

# PRO FORMA LETTER FOR LANDLORD / PROPERTY MANAGER

Residential Occupation Date: .....

Apartment: ..... Carpark: ..... Storage Unit: .....

Tenancy Start Date: .....

To the Endeavour Apartments Body Corporate

I have provided the incoming tenants full copies of:

1. The Body Corporate Rules
2. The Endeavour Apartments Fire Evacuation Procedure

I have inducted incoming resident tenants into all aspects of living at Endeavour Apartments including:

1. Reminding incoming residents that they are living in a high density residential complex and their actions have impacts on other resident.
2. Informing incoming residents that the Body Corporate aim is to build on the Apartment complex's reputation to be a desirable place for people to want to live; residents are expected to ensure that their behaviour does not tarnish this reputation.
3. Reinforcing the expectation of the Body Corporate that the Property Manager /Landlord shall be required to formally follow up on any reported or proven breach of the Body Corporate Rules or published policies by either the incoming residents or their guests.
4. Identification to incoming residents of the location and usage of the complex's rubbish & recycling facilities.
5. Identification to incoming residents access to point to emergency stairs and their exit of the building to safety.
6. Identification to incoming residents of the location the apartment's water and electrical services entry points and instruction to isolate these in case of emergency.
7. Identification to incoming residents of the operation of the apartment's smoke alarms and operation of the alarms "quiet" or "hush" button.

## Landlord/Property Manager Declaration

I confirm that the tenants have been advised adhere to both their Residential Tenancy Agreement and the Body Corporate Rules; that they have been provided copies of the Body Corporate Documentation and have been given a building induction as noted in the Building Induction 1 – 7 above

Signed: .....

Landlord / Property Manager:

Date: .....

# PRO FORMA LETTER FOR RESIDENT TENANTS

Residential Occupation Date: .....

Apartment: ..... Carpark: ..... Storage Unit: .....

Tenancy Start Date: .....

To the Endeavour Apartments Body Corporate

## Body Corporate Documentation:

1. The Body Corporate Rules
2. The Endeavour Apartments Fire Evacuation Procedure

## Building Induction:

I/We the incoming residents, have been:

1. Advised of issues from living in a high density residential complex and their actions have impacts on other residents.
2. Advised of the Body Corporate aim is that Apartment complex's reputation is to be a desirable place for people to want to live; residents are expected to ensure that their behaviour does not tarnish this reputation.
3. Advised that there is an expectation of the Body Corporate that the Property Manager /Landlord shall be required to formally follow up on any reported or proven breach of the Body Corporate Rules or published policies by either the incoming residents or their guests.
4. Advised of the location and usage of the complex's rubbish & recycling facilities
5. Identification to incoming residents access to point to emergency stairs and their exit from the building to safety.
6. Advised of the location of the apartment's water and electrical services entry points and instruction to isolate these in case of emergency.
7. Advised of the operation of the apartment's smoke alarms and operation of the alarms "quiet" or "hush" button.

## Tenants Declaration

I/we confirm that I/we have been provided copies of the Body Corporate Documentation and have been given a building induction as noted in the Building Induction 1 – 7 above.

I/we understand their obligations placed upon me/us living in an apartment building

I/we confirm that I/we will abide by the Body Corporate Rules as part of the Body Corporate Rules as part of my/our Residential Tenancy Agreement

### Tenant 1

Name (Print) .....

Signed: .....

### Tenant 3

Name (Print) .....

Signed: .....

### Tenant 2

Name (Print) .....

Signed: .....

### Tenant 4

Name (Print) .....

Signed: .....