will vary according to how many meals will be provided and if laundry is included. Gas, electricity and water are always included in full board rent. Current charges for full board average between \$170 - \$290 per week.

Bond

Although Boarders and Lodgers are not covered by the *Residential Tenancies Act (1987)*, it is suggested that any bond monies (not more than 4 weeks rent) collected be placed into a joint bank account where all parties are required to sign for every transaction.

Rent

Specify a time when rent is due, e.g. fortnightly on Monday mornings. Issue receipts showing who paid the rent, the date, rental period and amount paid.

Tenancy Agreement

It is a good idea to put in writing clear expectations, rights and obligations for both the tenant and the accommodation provider. A draft agreement is attached.

Vacation Costs

Many students will wish to travel home during the vacation breaks. It is reasonable, but not essential, to charge a nominal retaining fee to hold the room (suggest \$5-\$10/week).

Telephone

If the phone or internet account is not covered by the board. You should discuss with the student, how the phone account will be managed from the start of tenancy, particularly if you allow access to your landline, mobile or internet access.

HOW THE LISTINGS WORK

The information you have provided will be placed on the Housing Listings which UWA students/staff may access. As a measure of security for the house owner, neither your house number nor surname is shown in the listings the students access. Students will telephone you direct if they are interested in your accommodation. This provides both parties with the opportunity to ask questions and begin to assess the suitability of the other party. It is up to the accommodation provider to inform the student of their house number and to arrange a suitable time for the student to view the room and facilities.

We rely on feedback from accommodation providers to keep our listings up to date. If the room is taken by a student or any details change please inform the Housing Officer. Your listing will remain **current for 60 days**. If you have not found a suitable tenant by that time, you may re-submit your property listing online by accessing our website at:
http://www.studentservices.uwa.edu.au/ss/housing/accommodation_providers/list_your_property

You are welcome to contact the Housing Officer if you have any difficulties with any aspect of your accommodation, or just want more information.

Where to find us:

Student Services
2nd Floor, South Wing, Guild Village
Telephone: +61 8 6488 3547

Please do not hesitate to come and see us to find out more about any of our services

To make an appointment
please call **08 6488 2423**
email: housing@uwa.edu.au or finance@uwa.edu.au
Visit our website
<http://www.studentservices.uwa.edu.au/>

CRICOS Provider Number 00126G

Accommodation Agreement

Full Board / Room Only

An agreement to rent accommodation

at _____ (the premises)

made on (date) _____ 20_____

Name of Tenant : _____
Family Name Given Names

Name of Accommodation Provider: _____
Family Name Given Names

The Accommodation Provider Agrees To:

- Pay rates, taxes, telephone rental and maintenance (if the home owner)
- Provide and maintain the premises in good order and condition

Allow the student access to and use of the bedroom (as inspected) and:

(tick if applicable)

- | | |
|---|--|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Family Room |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Bathroom/toilet |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Pool/Garden |
| <input type="checkbox"/> Other (describe) _____ | |

Provide the following additional services at no extra charge: (tick if applicable)

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch |
| <input type="checkbox"/> Dinner | <input type="checkbox"/> Ironing |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Other (describe) _____ | |

Allow the student:

- Privacy and unconditional access to the room and described facilities.

Provide: (tick as appropriate)

- | | | | |
|-----------------------------------|-------------------------------|------------------------------------|-------------------------------|
| <input type="checkbox"/> Room key | N ^o of keys: _____ | <input type="checkbox"/> House key | N ^o of keys: _____ |
|-----------------------------------|-------------------------------|------------------------------------|-------------------------------|

The Student Agrees To Pay:

- Bond of \$ _____ on _____ (date)
- Rent of \$ _____ commencing on _____ (date) and each _____ (week/fortnight) thereafter.
- The cost of telephone calls made by the student.
- Gas, electricity and water charges if renting room only (normally inclusive in full board arrangements). _____% of the account; or \$ _____ per week.

The student also agrees to:

- Provide _____ weeks notice when vacating the property; **or** will vacate the property on _____ (date).
- Respect the rights of the accommodation provider by:
 - Not damaging the room or the premises
 - Using the room for personal use only
 - Maintaining own bedroom in a reasonably clean and orderly state

The Accommodation Provider and Student each agree:

1. A property inspection report on the premises shall be compiled by the accommodation provider and signed by both parties.
2. To inspect the premises on the day that the student moves out.
3. The bond will be placed into a “Tenancy Bond Account”, with the Bond Administrator (at the Ministry of Fair Trading), or an authorised financial institution. The bond money shall be lodged in a joint account in the name of the accommodation provider and the student in accordance with the Residential Tenancies Act, 1987.
4. Permission will be obtained before entering rooms designated for the exclusive use of the accommodation provider or student.
5. The house and the property of other housemates will be treated with appropriate care.
6. Illegal, unlawful or unsociable activities will not be undertaken on the premises.
7. All common areas will be kept in a reasonably clean and orderly state.
8. Excessive noise and other disturbances will not be created.
9. All difficulties in the house will be openly discussed to try and reach a mutually satisfactory resolution.
10. To abide by any other conditions as attached. (Signed and dated by all parties).

**Any unresolvable dispute shall be referred to:
The University of W.A. Housing Officer or The Ministry of Fair Trading**

Signatures:

Student _____ Date _____

Accommodation Provider _____ Date _____

A copy of the agreement must be provided to all signatories.