



## TERMS AND CONDITIONS OF ACCOMMODATION AT LATITUDE 37 APARTMENTS

A copy of these Terms and Conditions is handed to every Guest of Latitude 37 Apartments. Checking into the apartment and using the security keys is acceptance of the Terms and Conditions below:

### CHECK OUT

The Guest shall deliver the keys and carpark remotes to the Latitude 37 Office by no later than 10.00am on the check out date, unless a late checkout has been previously arranged with Latitude 37 Accommodation Ltd. A late check out fee of \$100.00 incl. GST will apply if late check-out is between 10am and 12pm, If check-out is after 12pm this will incur a fee of one night's accommodation (charged at the nightly rate and not a pro-rata of the weekly rate) and these charges shall be charged directly to the Guest, and Latitude 37 Accommodation Ltd is authorised to charge this cost directly to the Guest's credit card. If the Guest is checking out during the weekend the Office will not be open until 12pm, and the Guest will be required to leave all keys and remotes inside the apartment and lock the door upon departure, or alternatively place them in the metal box located in the back of the gate leading to the Sales Office front door. Do not forget you will need to remove your car from the carpark before doing this.

### PAYMENT

All accommodation is due fortnightly in advance upon entry into the apartment.

### FEES AND COSTS

A credit card imprint will be taken by Latitude 37 Accommodation Ltd to be used to recover all disbursements incurred by the Guest including toll calls, damage or loss to apartments/complex or chattels (including security keys), outstanding rental or any other monies owing. The Guest shall bear any costs of debt recovery costs. Serviced apartment rental rates include GST, phone rental, power up to \$25 per week, a weekly service (where requested).

### LOST/DAMAGED CHATTELS

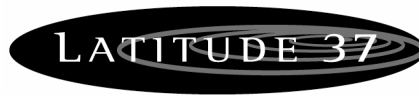
The Guest shall not remove any chattels from the apartments and shall pay for any lost or damaged chattels (including carpet and upholstery cleaning), and all keys electronic or otherwise. Latitude 37 Accommodation Ltd is authorised to charge any associated costs directly to the Guest's credit card.

### LOST KEY POLICY

If the keys are returned late there will be a charge of \$100 per set - no exceptions. If the keys are not returned at all the fee is \$200 per set.

### CANCELLATION

For cancellations made 14 days or more prior to check-in an administration fee of \$100 is payable. If a cancellation is made within 7-14 days of the arrival date, a cancellation fee being the greater of the deposit, 20% of the total stay confirmed or one night's accommodation will be charged. If a cancellation is received within 7 days of the arrival date, a fee of 40% of the confirmed stay to a maximum of two weeks' accommodation will be charged. After the check-in date, the cancellation fee applies to Guests wanting to leave prior to their confirmed check-out date, being the lesser of 40% of the remaining confirmed booking or the accommodation charge for two weeks.



### **Immediate Termination**

Notwithstanding the Residential Tenancies Act Latitude 37 Accommodation Ltd may give immediate notice to terminate in any case where:

- rent is 14 days in arrears;
  - the Guest has caused or threatened to cause substantial damage to any part of Latitude 37 Apartments;
  - the Guest has assaulted or threatened to assault the employees of Latitude 37 Accommodation Ltd, or invitees, the Building Manager or the Body Corporate Manager;
- the Guest has purposefully contravened any of the Body Corporate rules. A copy of these rules is easily located in every apartment, and forms part of these Terms and Conditions.

### **The Guest:**

- shall abide by the Body Corporate rules;
- shall not smoke in the apartment or common areas. If, upon the Guest's exit from the apartment, Latitude 37 Accommodation Ltd is required to eliminate tobacco smells from the apartment, it will do so at the Guest's cost. Latitude 37 Accommodation Ltd is authorised to charge these costs directly to the Guest's credit card;
- shall keep the apartment clean and tidy and notify Latitude 37 Accommodation Ltd of any repairs needed;
- shall not disturb the neighbours;
- shall not damage or permit damage to the apartment or any part of Latitude 37 Apartments;
- shall not make any alterations to the apartment without Latitude 37 Accommodation Ltd's written consent;
- shall ensure the apartment is occupied principally for residential purposes;
- shall leave the apartment clean and tidy and clear of rubbish;
- shall ensure visitors are aware of and abide by these conditions.

### **RIGHTS OF ENTRY**

Latitude 37 Accommodation Ltd's employees and/or their representatives can only enter:

- with the Guest's agreement;
- in an emergency;
- with 24 hours notice for work required or for inspection by prospective tenants or for inspection by prospective purchasers for sale of the apartment;
- with 48 hours notice for inspection;
- if entry is between 8.00am and 7.00pm unless otherwise arranged with the Guest.

### **LATITUDE 37 APARTMENTS INFORMATION AND EMERGENCY EVACUATION SCHEME BOOKLETS**

These are located in every apartment. Please read both carefully as the information contained therein forms part of these Terms and Conditions.

### **PLEASE NOTE:**

WHILE EVERY PRECAUTION IS TAKEN TO ENSURE THE SECURITY OF YOUR APARTMENT AT ALL TIMES, LATITUDE 37 ACCOMMODATION ACCEPT NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGE TO OR LOSS OF ANY VALUABLES OR PERSONAL BELONGINGS.