

## The Law Society of the Australian Capital Territory: Contract for Sale

## Schedule

<b>Land</b>	The unexpired term of the Lease	Unit	UP No.	Block	Section	Division/District
		3				
		and known as 7 Sadleir Place, Charnwood ACT 2615				
<b>Seller</b>	Full name	Jason Kayne Cotter				
	ACN/ABN					
	Address	33 Ralph Street, Clontarf QLD 4019				
<b>Seller Solicitor</b>	Firm	Chamberlains Law Firm				
	Email	emma.west@chamberlains.com.au				
	Phone	02 6188 3600	Ref Emma West			
	DX/Address	Level 8, 224 Bunda Street, Canberra ACT 2601 / GPO Box 303, Canberra ACT 2601				
<b>Stakeholder</b>	Name	Hive Property (ACT) Trust Account				
<b>Seller Agent</b>	Firm	Hive Property (ACT)				
	Email	samanthal@hiveproperty.co				
	Phone	(02) 6182 1802	Ref Samantha Linsdell			
	DX/Address	PO Box 819, DICKSON ACT 2602				
<b>Restriction on Transfer</b>	Mark as applicable	<input checked="" type="checkbox"/> Nil	<input type="checkbox"/> section 370	<input type="checkbox"/> section 280	<input type="checkbox"/> section 306	<input type="checkbox"/> section 351
<b>Land Rent</b>	Mark one	<input checked="" type="checkbox"/> Non-Land Rent Lease	<input type="checkbox"/> Land Rent Lease			
<b>Occupancy</b>	Mark one	<input type="checkbox"/> Vacant possession	<input checked="" type="checkbox"/> Subject to tenancy			
<b>Breach of covenant or unit articles</b>	Description (Insert other breaches)	As disclosed in the Required Documents				
<b>Goods</b>	Description	All fixed floor coverings, window treatments and light fittings as inspected				
<b>Date for Registration of Units Plan</b>	Not Applicable					
<b>Date for Completion</b>	On or before 30 days from the Date of this Contract					
<b>Electronic Transaction?</b>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes, using Nominated ELN: PEXA				
<b>Land Tax to be adjusted?</b>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes				
<b>Residential Withholding Tax</b>	New residential premises?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes			
	Potential residential land?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes			
	Buyer required to make a withholding payment?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (insert details on p.3)			
<b>Foreign Resident Withholding Tax</b>	Relevant Price more than \$750,000.00?	<input type="checkbox"/> No	<input type="checkbox"/> Yes			
	Clearance Certificates attached for all the Sellers?	<input type="checkbox"/> No	<input type="checkbox"/> Yes			

An agent may only complete the details in this black box and exchange this contract. See page 3 for more information.

<b>Buyer</b>	Full name					
	ACN/ABN					
	Address					
<b>Buyer Solicitor</b>	Firm		Ref			
	Email					
	Phone					
	DX/Address					
<b>Price</b>	Price	(GST inclusive unless otherwise specified)				
	Less deposit	(10% of Price)			<input type="checkbox"/> Deposit by Instalments (clause 52 applies)	
	Balance					
<b>Date of this Contract</b>						

<b>Co-Ownership</b>	Mark one (show shares)	<input type="checkbox"/> Joint tenants	<input type="checkbox"/> Tenants in common in the following shares:
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**Read This Before Signing:** Before signing this Contract you should ensure that you understand your rights and obligations. You should read the important notes on page 3. You should get advice from your solicitor.

<b>Seller signature</b>	<b>Buyer signature</b>
Seller witness name and signature	Buyer witness name and signature

**Seller Disclosure Documents**

The following marked documents are attached and form part of this Contract. The Buyer acknowledges that by execution of this Contract the Buyer certifies in writing that the Buyer received the marked documents prior to entering into this Contract.

- Crown lease of the Land (including variations)
- Current certified extract from the land titles register showing all registered interests affecting the Property
- Deposited Plan for the Land
- Energy Efficiency Rating Statement
- Encumbrances shown on the land titles register (excluding any mortgage or other encumbrance to be discharged)
- If there is an encumbrance not shown on the land titles register — a statement about the encumbrance complying with the Civil Law (Sale of Residential Property) Regulations
- Lease Conveyancing Inquiry Documents for the Property
- Building Conveyancing Inquiry Document (except if:
  - the Property is a Class A Unit
  - the residence on the Property has not previously been occupied or sold as a dwelling; or
  - this Contract is an “off-the-plan purchase”)
- Building and Compliance Inspection Report(s) (except if section 9(2)(a)(ii) or section 9(2)(a)(iii) of the Sale of Residential Property Act applies)
- Pest information (except if the property is a Class A Unit or is a residence that has never been occupied): Pest Inspection Report(s).
- Regulated Swimming Pool documentation required under section 9(1)(JA) of the Sale of Residential Property Act (on and from 1 May 2024)

**If the Property is off-the-plan:**

- Proposed plan
- Inclusions list

**If the Property is a Unit where the Units Plan has not registered:**

- Inclusions list
- Disclosure Statement

**If the Property is a Unit where the Units Plan has registered:**

- Units Plan concerning the Property
- Current certified extract from the land titles register showing all registered interests affecting the Common Property
- Unit Title Certificate
- Registered variations to rules of the Owners Corporation
- (If the Unit is an Adaptable Housing Dwelling) drawings and plans demonstrating compliance with Australian Standard AS 4299-1995 (Adaptable Housing) as in force from time to time
- (If the Owners Corporation is a party to a Building Management Statement) Building Management Statement

**If the Property is a Lot that is part of a Community Title Scheme:**

- Section 67 Statement, as first or top sheet
- Community Title Master Plan
- Community Title Management Statement

**If the Property is a Lot that will form part of a Community Title Scheme:**

- Proposed Community Title Master Plan or sketch plan
- Proposed Community Title Management Statement

**GST**

- Not applicable
- Input taxed supply of residential premises
- Taxable supply (including new residential premises)
- GST-free supply of going concern
- Margin scheme applies

**Tenancy**

- Tenancy Agreement
- No written Tenancy Agreement exists

**Invoices**

- Building and Compliance Inspection Report
- Pest Inspection Report

**Asbestos**

- Asbestos Advice
- Current Asbestos Assessment Report

**Damages for delay in Completion – applicable interest rate and legal costs and disbursements amount (see clause 22)**

Interest rate if the defaulting party is the Seller	0	% per annum
Interest rate if the defaulting party is the Buyer	10	% per annum
Amount to be applied towards legal costs and disbursements incurred by the party not at fault	\$ 550	(GST inclusive)

**Tenancy Summary**

Premises		Expiry date	
Tenant name		Rent	
Commencement date		Rent review date	
Term		Rent review mechanism	

**Managing Agent Details for Owners Corporation or Community Title Scheme (if no managing agent, secretary)**

Name		Phone	
Address			



# TENANCY AGREEMENT (RESIDENTIAL)

This Tenancy Agreement is made on 04/11/2025

Unit 8 37 Kesteven Street, Florey, ACT, 2615

### SCHEDULE

#### ITEM 1 LESSOR

Name: Jason Cotter

Company Name: \_\_\_\_\_ ACN/ABN: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ ACN/ABN: \_\_\_\_\_

Address for Service of Notices: **Agent** (refer Item 2)

**OR** Unit 8 37 Kesteven Street

Suburb: Florey State: ACT Postcode: 2615

#### ITEM 2 AGENT

Name: Matthew Sebbens

trading as Blackshaw Belconnen

Licence Number: 20255541 ACN/ABN: 88618470812

Address: Unit 8 37 Kesteven Street

Suburb: Florey State: ACT Postcode: 2615

Phone: 0261473396 Mobile: 0478 695 572

Email: belconnenrentals@blackshaw.com.au

#### ITEM 3 TENANT

First Name	Surname	Tenant contributing to bond
1. <del>XXXXXXXXXXXXXXXXXXXX</del>	<del>XXXXXXXXXXXXXXXXXXXX</del>	Yes / <del>No</del>
Email: <del>XXXXXXXXXXXXXXXXXXXX</del>		
2. <del>XXXXXXXXXXXXXXXXXXXX</del>	<del>XXXXXXXXXXXXXXXXXXXX</del>	Yes / <del>No</del>
Email: <del>XXXXXXXXXXXXXXXXXXXX</del>		
3.		Yes / No
Email:		
4.		Yes / No
Email:		
Company Name: _____		ACN/ABN: _____
Email: _____		
Address: _____		
Suburb: _____	State: _____	Postcode: _____
Address for Service of Termination Notices: 7 Sadleir Place		
Suburb: Charnwood	State: ACT	Postcode: 2615
Address for Service of Other Notices: Email:		
Address: _____		
Suburb: _____	State: _____	Postcode: _____

#### ITEM 4 PREMISES

Block: 3 Section: 22 Division: Charnwood Unit No: 7 Units Plan: \_\_\_\_\_

Address: 7 Sadleir Place

Suburb: Charnwood State: ACT Postcode: 2615

#### ITEM 5 NUMBER OF OCCUPANTS

Maximum number of persons permitted to occupy the Premises: Three (3) Adults





**TENANCY AGREEMENT  
(RESIDENTIAL)**

**ITEM 6 FIXED TERM TENANCY**

The term of this Tenancy Agreement is for: 14 months ~~weeks~~ / months / ~~years~~  
 commencing on: 12/11/2025 and ending on: 14/01/2027 (the **Term**)  
 If the Tenant remains in occupation of the Premises following the expiry of the Term, the Tenant acknowledges and agrees that the terms of this Tenancy Agreement will continue to apply, except that the tenancy will be a periodic tenancy.

**ITEM 7 PERIODIC TENANCY**

~~This Tenancy Agreement commences on: \_\_\_\_\_ and ends upon the termination of this Tenancy Agreement by either the Lessor or the Tenant (the Term).~~

**ITEM 8 RENT**

The rent equates to \$660.00 per week payable at the rate of \$660.00 per week / ~~fortnight~~ / ~~calendar month~~  
 payable in advance commencing on 12/11/2025

**ITEM 9 PAYMENT**

The method by which the rent must be paid:  
 Bank Cheque / Money Order made out to:  
 DEFT Payment Systems: Biller Code: Ref No.  
 Direct Debit to commence on  
 Other: Using one of the available Ailo payment options ie. Direct Debit, Debit Card, Credit Card or Fee-Free One-Off Transfer

**ITEM 10 BOND**

\$2,640.00 being an amount equivalent to four weeks rent or  \$  
 Lodged with the ACT Office of Rental Bonds \*Note: Bond to be lodged with the ACT Office of Rental Bonds  
**Address for service of documents - ACT Office of Rental Bonds**  
 Any notice or other document to be issued by the ACT Office of Rental Bonds to the Lessor or the Agent is to be delivered to the following address:  
 belconnerrentals@blackshaw.com.au  
 Any notice or any document issued by the ACT Office of Rental Bonds to the Tenant is to be delivered to the following address (an email address should be provided for each Tenant contributing to the bond). Please notify the ACT Office of Rental Bonds should you not wish to receive documents by email:  
 brendomanns@gmail.com  
 vmanns80@gmail.com

**ITEM 11 EMERGENCY TRADESPEOPLE**

As notified by the Lessor or the Agent from time to time.

**ITEM 12 CONDITION OF PREMISES**

The Premises is provided:  
 Unfurnished.  
 Partially furnished as stipulated in the inventory and condition report.  
 Furnished as stipulated in the inventory and condition report.  
 initials BRM ES

**ITEM 13 SALE OF PREMISES** (refer to section 46B(1)(a) of the Act)

Does the Lessor intend to sell the Premises within six (6) months of the commencement of this Tenancy Agreement?  
 Yes  
 No  
 initials BRM ES

**ITEM 14 POSTING TERMINATION CLAUSE** (refer to Additional Clause 102)

Does a Posting Termination Clause apply to this Tenancy Agreement?  
 Yes  
 No  
 initials BRM ES





**TENANCY AGREEMENT  
(RESIDENTIAL)**

**ITEM 15 PETS**

(refer to Additional Clause 107)

initials

DS DS  
B M

DS  
ES

Is the Tenant required to obtain the Lessor's prior written consent to the keeping of an animal in the Premises?

- Yes
- No

From the commencement of the lease the Landlord agrees the Tenant may keep the following animal(s) at the Premises [insert description of animal]:

\_\_\_\_\_

\_\_\_\_\_

**ITEM 16 ADDRESS FOR SERVICE OF DOCUMENTS**

- (1) The Landlord may be contacted by email or by post via the Agent at the Agent's address stated in Item 2.
- (2) For the Landlord:
  - (a) any document may be delivered to the Landlord by email, registered post or in person, via the Agent at the Agent's address stated in Item 2;
  - (b) any notice to be served on the Landlord, except a notice to vacate, must be in writing and may be served by sending the notice by email or prepaid post to the Agent's address stated in Item 2; and
  - (c) any notice to vacate to be served on the Landlord, must be in writing and may only be served by leaving it at, or sending it by prepaid post to, the Agent's address stated in Item 2.
- (3) For the Tenant:
  - (a) any document may be delivered to the Tenant by leaving it at the Premises or by sending it by email or post to the Tenant's address stated in Item 3;
  - (b) any notice to be served on the Tenant, except a notice to vacate, must be in writing and may be served by:
    - (i) leaving it at the Premises;
    - (ii) sending the notice by email or prepaid post to the Tenant's address stated in Item 3; or
    - (iii) delivering it to the Tenant personally; and
  - (c) any notice to vacate to be served on the Tenant, must be in writing and may only be served by:
    - (i) leaving it at the Premises;
    - (ii) sending it by prepaid post to the Premises, the Tenant's address stated in Item 3, or the address of the business of the Tenant last known to the Landlord; or
    - (iii) delivering it to the Tenant personally.
- (4) The parties acknowledge the address for service stated above is provided pursuant to clause 98 of the Agreement.
- (5) Despite Item 16(2)(c), the Landlord may, at the Landlord's absolute discretion, accept service of a defective notice to vacate or a notice to vacate sent by email to the Agent's address stated in Item 2.

**ITEM 17 MINIMUM HOUSING STANDARD (except the Minimum Ceiling Insulation Standard)**

- Is the Premises required to comply with a Minimum Housing Standard?  Yes  No  The Premises is exempt
- If yes, does the Premises comply with the Minimum Housing Standard?  Yes  No

If the Premises does not comply,

(a) the reason the Premises does not comply with a Minimum Housing Standard is due to

\_\_\_\_\_.

(b) the proposed date by which the Premises will comply is \_\_\_\_\_.

**Note:** If a regulation prescribes a period in which the Premises must comply, the proposed date is the end of the period, or in any other case, 1 month after the day this Tenancy Agreement is entered into.

If the Premises is exempt, the reason for the exemption is

\_\_\_\_\_





# TENANCY AGREEMENT (RESIDENTIAL)

## ITEM 18 CEILING INSULATION

Is the premises required to comply with the Minimum Ceiling Insulation Standard?  Yes  No  The Premises is exempt

If yes, does the Premises comply with the Minimum Ceiling Insulation Standard?  Yes  No

If the Premises does not comply, the proposed date by which the Premises will comply is 12 Aug 2026 .

If the Premises is exempt, the Lessor is not required to comply with the Minimum Ceiling Insulation Standard due to: (tick as applicable)

the Premises, or part of the Premises is registered under the *Heritage Act 2004* and the installation of required ceiling insulation in a required area would, or would be likely to, have a significant adverse impact on the heritage significance of the Premises; or

the Premises is a unit under the *Unit Titles Act 2001* in a building with 2 or more storeys and the required area is located immediately below another unit in the building;

ceiling insulation is not able to be installed in a required area for structural reasons;

the Tenant has told the Agent/Lessor in writing that the Tenant does not want ceiling insulation installed in the Premises;

before entering into this Tenancy Agreement, the Lessor has told the Tenant in writing that the Lessor intends to demolish all of the Premises, or a substantial part of the Premises, within 2 years after the day the Lessor enters into this Tenancy Agreement;

the Tenancy Agreement is for a fixed term of 12 months or less and the Tenant is the former owner of the Premises;

the Premises is a unit under the *Unit Titles Act 2001* on the top storey of a building and the Lessor has written confirmation from the Owners Corporation for the building that the Corporation -

intends to arrange for required ceiling insulation to be installed in parts of the building, including the required area of the Premises; or

refuses permission for the Lessor to install required ceiling insulation.

## ITEM 19 ENERGY EFFICIENT RATING STATEMENT

Has an energy efficiency rating statement of the premises been provided to the Tenant?  Yes  No

## ITEM 20 ASBESTOS ASSESSMENT REPORT

Is the Lessor aware of there being an asbestos assessment report for the premises?  Yes  No

If yes, has a copy of the asbestos assessment report been provided to the Tenant?  Yes  No

If no, has an asbestos advice been provided to the Tenant?  Yes  No

## ITEM 21 UNIT TITLE RENTAL CERTIFICATE

Item 21 only applies if the premises is a unit.

Has a unit title rental certificate for the premises been given to the Tenant?  Yes  No

Has there been any change to the unit title rental certificate since it was issued?  Yes  No

If yes, the changes are:

## ITEM 22 POOLS AND SPAS

Is there a pool (including demountable, temporary or kids pool), spa, floatation tank or tub, or excavation, structure or vessel that can be filled with water to a depth of 300mm or more:  Yes  No

If yes, provide details:

The pool was constructed before /after 1 May 2023.

Attached to this Tenancy Agreement is:

If the pool was constructed before 1 May 2023: (tick one)

- a copy of the guidance material notified under the *Building Act 2004*
- if the pool has been granted a Ministerial exemption, the exemption certificate or if only exempt from part of the safety standard, a compliance certificate for the pool to the extent that it is not exempt from the standards
- if no Ministerial exemption has been granted, a swimming pool disclosure statement, a compliance certificate OR a certificate of occupancy for the pool and safety barrier\*

If the pool was built or substantially altered after 1 May 2023: (tick one)

- a summary pool disclosure statement
- a compliance certificate for the pool
- a certificate of occupancy for the pool and safety barrier\*

\*Note a certificate of occupancy must not be older than 5 years





## TENANCY AGREEMENT (RESIDENTIAL)

### ADDITIONAL CLAUSES

#### Clause 102 - Termination because of posting

- (1) This clause applies if Item 14 is marked "Yes".
- (2) The Lessor and the Tenant agree to the Posting Termination Clause being included in this Agreement.
- (3) This Tenancy Agreement may be terminated:
  - (a) if the Lessor is posted to the ACT in the course of the Lessor's employment - by the Lessor giving the Tenant at least 8 weeks written notice to vacate the Premises; or
  - (b) if the Tenant is posted away from the ACT in the course of the Tenant's employment - by the Tenant giving the Lessor at least 8 weeks written notice of the Tenant's intention to vacate the Premises.
- (4) A notice under subclause (3) must be accompanied by evidence of the posting (for example a letter from the employer of the Lessor or Tenant confirming the details of the posting).
- (5) The Tenancy Agreement terminates:
  - (a) 8 weeks after the day the notice is received under subclause (3); or
  - (b) if a later date is stated in the notice - on the stated date.

#### Clause 103 - Tenant Warranty

The Tenant warrants, to the best of the Tenant's knowledge, that the information contained in the Schedule is accurate and complete in every way.

#### Clause 104 - Standard Residential Tenancy Terms

The Standard Residential Tenancy Terms contained in Schedule 1 of the Act apply to this Tenancy Agreement.

#### Clause 105 - Joint and Individual Liability

Where the Tenant consists of more than one person, the covenants and obligations to be observed and performed by the Tenant shall bind them jointly and each of them severally.

#### Clause 106 - Smoking

- (1) The Tenant acknowledges and agrees that:
  - (a) the Tenant, and any guest of the Tenant, is prohibited from smoking inside the dwelling (being the improvements of which form part of the Premises);
  - (b) smoking is only permitted outside the dwelling; and
  - (c) upon the Tenant vacating the Premises, the Tenant must clean and repair any damage caused to the outside of the dwelling caused by the Tenant smoking on the Premises.
- (2) In the event the Tenant breaches subclause (1)(a), the Tenant must:
  - (a) arrange for the professional cleaning of the dwelling (including all carpeted areas, blinds and walls) to the satisfaction of the Lessor, acting reasonably; and
  - (b) rectify any damage caused to the dwelling, and any property of the Lessor in the dwelling, by the Tenant smoking in the dwelling.

#### Clause 107 - Pets

- (1) Where the Tenant must obtain the Lessor's consent to the keeping of an animal on the Premises, the Tenant must apply for the Lessor's consent in writing.
- (2) Where the Tenant is not required to obtain the Lessor's prior written consent to the keeping of an animal on the Premises and the Tenant intends to keep or keeps an animal on the Premises, the Tenant must at all times comply with those terms and conditions attached to this Tenancy Agreement (if any).
- (3) Where the Premises is a unit, the Tenant acknowledges that the keeping of an animal on the Premises is subject to the approval of the Owner's Corporation.
- (4) Where the Tenant is permitted to keep an animal on the Premises:
  - (a) the Lessor may impose reasonable conditions of the Tenant's keeping of the animal on the Premises, including but not limited to the number of animals kept on the Premises and the extent to which the Premises must be cleaned and maintained;
  - (b) the Tenant must comply with any conditions imposed by the Lessor; and
  - (c) the Tenant is responsible for and indemnifies the Lessor against any damage caused to the Premises or any costs incurred by the Lessor in connection with the Tenant keeping an animal on the Premises.



**TENANCY AGREEMENT  
(RESIDENTIAL)**

**Clause 108 - Modifications**

- (1) In addition to clauses 67 and 68 of this Tenancy Agreement, the Tenant acknowledges and agrees that:
  - (a) the Tenant must obtain the Lessor's consent to carry out any renovation, or make any alteration or addition, to the Premises or to add any fixtures or fittings to the Premises and the Tenant must apply for the Lessor's consent in writing;
  - (b) when carrying out any renovation, alteration or addition or adding any fixtures or fittings to the Premises, the Tenant must at all times comply with any reasonable direction given by the Lessor; and
  - (c) any renovation, alteration or addition to the Premises, whether or not carried out by the Tenant or by someone on behalf of the Tenant, must be carried out in a proper and workmanlike manner and in accordance with all relevant laws, regulations and codes.
- (2) The Tenant is responsible for and indemnifies the Lessor against any damage caused to the Premises or the Lessor's property or any costs or loss incurred or suffered by the Lessor in connection with the Tenant renovating, or making any alteration or addition, to the Premises or installing any fixture or fitting to the Premises.

**Clause 109 - Privacy Policy**

initials DS DS BRM DS

- (1) The *Privacy Act 1988* (Cth) allows certain information about the Tenant to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses and discloses personal information.
- (2) The Agent may amend or amend and restate this Privacy Policy from time to time and may subsequently notify the Tenant of any changes to this Privacy Policy by updating it on the Agent's website or by other written notification to the Tenant. Any changes to this Privacy Policy take effect upon the earlier of the update to the website or other notification to the Tenant.
- (3) This Tenancy Agreement requires the collection of certain information including personal information about the Tenant.
- (4) The personal information the Tenant provides in this Tenancy Agreement or collected from other sources is necessary for the Agent to:
  - (a) identify and verify the Tenant's identity;
  - (b) make recommendations to the Lessor;
  - (c) manage the Residential Agreement and Premises for the Lessor;
  - (d) process any payment (including without limit the exchange of personal information with the relevant payment provider, where necessary);
  - (e) liaise and exchange information with the Tenant and the Agent's or Tenant's legal and other advisors in relation to or in connection with this Tenancy Agreement;
  - (f) comply with any applicable laws;
  - (g) comply with any dispute resolution process;
  - (h) to inform and offer the Tenant products and services provided by the Agent or other third-party service providers and
  - (i) marketing and research purposes provided that the use is reasonably necessary for one or more of the Agent's obligations or services and in accordance with the Act.
- (5) Personal information collected about the Tenant in connection with this Tenancy Agreement may be disclosed by the Agent to other parties for the purpose for which it was collected, including the Lessor and the Lessor's mortgagee, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy database and any prospective or actual purchaser of the Premises, including to their mortgagee (if any).
- (6) If the Tenant does not wish to receive any information about products and services as referred to under subclause (4)(h) then please tick this box:  or otherwise notify the Agent.
- (7) The Tenant is entitled to request access to the Tenants personal information held by the Agent by making a written request. The Agent will respond to the request and provide access to the information within a reasonable time. There will be no charges associated with the making of such a request or the subsequent provision of information.
- (8) Where the Tenant requests that the Agent corrects the personal information that the Agent holds about the Tenant, the Agent will take such steps (if any) as are reasonable in the circumstances to correct the information.
- (9) The Agent will take such steps as are reasonable in the circumstances to protect the personal information from misuse, interference and loss, and from unauthorised access, modification or disclosure.



## TENANCY AGREEMENT (RESIDENTIAL)

### Clause 110 - Electronic Communication

- (1) For the purposes of this clause, electronic communication has the same meaning as defined in the *Electronic Transactions Act 2001* (ACT).
- (2) Where a provision of this Tenancy Agreement:
  - (a) requires a party to provide information to the other;
  - (b) permits a party to provide information to the other; or
  - (c) requires a party to produce a document to the other, that is in the form of paper, an article or other material,
 that information or document, subject to subclause (3), may be given by means of an electronic communication and the parties:
  - (d) consent to the information and document being provided by an electronic communication; and
  - (e) agree that at the time the information or document is given, the information or document will be readily accessible so as to be useable for subsequent reference.
- (3) In respect of the production of a document, the document may be in an electronic form, subject to the method of generating the electronic form of the document providing a reliable means of assuring the maintenance of the integrity of the information contained in the document.
- (4) This Tenancy Agreement and any document referred to in this Tenancy Agreement which requires the signature of a party to this Tenancy Agreement, may be given by electronic communication, subject to:
  - (a) a method being used to identify the party and to show the party's intention in relation to the information communicated; and
  - (b) the method being reliable and appropriate for the document being signed,
- (5) The parties consent to the Tenancy Agreement being signed by an electronic communication in accordance with subclause (4).
- (6) If due to this Tenancy Agreement being signed by an electronic communication:
  - (a) this Tenancy Agreement or any of its terms or conditions are invalid, unenforceable or not binding; or
  - (b) the Tenant alleges or claims that this Tenancy Agreement or any of its terms or conditions are invalid, unenforceable or not binding, the parties agree to execute a printed copy of this Tenancy Agreement, in the same form and dated the same date as this Tenancy Agreement.
- (7) If the Tenant fails to sign a printed copy of this Tenancy Agreement in order to satisfy the above terms and conditions within five (5) business days of being requested to do so by the Lessor or the Agent, the Tenant appoints the Lessor as its attorney to execute a printed copy of this Tenancy Agreement on the Tenant's behalf and to date that copy of this Tenancy Agreement with the same date as this Tenancy Agreement.
- (8) The Tenant indemnifies and will keep the Lessor indemnified against all costs, expenses, losses or damages incurred, paid or payable by the Lessor arising from or connected with a breach of this Clause by the Tenant.



# TENANCY AGREEMENT (RESIDENTIAL)

### SIGNED BY THE LESSOR

Jason Cotter

(Name of Lessor)

in the presence of:

(Name of witness)

DocuSigned by:

*Esther Sebbins*

17185420208843G

(Signature of Lessor or Lessor's representative)

Note: No witness is required if the Lessor signs this agreement electronically.

(Signature of witness)

I consent to this agreement being signed by means of DocuSign signature and warrant that my execution of this agreement by DocuSign signature is evidence of my intention to be bound to the terms and conditions of this agreement

04-Nov-2025 | 4:26 PM AEDT

(Date)

(Date)

in the presence of:

(Name of Lessor)

(Name of witness)

(Signature of Lessor or Lessor's representative)

Note: No witness is required if the Lessor signs this agreement electronically.

(Signature of witness)

I consent to this agreement being signed by means of DocuSign signature and warrant that my execution of this agreement by DocuSign signature is evidence of my intention to be bound to the terms and conditions of this agreement

(Date)

(Date)

■/ We accept the terms of this Tenancy Agreement and acknowledge having been given the opportunity to obtain advice in respect of this Tenancy Agreement.

### SIGNED BY THE TENANT

~~XXXXXXXXXX~~

(Name of Tenant)

in the presence of:

(Name of witness)

DocuSigned by:

~~XXXXXXXXXXXXXX~~

340E8905780143E

(Signature of Tenant)

Note: No witness is required if the Tenant signs this agreement electronically.

(Signature of witness)

I consent to this agreement being signed by means of DocuSign signature and warrant that my execution of this agreement by DocuSign signature is evidence of my intention to be bound to the terms and conditions of this agreement

04-Nov-2025 | 4:15 PM AEDT

(Date)

(Date)

in the presence of:

(Name of Tenant)

(Name of witness)

DocuSigned by:

~~XXXXXXXXXXXXXX~~

340E8905780143E

(Signature of Tenant)

Note: No witness is required if the Tenant signs this agreement electronically.

(Signature of witness)

I consent to this agreement being signed by means of DocuSign signature and warrant that my execution of this agreement by DocuSign signature is evidence of my intention to be bound to the terms and conditions of this agreement

04-Nov-2025 | 4:09 PM AEDT

(Date)

(Date)

in the presence of:

(Name of Tenant)

(Name of witness)

I consent to this agreement being signed by means of DocuSign signature and warrant that my execution of this agreement by DocuSign signature is evidence of my intention to be bound to the terms and conditions of this agreement

(Signature of Tenant)

Note: No witness is required if the Tenant signs this agreement electronically.

(Signature of witness)

(Date)

(Date)

in the presence of:

(Name of Tenant)

(Name of witness)

I consent to this agreement being signed by means of DocuSign signature and warrant that my execution of this agreement by DocuSign signature is evidence of my intention to be bound to the terms and conditions of this agreement

(Signature of Tenant)

Note: No witness is required if the Tenant signs this agreement electronically.

(Signature of witness)

(Date)

(Date)





## TENANCY AGREEMENT (RESIDENTIAL)

### Standard Residential Tenancy Terms

#### Lessor and Tenant must comply with terms of Tenancy Agreement

1. (1) This Tenancy Agreement is made under the *Residential Tenancies Act 1997* (the Act).
- (2) The Lessor and the Tenant may agree to add additional clauses to this Tenancy Agreement but they must not be inconsistent with, or modify, existing clauses (except if permitted by the Act).
- (3) Except where otherwise stated, terms defined in this Tenancy Agreement have the same meaning given to them in the Act.
2. By signing this Tenancy Agreement, the Lessor and the Tenant agree to be bound by its terms during the period of the tenancy it creates.
3. A party to this Tenancy Agreement cannot contract out of it or out of the provisions of the Act, except as provided in that Act.
4. A fixed term tenancy must be for the single period specified in the Tenancy Agreement.
5. A periodic tenancy includes a tenancy that is not specified to be for a fixed term, including such a tenancy which commences on the expiration of a fixed term tenancy.
6. A reference in this Tenancy Agreement to a notice to vacate and a notice of intention to vacate is taken to be a reference to a termination notice under the Act.

#### Costs and procedures for establishing Tenancy Agreement

7. The Lessor bears the cost of preparation and execution of this Tenancy Agreement.
8. The Tenant is responsible for any legal costs that the Tenant incurs in relation to preparation and execution of the Tenancy Agreement.
9. The Lessor must give a copy of the proposed Tenancy Agreement to the Tenant before the commencement of the tenancy.
10. This Tenancy Agreement must be signed by the Tenant and by the Lessor (or by their authorised agents).
11. The Lessor must give a copy of this Tenancy Agreement, signed by each party, to the Tenant as soon as possible after it has been signed by each party, but no later than 3 weeks after the Tenant has returned a signed copy.
12. If the Lessor does not return this Tenancy Agreement to the Tenant, as provided by clause 11, this Tenancy Agreement has full effect in the terms signed by the Tenant on occupation of the Premises or acceptance of rent.

#### Information

13. (1) The Lessor must provide to the Tenant a copy of an information booklet about residential tenancies authorised by the director-general before the commencement of this Tenancy Agreement.
- (2) If it is not possible to provide the Tenant with a booklet, the Lessor must inform the Tenant of the booklet and where it may be obtained.
- (3) If the Premises are a unit within the meaning of the *Unit Titles Act 2001* (ACT), the Lessor must give the Tenant a copy of the owners corporation's rules before the commencement of this Tenancy Agreement.

#### BOND AND CONDITION REPORT

##### Maximum Bond

14. Payment of a bond is not necessary unless required by the Lessor.
15. Only 1 bond is payable for the tenancy created by this Tenancy Agreement.
16. The amount of the bond must not exceed the amount of 4 weeks rent.

##### Lodgment of the bond with the Office of Rental Bonds

17. If the Lessor requires a bond, the bond must be lodged with the Office of Rental Bonds.
18. Either party may lodge the bond with the Office of Rental Bonds.

#### If the Lessor and Tenant agree that the Tenant is to lodge the bond

19. If the parties agree that the Tenant is to lodge the bond, the following applies:
  - (a) the Tenant, or the Lessor on the Tenant's behalf, must complete the bond lodgment form provided by the Office of Rental Bonds and lodge the form with the Office;

- (b) the Tenant must lodge the bond with the Office of Rental Bonds in the way permitted by the Office;
- (c) the Lessor may require lodgment of the bond before the Lessor gives possession of the Premises to the Tenant and if this is the case, the Tenant must be able to take possession of the Premises and receive the keys to the Premises as soon as the Tenant provides the Lessor with evidence of lodgment of the bond or the Office of Rental Bonds notifies the Lessor that the bond was received by the Office.

#### If the Lessor is to lodge the bond

20. If the Lessor is to lodge the bond, the following applies:
  - (a) on receiving the bond, the Lessor must give the Tenant a receipt for the bond;
  - (b) the Lessor must complete the bond lodgment form provided by the Office of Rental Bonds and lodge the form with the Office;
 

*Note* Under the *Electronic Transactions Act 2001*, s 8(1), information required to be in writing may be given electronically in certain circumstances.
  - (c) the Lessor must lodge the bond with the Office of Rental Bonds in the way permitted by the Office within—
    - (i) the later of 2 weeks after receiving the bond and the commencement of this tenancy; or
    - (ii) if the Agent lodges the bond—the later of 4 weeks after receiving the bond and the commencement of this tenancy.

#### Condition Report

21. (1) Within 1 day of the Tenant taking possession of the Premises, the Lessor must give 2 copies of a condition report completed by the Lessor to the Tenant.
- (2) The condition report must be on, or to the effect of, the condition report form published by the Territory.
22. (1) The Tenant must examine the report and indicate on the report the Tenant's agreement or disagreement with the items.
- (2) Within 2 weeks after the day the Tenant receives the report, the Tenant must return 1 copy of the report to the Lessor, signed by the Tenant and indicating the Tenant's agreement or disagreement with the report or parts of the report.
- 22A. However, if this Tenancy Agreement is a consecutive tenancy agreement, the Lessor and Tenant need not comply with the clause 21 and clause 22 if an original condition report or subsequent condition report exists for the Premises (the meanings of consecutive tenancy agreement, original condition report and subsequent condition report are set out in the Residential Tenancies Act).

#### End of Tenancy - Inspection and Condition Report

23. (1) The Lessor must keep the condition report for a period of not less than 12 months after the end of the tenancy.
- (2) However, if a condition report is not completed because of clause 22A, the Lessor must keep the original condition report and any subsequent condition report, for a period of not less than 12 months after the end of this Tenancy agreement.
- 23A. (1) At the end of this tenancy, an inspection of the Premises must be carried out in the presence of the Lessor and Tenant.
- (2) A condition report based on the inspection must be completed in the presence of, and signed by, the Lessor and Tenant.
- (3) A party may complete and sign a condition report in the absence of the other party if the party has given the other party a reasonable opportunity to be present when the report is completed and signed.
- (4) However, if this Tenancy Agreement is a consecutive tenancy agreement, the Lessor and tenant need not comply with subclauses (1) to (3) if an original condition report or subsequent condition report exists for the Premises (the meanings of consecutive tenancy agreement, original condition report and subsequent condition report are set out in the Residential Tenancies Act).



## TENANCY AGREEMENT (RESIDENTIAL)

### RENT AND OTHER CHARGES

#### Rent and bond only as payment for the tenancy

24. The Lessor must not require any payment other than rent or bond for the following:
- (a) the granting, extension, transfer or renewal of this tenancy or subtenancy;
  - (aa) consenting to -
    - (i) a person becoming a co-tenant; or
    - (ii) a co tenant stopping being a party to the tenancy agreement;
  - (b) vacating of Premises;
  - (c) obtaining a key to the Premises; or
  - (d) information on the availability of tenancies.

#### Holding deposits

25. The Act prohibits the taking of holding deposits.

#### Payment of rent

26. (1) The Tenant must pay the rent on time.  
 (2) The Tenant must not use the bond money to pay the rent for the last weeks of this tenancy.  
 (3) The Tenant and the Lessor may agree to change the way rent is paid (including, for example, where the rent is paid or whether it is to be paid into a nominated bank account or whether it is to be paid in person).  
 (4) The Tenant and Lessor may agree that rent is to be paid electronically.
27. The Lessor must not require the Tenant to pay rent by postdated cheque.

#### Maximum rent in advance

28. The Lessor must not require an amount of rent paid in advance greater than 2 weeks or a longer period nominated by the Tenant.

#### Rent receipts

29. If rent is paid in person to the Lessor or Agent, a receipt must be given at that time.
30. In other circumstances where rent is paid to the Lessor, a receipt must be provided or sent by post within 1 week of its receipt.
31. (1) A receipt for payment of rent must specify the amount paid.  
 (2) A receipt should specify the following:
  - (a) the date of payment;
  - (b) the period in relation to which the payment is made;
  - (c) the Premises; and
  - (d) whether the payment is for bond or rent.
- (3) If these particulars are not included in the receipt, the Lessor must provide this information to the Tenant within 4 weeks of a request by the Tenant.
32. A receipt is not required if the rent is paid by the Tenant directly into an account nominated by the Lessor or Agent.

#### Rent records

33. (1) The Lessor must keep, or cause to be kept, records of the payment of rent.  
 (2) Those records must be retained for a period of not less than 12 months after the end of this tenancy.

#### Increase in rent

34. (1) The amount of rent under this Tenancy Agreement must not vary from period to period, except as provided by the Residential Tenancies Act.  
 (2) Also, if this Tenancy Agreement is a consecutive tenancy agreement, the amount of rent must not vary from the amount of rent under the terminating or terminated residential tenancy agreement except as provided by the Residential Tenancies Act (the meaning of consecutive tenancy agreement is set out in the Residential Tenancies Act).
35. (1) The rent must not be increased at intervals of less than 12 months from either the beginning of this Tenancy Agreement for the first increase, or after that, from the date the last increase took effect.

- (2) However, if this Tenancy Agreement is a consecutive tenancy agreement, the rent must not be increased at intervals of less than 12 months from the date the last increase took effect, whether under this Tenancy Agreement or the terminated residential tenancy agreement (the meaning of consecutive tenancy agreement is set out in the Residential Tenancies Act).
36. (1) This clause applies if the housing commissioner-  
 (a) is the Lessor under this Tenancy Agreement; and  
 (b) had decided to increase the rent after a review of rent under the *House Assistance Act 2007*, section 23.  
 (2) Despite clause 35, the housing commissioner may increase the rent.  
 (3) However, if a previous review of rent has been undertaken, the increase under subclause (2) must not take effect earlier than 12 months after the date the last rent increase for the Premises took effect.
37. The restrictions on the amount and frequency of rental rate increases apply provided the identity of at least 1 of the Tenants who occupy the Premises remains the same as at the time of the last increase (the meaning of rental rate increase is set out in the Residential Tenancies Act).

#### Review of excessive rent increases

38. (1) The Lessor must give the Tenant 8 weeks written notice of an intended:  
 (a) increase in the rent under this Tenancy Agreement (including where this Tenancy Agreement is a consecutive tenancy agreement); or  
 (b) increase in the rent that will take effect under a proposed consecutive tenancy agreement.  
 (2) The notice to the Tenant must include the date when the increase is proposed to take effect, the amount of the proposed increase, whether the amount of the increase is more than the prescribed amount, and the ACAT's prior approval must be obtained for an increase that is more than the prescribed amount if the Tenant does not agree to the increase.
39. (1) The Tenant may apply in writing to the tribunal for review of an excessive increase in rent (time limits for applying and the meaning of excessive is set out in the Act).  
 (2) On such application being made, no increase in rent is payable until so ordered by the tribunal.
40. If the Tenant remains in occupation of the Premises without applying to the tribunal for review, the increase in rent takes effect from the date specified in the notice.
41. (1) If the Tenant wishes to vacate the Premises before the increase takes effect, the Tenant must give 3 weeks' notice to the Lessor.  
 (2) However, for an increase in the rent that will take effect under a proposed consecutive tenancy agreement, the Tenant may terminate this Tenancy Agreement under clause 88 (for a periodic tenancy) or clause 89 (for a fixed term tenancy).

#### Lessor's costs

42. The Lessor is responsible for the cost of the following:
  - (a) rates and taxes relating to the Premises;
  - (b) services for which the Lessor agrees to be responsible;
  - (c) services for which there is not a separate metering device so that amounts consumed during the period of the tenancy cannot be accurately determined;
  - (d) all services up to the time of measurement or reading at the beginning of this tenancy; and
  - (e) all services after reading or measurement at the end of this tenancy providing the Tenant has not made any use of the service after the reading.
43. (1) The Lessor must pay for any physical installation of services (eg. water, electricity, gas, telephone line).  
 (2) The Tenant is responsible for the connection of all services that will be supplied in the Tenant's name.



## TENANCY AGREEMENT (RESIDENTIAL)

44. The Lessor must pay the annual supply charge associated with the supply of water or sewerage.
45. If the Premises are a unit under the *Unit Titles Act 2001* (ACT), the Lessor is responsible for all owners corporation charges.

### Tenant's costs

46. The Tenant is responsible for all charges associated with the consumption of services supplied to the Premises, including electricity, gas, water and telephone.
47. The Tenant is not required by the Lessor to connect or continue a telephone service.

### Reading of metered services

48. (1) The Lessor is responsible for undertaking or arranging all readings or measurement of services, other than those that are connected in the name of the Tenant.
- (2) The Lessor must provide the Tenant with an opportunity to verify readings and measurements.
49. If the Lessor does not arrange reading or measurement of a service connected in the name of the Lessor by the day after the date of expiry of notice to vacate given in accordance with this Tenancy Agreement or the Act, the Lessor is responsible for payment of the unread or unmeasured service after the date of the last reading or measurement.
50. (1) If the Tenant vacates the Premises without giving notice before departure, the Lessor must arrange a reading or measurement of services connected in the Lessor's name within a reasonable time of the Lessor becoming aware of the departure of the Tenant.
- (2) The Tenant is responsible for payment of services to the date of that reading or measurement.

### Tenant's use of the Premises without interference

51. The Lessor guarantees that there is no legal impediment to the use of the Premises for residential purposes by the Tenant.
52. The Lessor shall not cause or permit any interference with the reasonable peace, comfort or privacy of the Tenant in the use by the Tenant of the Premises.
53. Unless otherwise agreed in writing, the Tenant has exclusive possession of the Premises, as described in the agreement, from the date of this Tenancy Agreement.

### LESSOR TO INSTALL AND MAINTAIN SMOKE ALARMS

#### Lessor to install and maintain smoke alarms

- 53A. (1) The Lessor must install and maintain smoke alarms in the Premises.
- (2) The installation of the smoke alarms must comply with the requirements prescribed by regulation for the Act, section 11B.

### LESSOR TO MAKE REPAIRS

#### Lessor to provide Premises in a reasonable state at the start of the tenancy

54. (1) At the start of this tenancy, the Lessor must ensure that the Premises, including furniture, fittings and appliances (unless excluded from the tenancy agreement), are -
- fit for habitation;
  - reasonably clean;
  - in a reasonable state of repair; and
  - reasonably secure.
- (2) An exclusion must be in writing and may, but need not, be included in this Tenancy Agreement (if in writing).
- (3) The Lessor or the Tenant may change locks (at his or her own cost unless otherwise agreed) with the agreement of the other party (which will not be unreasonably withheld).
- (4) The Lessor or the Tenant may change locks (at his or her own cost) in an emergency without the agreement of the other party.
- (5) If the Tenant, or a person living at the Premises, is a protected person in relation to an interim or final order made under the *Family Violence Act 2016* (ACT) or the *Personal Violence Act 2016* (ACT), the Tenant or person may change locks (at his or her own cost) without the agreement of the other party.
- (6) If a lock is changed, a copy of the key to the changed lock must be provided to the other party as soon as possible unless doing so would affect the safety of a protected person.

### Lessor to make repairs

55. (1) The Lessor must maintain the Premises in a reasonable state of repair having regard to their condition at the commencement of this Tenancy Agreement.
- (2) The Tenant must notify the Lessor of any need for repairs.
- (3) This section does not require the Tenant to notify the Lessor about anything that an ordinary Tenant would reasonably be expected to do, for example, changing a light globe or a fuse.
56. The Lessor is not obliged to repair damage caused by the negligence or wilful act of the Tenant.
57. Subject to clause 55, the Lessor must make repairs, other than urgent repairs, within 4 weeks of being notified of the need for the repairs (unless otherwise agreed).

### Repairs in unit title Premises

58. If the Premises are a unit under the *Unit Titles Act 2001* (ACT), and the Tenant's use and enjoyment of the Premises reasonably requires repairs to the common property, the Lessor must take all steps necessary to require the owners corporation to make the repairs as quickly as possible.

### Urgent repairs

59. The Tenant must notify the Lessor (or the Lessor's nominee) of the need for urgent repairs as soon as practicable, and the Lessor must, subject to clause 82, carry out those repairs as soon as necessary, having regard to the nature of the problem.
60. The following are urgent repairs in relation to the Premises, or services or fixtures supplied by the Lessor:
- a burst water service;
  - a blocked or broken lavatory system;
  - a serious roof leak;
  - a gas leak;
  - a dangerous electrical fault;
  - flooding or serious flood damage;
  - serious storm or fire damage;
  - a failure of gas, electricity or water supply to the Premises;
  - the failure of a refrigerator supplied with the Premises;
  - a failure or breakdown of any service in the Premises essential for hot water, cooking, heating, cooling or laundering;
  - a fault or damage that causes the residential Premises to be unsafe or insecure;
  - a fault or damage likely to cause injury to person or property; and
  - a serious fault in any door, staircase, lift or other common area that inhabits or unduly inconveniences the Tenant in gaining access to and use of the Premises.

### Tenant may authorise urgent repairs in certain circumstances

61. If the Lessor (or Lessor's nominee) cannot be contacted, or fails to effect the urgent repairs within a reasonable time, the Tenant may arrange for urgent repairs to be effected to a maximum value of up to 5% of the rent of the property over a year.
62. The following procedures apply to urgent repairs arranged by the Tenant:
- the repairs arranged by the Tenant must be made by the qualified tradesperson nominated by the Lessor in this Tenancy Agreement;
  - if the Lessor has not nominated a tradesperson, or the nominated tradesperson cannot be contacted or is otherwise unavailable - the repairs must be performed by a qualified tradesperson of the Tenant's choosing;
  - if the repairs are arranged by the Tenant in accordance with these procedures - the Lessor is liable for the cost of repairs and the tradesperson may bill the Lessor direct; and
  - if the Tenant does not act in strict compliance with this clause - the Tenant is personally liable for the cost of any urgent repairs arranged by the Tenant.
- 62A. The Lessor must ensure the Premises comply with the Minimum Housing Standards applying to the Premises.



## TENANCY AGREEMENT (RESIDENTIAL)

### TENANT TO LOOK AFTER THE PREMISES

#### The Tenant must take reasonable care of the Premises and keep the Premises reasonably clean

63. During the tenancy, the Tenant must -
- not intentionally or negligently damage the Premises or permit such damage;
  - notify the Lessor of any damage as soon as possible; and
  - take reasonable care of the Premises and their contents, and keep them reasonably clean, having regard to their condition at the time of the commencement of this tenancy and the normal incidents of living.
- 63A. The Tenant must replace the battery in a smoke alarm installed in the Premises whenever necessary.
64. The Tenant must leave the Premises -
- in substantially the same state of cleanliness, removing all the Tenant's belongings and any other goods brought onto the Premises during the duration of the tenancy agreement; and
  - in substantially the same condition as the Premises were in at the commencement of the Tenancy Agreement, fair wear and tear excepted.
65. The Lessor must not require the Tenant to make alterations, improvements or renovations to the Premises.

#### Tenant of unit to comply with owners corporation's rules

66. If the Premises are a unit under the *Unit Titles Act 2001* (ACT), the Tenant must comply with the owners corporation's rules, and with any notice served in accordance with the rules, to the extent that they are not inconsistent with the standard residential tenancy terms in this Tenancy Agreement.

#### Tenant must make no alterations and must not add any fixtures or fittings without the consent of the Lessor

67. (1) The Tenant must not, without the Lessor's written consent, make any renovation, alteration or addition to the Premises (time limits for the Lessor to refuse consent to special modifications are set out in the Act).
- (2) The Lessor may give consent subject to a reasonable condition, including a requirement that the Tenant use a suitably qualified tradesperson to undertake—
- the renovation, alteration, or addition; and
  - any restoration at the end of this tenancy.
- (3) Unless otherwise agreed, the Tenant is liable for the cost of any renovation, alteration or addition to the Premises.
- (4) Unless otherwise agreed, at the end of the tenancy the Tenant is responsible for restoring the Premises to substantially the same condition as the Premises were in at the commencement of this Tenancy Agreement, fair wear and tear excepted.
- (5) The Lessor and the Tenant may agree that any renovation, alteration, or addition to the Premises remains in place at the end of this Tenancy Agreement.
68. (1) The Tenant must not add any fixtures or fittings to the Premises without the consent of the Lessor.
- The Lessor's consent must not be unreasonably withheld.
  - The Tenant must make good any damage to the Premises on removal of any fixtures and fittings.
  - Any fixtures or fittings not removed by the Tenant before the Tenant leaves the Premises becomes the property of the Lessor.

#### Tenant must not use the premises for illegal purposes and must not disturb the neighbors

69. Unless otherwise agreed in writing, the Tenant must only use the Premises for residential purposes.
70. The Tenant must not:
- use the Premises, or permit them to be used, for an illegal purpose;
  - cause or permit nuisance; or
  - interfere, or permit interference, with the quiet enjoyment of the occupiers of nearby Premises.
71. The Tenant must not leave the Premises vacant for more than 3 weeks without notifying the Lessor.

#### Tenant must not sell, dispose of, or sublet tenancy without consent of Lessor

72. (1) The Tenant must not assign or sublet the Premises or any part of them without the written consent of the Lessor.
- Consent may be given at any time.
  - No rights in relation to the Premises may be created in any third party before consent is obtained from the Lessor.

#### Co-tenant may leave tenancy agreement

- 72A. (1) A co-tenant may stop being a party to the tenancy agreement—
- with the consent of the lessor and each remaining co-tenant under the agreement; or
  - by order of the tribunal under the Residential Tenancies Act, section 35G (1) (a) or (d).
- (2) The co-tenant must seek the consent of the lessor and each remaining co-tenant—
- by notice in writing; and
  - at least 21 days before the day the co-tenant intends to stop being a party to the tenancy agreement (time limits for the lessor or each remaining co-tenant to refuse consent are set out in the Residential Tenancies Act).
- (3) If consent is given to the co-tenant to stop being a party to the tenancy agreement—
- the agreement continues between the lessor and the remaining co-tenants; and
  - the tenant's rights and obligations under the agreement end.

#### Becoming a new co-tenant to existing tenancy agreement

- 72B. (1) Another person may become a co-tenant under the tenancy agreement—
- with the consent of the lessor and each other co-tenant; or
  - under the Residential Tenancies Act, section 35D.
- (2) An existing tenant must seek the consent of the lessor and any other co-tenant—
- by notice in writing; and
  - at least 14 days before the day the person wants to become a co-tenant (time limits for the lessor or each other co-tenant to refuse consent are set out in the Residential Tenancies Act).
- (3) If the person becomes a co-tenant—
- the agreement continues with the person becoming a co-tenant with the existing co-tenants; and
  - the existing co-tenants must give the person a copy of the condition report for the premises not later than the day after the person becomes a co-tenant.
- (4) This clause does not apply to a tenancy agreement in relation to a social housing dwelling or crisis accommodation.

#### Tenant may be responsible for damage or other breach of tenancy agreement by visitors or guests

73. The Tenant is personally responsible for the actions or omissions of visitors, guests or other people on the Premises if:
- The action or omission would if performed by the Tenant have constituted a breach of this Tenancy Agreement; and
  - The person is on the Premises with the permission of the Tenant.
74. The Tenant is not personally responsible for the actions or omission of a person who is on the Premises:
- at the request of the Lessor;
  - to assist the Lessor perform any of the duties of the Lessor under this Tenancy Agreement (whether at the request of the Lessor or the Tenant); or
  - without the consent of the Tenant.



## TENANCY AGREEMENT (RESIDENTIAL)

### Keeping animals on Premises

- 74A. (1) The Tenant may keep an animal, or allow an animal to be kept, on the Premises.
- (2) The Tenancy Agreement may require the Tenant to obtain the Lessor's prior written consent to keep an animal, or allow an animal to be kept, on the Premises (time limits for the Lessor to refuse consent are set out in the Act).
- 74B. The Tenant is responsible for any repairs or additional maintenance to the Premises required as a consequence of keeping an animal on the Premises.

### LESSOR'S ACCESS TO PREMISES

#### Lessor cannot enter the premises except as provided in this tenancy agreement

75. (1) The Lessor must not require access to the Premises during the tenancy except as provided by the law, this Tenancy Agreement, the Act, or an order of the Tribunal.
- (2) The Tenant may permit access to the Premises by the Lessor at any time.
- (3) If requested, the Lessor or the Agent must provide identification to the Tenant.
76. The Lessor must not have access to the Premises -
- on Sundays; or
  - on public holidays; or
  - before 8.00 am and after 6.00 pm; other than -
  - for the purpose of carrying out urgent repairs or for health or safety reasons in relation to the Premises; or
  - with the consent of the Tenant.

#### Access in accordance with tenancy agreement

##### Routine Inspections

77. The Lessor may inspect the Premises twice in each period of 12 months following the commencement of this tenancy.
78. In addition to the inspections provided for in the previous clause, the Lessor may make an inspection of the Premises -
- within 1 month of the commencement of this tenancy; and
  - in the last month of this tenancy.
79. (1) The Lessor must give the Tenant 1 week written notice of an inspection.
- (2) The inspection must take place at a time agreed between the parties with reasonable regard to the work and other commitments both of the Tenant and of the Lessor (or their agents).
- (3) If the parties are unable to agree on an appropriate time, the Lessor or the Tenant may apply to the Tribunal for an order permitting access at a specified time.

#### Access for purchasers and new Tenants

80. The Tenant must permit reasonable access to the Premises during the period of 3 weeks before the end of this tenancy, on the Lessor giving 24 hours notice, to allow inspection of the Premises by prospective Tenants.
81. The Tenant must permit reasonable access to the Premises, on the Lessor giving 48 hours' notice, to allow inspection of the Premises by prospective purchasers of the Premises, but only if:
- the Lessor intends to sell the Premises; and
  - the Lessor has previously notified the Tenant in writing of the Lessor's intention to sell.
- 81A. (1) The Tenant must not unreasonably refuse an inspection of the Premises by a prospective purchaser.
- (2) However, the Tenant is not required to agree to more than 2 inspections a week.
- (3) The inspection must take place at a time agreed between the parties with reasonable regard to the work and other commitments both of the Tenant and of the Lessor (or their agents).
- (4) If the parties are unable to agree on an appropriate time, the Lessor or the Tenant may apply to the tribunal for an order permitting access at a stated time.

### Access for making or inspecting repairs or complying with minimum housing standards

82. (1) On giving the Tenant 1 week's notice (or such other agreed period), the Lessor may enter the Premises at a reasonable time, taking into account the interests of the Tenant and the Lessor, for the purpose of;
- making or inspecting repairs;
  - inspecting the Premises to ensure the Premises complies with the Minimum Housing Standards; or
  - undertaking work, or inspecting work undertaken, to ensure the Premises complies with the Minimum Housing Standards.
- (1A) However, the Lessor must only enter the Premises for the purpose of an inspection, making repairs or undertaking work (the activity) if, taking into account the nature of the activity, it is reasonable and necessary to do so.
- (2) For urgent repairs, the Lessor must give reasonable notice and enter the Premises at a reasonable time having regard to the interests of the Tenant and the Lessor.

### Notice to vacate by Lessor

83. A notice to vacate must be in writing, in the form required by the Act, and must include the following information:
- the address of the Premises;
  - the ground(s) on which the notice is issued, together with sufficient particulars to identify the circumstances giving rise to the ground(s); and
  - that the Lessor requires the Tenant to vacate the Premises by the expiry of the required notice period and that this Tenancy Agreement ends on the day that the Tenant vacates the Premises.

### Notice of intention to vacate by Tenant

84. (1) If the Tenant serves a notice of intention to vacate and vacates the Premises on or before the date stated in the notice, this Tenancy Agreement terminates on the date stated in the notice.
- (2) On receiving a notice of intention to vacate, the Lessor may-
- accept the notice and accept that this Tenancy Agreement ends on the date stated in the notice; or
  - apply to the tribunal for confirmation of this Tenancy Agreement, an order for compensation or both.
85. (1) The notice of intention to vacate must be in writing, in the form required by the Residential Tenancies Act, and must include the following information:
- the address of the Premises;
  - the ground(s) on which the notice is issued, together with sufficient particulars to identify the circumstances giving rise to the ground(s);
  - the date the Tenant intends to terminate this Tenancy Agreement.
- (2) If the Tenant vacates the Premises on or before the date stated in the notice, this Tenancy Agreement terminates on the date stated in the notice.
- (3) However, if the Tenant does not vacate the Premises on or before the date stated in the notice, the notice is taken to be withdrawn and this Tenancy Agreement continues.

### Termination where Premises are not fit for habitation

86. (1) The Lessor or the Tenant may, by written notice, terminate this Tenancy Agreement on a date specified in the notice on the following grounds:
- the Premises are not fit for habitation; or
  - the Premises are not available or will not be available because of Government action within a period of 4 weeks of the date that notice is given.
- (2) However, the Lessor or Tenant must not terminate this Tenancy Agreement under subclause (1) only because the Lessor has failed to comply with the Minimum Housing Standards applying to the Premises.
87. (1) In either case the Lessor must give not less than 1 weeks' notice of termination of this tenancy, and the rent abates from the date that the Premises are uninhabitable.



## TENANCY AGREEMENT (RESIDENTIAL)

- (2) The Tenant may give 2 days' notice of termination of the tenancy.
- (3) If neither the Lessor nor the Tenant give notice of termination of this tenancy, the rent abates for the period that the Premises are unable to be used for habitation, but this tenancy resumes when they are able to be used again.

### Termination of tenancy by Tenant

#### Termination on or after end of fixed term

88. (1) If a periodic tenancy is granted under this Tenancy Agreement, or arises upon the expiry of a fixed term tenancy, the Tenant may give notice to terminate this Tenancy Agreement by giving the Lessor not less than 3 weeks' notice of the date when the Tenant intends to vacate the Premises.
- (2) This Tenancy Agreement ends on the date specified by the Tenant.
89. (1) If a fixed term tenancy is granted under this Tenancy Agreement, the Tenant may give notice to terminate at or after the expiry of the Term by giving 3 weeks' notice of the date when the Tenant intends to vacate the Premises.
- (2) This Tenancy Agreement ends on the date specified by the Tenant.

#### Termination before end of fixed term - fee for breaking lease

- 89A. (1) If this Tenancy Agreement is a fixed term agreement and the Tenant ends this Tenancy Agreement before the end of the fixed term (other than for a reason provided for by the Residential Tenancies Act or this Tenancy Agreement), the Lessor may require the Tenant to pay a fee (a **break fee**) of the following amount:
  - (a) if the fixed term is 3 years or less -
    - (i) if less than half of the fixed term has expired - 6 weeks rent; or
    - (ii) in any other case - 4 weeks rent;
  - (b) if the fixed term is more than 3 years - the amount agreed between the Lessor and Tenant.
- (2) If the Lessor requires the Tenant to pay the break fee, the Lessor agrees to take reasonable steps to find a new tenant for the Premises.
- (3) The Lessor agrees that the compensation payable by the Tenant for ending this Tenancy Agreement before the end of the fixed term -
  - (a) is limited to the amount of the break fee specified in subclause (1); and
  - (b) is not payable until the defined period after the Tenant vacates the Premises has ended.
- (4) However, the Lessor and Tenant agree that if, within the defined period after the Tenant vacates the Premises, the Lessor enters into a residential tenancy agreement with a new tenant, the amount payable by the Tenant is limited to -
  - (a) the amount of the break fee under subclause (1) less the amount of rent payable by the new tenant for the defined period; and
  - (b) if the Tenant vacates the Premises more than 4 weeks before the end of the fixed term - the Lessor's reasonable costs (not exceeding the defined cost limit) of advertising the Premises for lease and of giving a right to occupy the Premises to another person.
- (5) This clause does not apply if this Tenancy Agreement is ended by the Tenant under any of the following provisions of the Residential tenancies Act:
  - (a) section 46A (Termination of agreement for aged care or social housing needs);
  - (b) section 46B (Termination of fixed term agreement if premises for sale);
  - (c) section 46D (Termination for family violence);
  - (d) section 46G (Co-Tenancies - effect of serving family violence termination notice);
  - (e) section 64AA (Termination - affected residential premises);
  - (f) section 64AB (Termination - eligible impacted property);

- (6) In this clause;

**defined cost limit** means -

- (a) if at least half of the fixed term has expired - an amount equal to 2/3 of 1 week's rent; or
- (b) if less than half of the fixed term has expired - an amount equal to 1 week's rent.

**defined period** means -

- (a) if subclause (1) (a) (i) applies - 6 weeks; or
  - (b) if subclause (1) (a) (ii) applies - 4 weeks; or
  - (c) if subclause (1) (b) applies - N weeks; or
- N is the number worked out as follows

break fee

weekly rent payable at the time the tenant ends the agreement

#### Termination for breach by Lessor

90. If the Lessor breaches this Tenancy Agreement, and the Tenant wishes to terminate this Tenancy Agreement, the Tenant may either:
  - (a) apply to the tribunal for an order terminating this Tenancy Agreement; or
  - (b) give the Lessor written notice of intention to terminate this Tenancy Agreement, in accordance with clause 91.
91. If the Tenant decides to proceed by way of notice to the Lessor, the following procedures apply:
  - (a) the Tenant must give the Lessor a written notice that the Lessor has 2 weeks to remedy the breach if the breach is capable of remedy;
  - (b) if the Lessor remedies the breach within that 14-day period - this Tenancy Agreement continues;
  - (c) if the Lessor does not remedy the breach within the time specified in the notice, or if the breach is not capable of remedy - the Tenant must give 2 weeks' notice of intention to vacate;
  - (d) this Tenancy Agreement terminates on the date specified by the Tenant;
  - (e) rent is payable to the date specified in the notice or to the date that the Tenant vacates the Premises, whichever is the later; and
  - (f) if the Lessor remedies the breach during the period of the notice of intention to vacate - the Tenant, at the Tenant's option, may withdraw the notice or may terminate this Tenancy Agreement on the date specified in the notice by vacating the Premises on the date.

#### Termination of tenancy by Lessor

##### Termination for failure to pay rent

92. The tribunal may order the termination of this Tenancy Agreement and eviction of the Tenant on the ground of non-payment of rent in the following circumstances:
  - (a) rent has been unpaid for 1 week. The first day of this period concludes at midnight on the day when the unpaid rent was due;
  - (b) the Lessor has served a notice to remedy on the Tenant for the failure to pay the rent, being a notice-
    - (i) served not earlier than 1 week after the day when the rent was due; and
    - (ii) containing a statement that if the Tenant pays the rent outstanding to the date of payment within 7 days of the date of service of the notice to remedy, no further action must be taken and this Tenancy Agreement continues;
  - (c) if all rent is not paid within 1 week of the date of service of the notice to remedy - the Lessor may then serve a notice to vacate on the Tenant requiring the Tenant to vacate the Premises within 2 weeks of service of the notice to vacate;
  - (d) no earlier than the date when the notice to vacate is served, the Lessor may apply to the tribunal for an order terminating this Tenancy Agreement and evicting the Tenant;
  - (e) the tribunal hearing of the application to terminate and evict must not be earlier than the end of the period specified in the notice to vacate; and



## TENANCY AGREEMENT (RESIDENTIAL)

- (f) during this tenancy, if the Lessor has previously issued 2 notices to remedy, the Lessor may serve a notice to vacate 1 week after the day when the rent has fallen due without serving a notice to remedy.

### Termination of tenancy for breach other than nonpayment of rent

93. The tribunal may order the termination of this Tenancy Agreement and eviction of the Tenant on the ground of breach of this Tenancy Agreement in the following circumstances:

- (a) the Lessor must serve a written notice requiring the Tenant within 2 weeks after the day of service to remedy the breach if it is capable of remedy;
- (b) if the breach is not remedied within 2 weeks after the day of service or if the breach is not capable of remedy - the Lessor must give a notice to vacate the Premises within 2 weeks after the date of service of the notice to vacate;
- (c) if the Tenant does not vacate the Premises within the period of 2 weeks after the date of service of a notice to vacate - the Lessor may apply to the tribunal for an order terminating this Tenancy Agreement and for the eviction of the Tenant; or
- (d) if the Tenant breaches the terms of this Tenancy Agreement on 3 occasions on any ground - on the 3rd occasion the Lessor may serve a notice to vacate and need not give the Tenant 2 weeks to remedy the breach.

### Termination of periodic tenancy

96. (1) For a periodic tenancy, the Lessor may give the Tenant—
- (a) if the Lessor genuinely intends to live in the Premises—8 weeks notice to vacate;
  - (b) if the Lessor genuinely believes the Lessor's immediate relative intends to live in the Premises—8 weeks notice to vacate;
  - (c) if the Lessor genuinely believes an interested person intends to live in the Premises—8 weeks notice to vacate;
  - (d) if the Lessor genuinely intends to sell the Premises—8 weeks notice to vacate;
  - (e) if the Lessor genuinely intends to reconstruct, renovate or make major repairs to the Premises and the reconstruction, renovation or repairs cannot reasonably be carried out with the Tenant living in the Premises—12 weeks notice to vacate; or
  - (f) if the Lessor genuinely requires the Premises for a lawful use other than as a home—26 weeks notice to vacate.
- (2) A notice to vacate under this clause must be accompanied by written evidence supporting the Lessor's reason for the notice.

#### Examples - written evidence

statutory declaration, development application, quotes from a tradesperson for renovations, notice of decision from the housing commissioner.

- (3) In this clause:

**immediate relative** of the Lessor means a son, daughter, son-in-law, daughter-in-law, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law or sister-in-law.

**interested person**, for the Lessor, means a person who is not an immediate relative of the Lessor but who has a close family or personal relationship with the Lessor and who has a reasonable expectation arising from that relationship that the Lessor would provide accommodation for that person.

97. (1) If a Tenant is required to vacate the Premises in accordance with clause 96, the Tenant may vacate the Premises at any time during the 2 weeks before the date specified in the notice to vacate provided the Tenant gives the Lessor 4 days' notice of intention to vacate.
- (2) In this case, this tenancy terminates on the date that the Tenant vacates the Premises.

### Notice of address for service

98. (1) At the commencement of this tenancy, the Lessor and the Tenant must each give:
- (a) an address for service of termination notices; and
  - (b) an address for service of other notices.
- (2) If a person's address for service changes during the tenancy, the person must tell the other party about the new address within 2 weeks of the change.
99. On vacating the Premises, the Tenant must advise the Lessor of a forwarding address.
100. If 2 or more people are stated as the Tenant, except where this agreement otherwise provides, they do so as joint Tenants.

**Disclaimer:** This precedent document is a templated guide for use by those persons with the knowledge, skill and qualifications required to use this precedent to create a document suitable for the transaction. This document does not refer to or contemplate all matters associated with the transaction or attempt to incorporate all laws relevant to the transaction. Users of this document should satisfy themselves as to the accuracy and completeness of this document, and if necessary, seek legal advice regarding the use of this document. To the extent permitted by law, REIACT and BAL Lawyers and their respective contractors and agents are no liable in any way for any loss or damage arising out of or in connection with this precedent document or its use.






# ANNEXURE A -

## TENANCY AGREEMENT

*This Annexure page is to be used only if there is insufficient space in the Schedule.  
Please insert the relevant corresponding item number and heading.*



ITEM	DESCRIPTION:
ITEM 63   64	<p>Further to Clause 63 &amp; 64, relating to Mold and Condensation</p> <p>1.Tenant Responsibilities</p> <p>The Tenant agrees to take all reasonable steps to prevent the build-up of condensation and the growth of mold within the Premises. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>a. Ensuring adequate ventilation in all rooms, particularly during and after cooking, bathing, and drying clothes indoors.</li> <li>b. Using exhaust fans where provided and keeping windows open when practical to allow airflow.</li> <li>c. Wiping down surfaces where condensation forms, including windows, walls, and tiles.</li> <li>d. Promptly drying any areas affected by moisture or water spills.</li> </ul> <p>2.Monitoring and Action</p> <p>The Tenant must remain vigilant in identifying and addressing any signs of mold. Should mold appear, the Tenant shall:</p> <ul style="list-style-type: none"> <li>a. Clean affected areas using appropriate cleaning products.</li> <li>b. Notify the Landlord or Property Manager immediately if mold persists, appears to be spreading, or is caused by a leak or structural issue.</li> </ul> <p>3.Liability</p> <p>The Tenant may be held liable for any damage resulting from failure to take reasonable steps to prevent mold or to report its presence in a timely manner.</p> <p>Signed on behalf of the Lessor</p> <div style="text-align: center;">  </div> <p>Signed by the Tenants</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>




INITIALS

# ANNEXURE B -

## TENANCY AGREEMENT

*This Annexure page is to be used only if there is insufficient space in the Schedule.  
Please insert the relevant corresponding item number and heading.*



ITEM	DESCRIPTION:
ITEM 16	<p><b>ADDITIONAL PET CLAUSE WITH BLACKSHAW BELCONNEN</b></p> <p>In addition to the Residential Tenancy Agreement, the tenant/s also agree to abide by the following terms set out by Blackshaw Belconnen below.</p> <ol style="list-style-type: none"> <li>1. The Lessor agrees for the Tenant/s to keep: One (1) Cat on the premises for the term of the Tenancy Agreement. The Tenant/s will be responsible for any repairs to the property or grounds and any item lost or damaged caused by the animal.</li> <li>2. The Tenant/s are responsible for the property to be professionally cleaned; pest treated/fumigated internally and externally and the carpets professionally steam cleaned and treated for fleas upon vacation of the property.</li> <li>3. Floor length curtains and blinds will need to be removed and dry cleaned at the Tenant/s expense if this appears to be necessary.</li> <li>4. Copies of the invoices for carpet steam cleaning, internal and external flea treatment is required to be provided to the Managing Agent at the time of the final inspection.</li> </ol> <p>Signed on behalf of the Lessor</p> <p style="text-align: center;"></p> <p>Signed by the Tenants</p> <p style="text-align: center;"> </p>



INITIALS

# ANNEXURE C -

## TENANCY AGREEMENT

*This Annexure page is to be used only if there is insufficient space in the Schedule.  
Please insert the relevant corresponding item number and heading.*



ITEM	DESCRIPTION:
ITEM 46	<p>Special Condition: Garden Restoration and Maintenance</p> <p>This Annexure forms part of the Residential Tenancy Agreement dated 12th November 2025 between:</p> <p>Landlord: Jason Cotter                      Tenant(s): Veronica Manns &amp; Brenden Manns                      Premises: 7 Sadleir Place, Charnwood ACT 2615</p> <p>Special Condition Garden Restoration and Maintenance</p> <p>1. Reduced Rent Agreement                      The weekly rent for the premises has been reduced from the originally advertised amount of \$670.00 to \$660.00 per week. This reduction is granted in consideration of the Tenants agreement to restore and maintain the garden at the premises.</p> <p>2. Tenants Obligations                      The Tenant agrees to:</p> <ul style="list-style-type: none"> <li>-Restore the garden to a neat, healthy, and well-maintained condition, including but not limited to weeding, pruning, mowing and general upkeep.</li> <li>-Maintain the garden throughout the tenancy to a standard reasonably expected of a residential property.</li> </ul> <p>3. Inspection and Review</p> <ul style="list-style-type: none"> <li>-The Landlord or their agent may inspect the garden as part of routine inspections to ensure compliance with this condition.</li> <li>-If the Tenant fails to maintain the garden to a satisfactory standard, the Landlord reserves the right to issue a notice to remedy the breach and/or reinstate the original rent of \$670.00 per week, subject to applicable tenancy laws.</li> </ul> <p>4. Termination of Condition</p> <ul style="list-style-type: none"> <li>-This special condition remains in effect for the duration of the original tenancy agreement agreed unless otherwise agreed in writing by both parties.</li> <li>-Any changes to this arrangement must be documented in writing and signed by both the Landlord and the Tenant.</li> </ul> <p>Tenants Signatures: </p> <p>Agents Signatures: </p> <p>Date: <u>04-Nov-2025</u>   4:26 PM AEDT</p>

INITIALS

# If a home was built before 1990 it may contain dangerous asbestos material



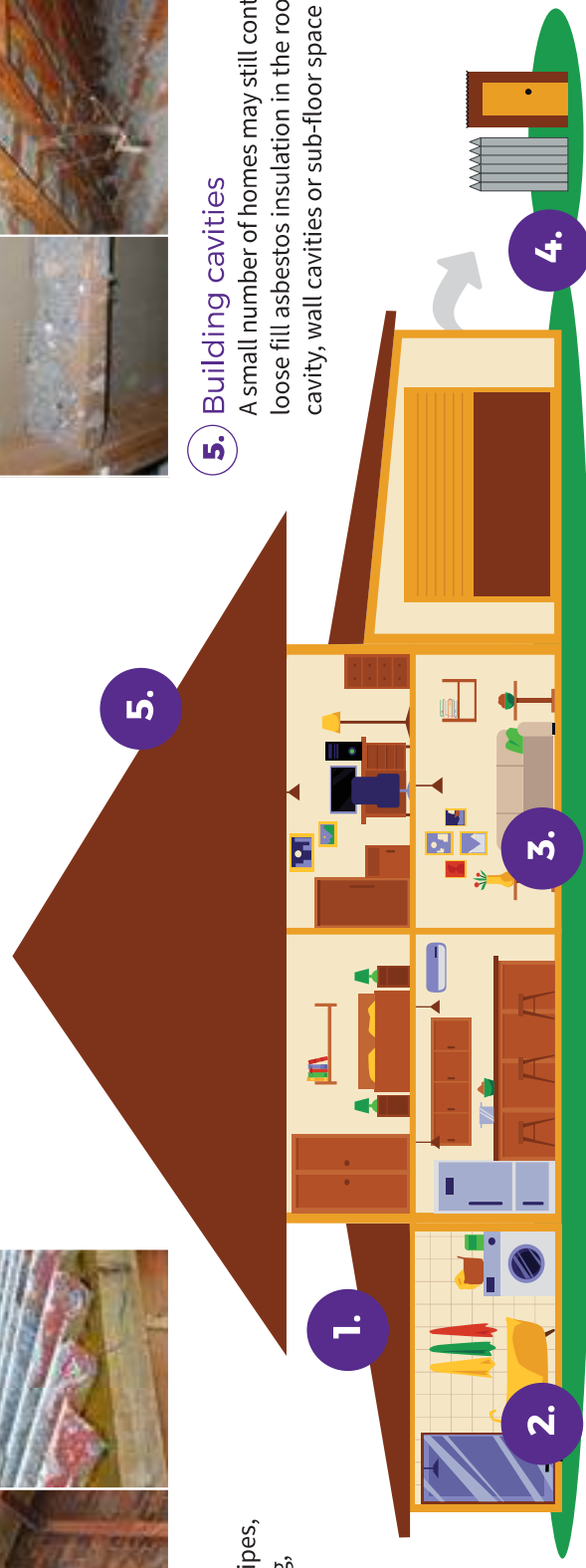
Identify where asbestos materials might be. Five common places are:



- 1. Exterior**  
roof sheeting, gutters, downpipes, ridge capping, eaves, cladding, electrical switchboards



- 5. Building cavities**  
A small number of homes may still contain loose fill asbestos insulation in the roof cavity, wall cavities or sub-floor space



- 2. Wet areas - bathroom, laundry and kitchen**  
wall and ceiling panels, vinyl floor tiles, backing for wall tiles and splashbacks, hot water pipe insulation



- 3. Internal areas**  
wall and ceiling panels, carpet underlay, textured paints, insulation in domestic heaters



- 4. Backyard**  
fences, sheds, garages, carports, dog kennels, buried or dumped waste, letterboxes, swimming pools

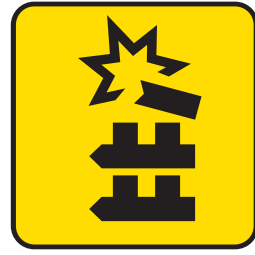
# If a home was built before 1990

it may contain dangerous asbestos material

## Assess the risk

A licensed asbestos assessor can help identify asbestos in your home and its condition.

### Asbestos materials become dangerous when:



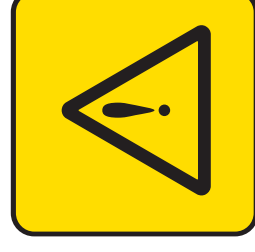
Broken or in poor condition



Damaged accidentally



Disturbed during renovation or repairs



Loose fill asbestos insulation



## Manage asbestos safely

- Monitor the condition of asbestos in your home
- Inform tradespeople of locations of asbestos in your home
- Avoid disturbing or damaging asbestos if working on your home
- Engage a licensed asbestos removalist to remove asbestos

If you suspect your home contains loose fill asbestos insulation, contact Access Canberra

## RW Amount

(residential withholding payment) — further details

The supplier will frequently be the Seller. However, sometimes further information will be required as to which entity is liable for GST (eg if the Seller is part of a GST group, where the GST representative has the GST liability). If more than one supplier, provide details for each supplier.

	Name			
	ABN		Phone	
	Business address			
	Email			
	Supplier's portion of the RW Amount:		\$	
	RW Percentage:			%
	RW Amount (ie the amount that the Buyer is required to pay to the ATO):		\$	
	Is any of the consideration not expressed as an amount in money?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
	If 'Yes', the GST inclusive market value of the non-monetary consideration:		\$	
	Other details (including those required by regulation or the ATO forms):			

## Cooling Off Period

(for residential property only)

- 1 The Buyer may rescind this Contract at any time before 5pm on the 5th Business Day after the day this Contract is made except if any circumstance in paragraph 2 applies.
- 2 There is no cooling off period if:
  - the Buyer is a corporation; or
  - the Property is sold by tender; or
  - the Property is sold by auction; or
  - before signing this Contract, the Buyer gives the Seller a certificate in the form required by the Sale of Residential Property Act signed by the Buyer Solicitor; or
  - this Contract is made on the same day the Property was offered for sale by auction but passed in and the Buyer was recorded in the bidders record as a bidder or a person for whom a bidder was bidding.
- 3 A Buyer exercising the cooling off right by rescinding this Contract forfeits 0.25% of the Price. The Seller is entitled to recover the amount forfeited from the Deposit and the Buyer is entitled to a refund of any balance.

## Warnings

- 1 The Lease may be affected by the *Residential Tenancies Act 1997 (ACT)* or the *Leases (Commercial & Retail) Act 2001 (ACT)*.
- 2 If a consent to transfer is required by law, see clause 4 as to the obligations of the parties.
- 3 As some risks associated with the Property pass from the Seller to Buyer on the Date of this Contract, (except if the Property is a Unit) the Buyer should take out insurance on the Property on the Date of this Contract.
- 4 The Buyer will usually have to pay stamp duty on the purchase of the Land. The Buyer may incur penalties if the Buyer does not pay the stamp duty within the required time.
- 5 There are serious risks to a Buyer releasing the Deposit before Completion. The Buyer should take legal advice before agreeing to release the Deposit.
- 6 The Buyer should consider the application of the Territory Plan and other planning and heritage issues before signing this Contract.
- 7 If the Lease is a concessional lease then restrictions on transfer and other dealings may apply.

## Disputes

If there is a dispute, the Law Society encourages the use of informal procedures such as negotiation, independent expert appraisal or mediation to resolve the dispute.

## Exchange of Contract

1 An Agent, authorised by the Seller, may:

- insert:
  - the name and address of, and contact details for, the Buyer;
  - the name and address of, and contact details for, the Buyer Solicitor;
  - the Price;
  - the Date of this Contract,
- insert in, or delete from, the Goods; and
- exchange this Contract.

2 An Agent must not otherwise insert, delete or amend this Contract.

3

The Seller agrees to sell and the Buyer agrees to buy the Property for the Price on these terms:

### 1. Definitions and interpretation

1.1 Definitions appear in the Schedule and as follows:

means any mortgage, encumbrance, lease, lien, charge, notice, order, caveat, writ, or other interest;

has the meaning in the Sale of Residential Property Act;

has the meaning in the Sale of Residential Property Act;

means the Australian Taxation Office, and includes the Commissioner for Taxation;

means the Price less the Deposit;

means:

- a Development not approved under the Planning Act including a development for which design and siting approval has not been obtained;
- a breach of the Building and Development Provision;

- a breach of any obligation of the Seller in a registered restrictive covenant affecting the Lease;
- a breach of any other term of the Lease;
- a breach of the articles of the Owners Corporation (if the Property is a Unit); or
- an Unapproved Structure;

means the *Building Act 2004* (ACT);

has

the meaning in the Planning Act;

has the meaning in the Sale of Residential Property Act;

has the meaning in the Sale of Residential Property Act;

has the

meaning in the Land Titles Act;

means any day other than a Saturday, Sunday, public holiday or bank holiday in the Australian Capital Territory;

has the meaning in the Sale of Residential Property Act;

for a Unit has the meaning in the Unit Titles Act;

for a Lot that forms part of a Community Title Scheme has the meaning in the Community Title Act;

means the *Community Title Act 2001* (ACT);

means the entity referred to as such in the Community Title Act;

has the meaning in the Community Title Act;

has the meaning in the Community Title Act;

has the meaning in the Community Title Act;

means the time at which this Contract is completed and has a corresponding meaning;

means a certificate issued for the Lease under section 296 of the *Planning and Development Act 2007*, Division 10.12.2 of the Planning Act or under section 28 of the *City Area Leases Act 1936* or under section 180 of the Land Act;

includes a restrictive covenant;

means a notice in accordance with clause 18.5 and clause 18.6

has the meaning in the Unit Titles Management Act;

means the deposit forming part of the Price;

in respect of a Lot has the meaning in the Community Title Act;

has the meaning in the Unit Titles Management Act;

has the meaning in the Planning Act;

has the meaning in the Unit Titles Act;

has the meaning in the Property Act;

has the meaning in section 260(2) of the Property Act;

has the meaning in the Sale of Residential Property Act but excludes a mortgage;

has the meaning in the Sale of Residential Property Act;

has the meaning in section 259A(4) of the Property Act;

has the meaning in section 78(1) of the Unit Titles Management Act;

has the meaning in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);

means the prevailing rate of GST specified as a percentage;

means the buildings, structures and fixtures erected on and forming part of the Land;

includes the rents and profits derived from the Property;

means the *Land (Planning & Environment) Act 1991* (ACT);

means rates, land rent, land tax and other taxes and outgoings of a periodic nature in respect of the Property;

means the *Land Rent Act 2008* (ACT);

means a Lease that is subject to the Land Rent Act;

means the *Land Titles Act 1925* (ACT);

means the lease of the Land having the meaning in the Planning Act;

has the meaning in the Sale of Residential Property Act;

means the *Legislation Act 2001*;

means any actual or contingent liability of the Owners Corporation attributable to the Unit on a Unit Entitlement basis (other than normal operating expenses) or expenditure to be made by the Owners Corporation to fulfil its obligations under the Unit Titles Management Act;

has the meaning in the Community Title Act;

means a Lease that is not subject to the Land Rent Act;

means a notice in accordance with clause 18.1 and clause 18.2 requiring a party to complete;

means the Owners Corporation for the Unit constituted or to be constituted under the Unit Titles Management Act following registration of the Units Plan;

has the meaning in the Sale of Residential Property Act;

has the meaning in the Sale of Residential Property Act;

means the *Planning Act 2023* (ACT);

has the meaning in the Legislation Act;

has the meaning in the Building Act;

has the meaning in the Residential Tenancies Act;

means the unexpired term of the Lease, the Improvements and the Goods, or (if the Land is a Unit) the unexpired term of the Unit Lease, the Improvements and the Goods;

means *Civil Law (Property) Act 2006* (ACT);

has the meaning in the Sale of Residential Property Act and includes a Unit Title Certificate but excludes a copy of this Contract;

has the meaning in the Sale of Residential Property Act;

means the *Residential Tenancies Act 1997* (ACT);

means the *Civil Law (Sale of Residential Property) Act 2003* (ACT);

means a certificate for a Lot issued under section 56 of the Community Title Act;

means a statement for a Lot complying with section 67(2)-(4) of the Community Title Act;

includes air, communication, drainage, electricity, garbage, gas, oil, radio, sewerage, telephone, television, or water service;

has the meaning given by section 17(4) of the Unit Titles Act;

includes a lease for any term and whether for residential purposes or otherwise;

has the meaning in the Sale of Residential Property Act;

means the Unit referred to in the Schedule and which has the meaning in the Unit Titles Act;

for the Unit has the meaning in the Unit Titles Act;

is the Lease together with the rights of the registered lessee of the Unit;

means a certificate for the Unit issued under section 119 of the Unit Titles Management Act;

means the *Unit Titles Act 2001* (ACT);

means the *Unit Titles (Management) Act 2011* (ACT);

means all the documents relating to the subdivision of the Land registered as the Units Plan for the Unit under the *Land Titles (Unit Titles) Act 1970*; and

means Subdivision 14 of Schedule 1 of the *Taxation Administration Act 1953* (Cth) and associated provisions.

1.2 In this Contract:

- a reference to the Seller or to the Buyer includes the executors, administrators and permitted assigns of any of them, if an individual, and the successors or permitted assigns of any of them, if a corporation;
- the singular includes the plural, and the plural includes the singular;
- a reference to a person includes a body corporate;
- a term not otherwise defined has the meaning in the Legislation Act; and
- a reference to an Act includes a reference to any subordinate legislation made under it or any Act which replaces it.

1.3 Headings are inserted for convenience only and are not part of this Contract.

1.4 If the time for something to be done or to happen is not a Business Day, the time is extended to the next Business Day, except in the case of clause 2.1.

1.5 A reference to “this Contract” extends to the Schedule, any annexure, additional clauses and attachments forming part of this Contract.

1.6 If there is more than one buyer or more than one seller the obligations which they undertake bind them jointly and individually.

1.7 Where the Buyer consists of more than one person, as between themselves, they agree to buy the Property in the specified manner of Co-ownership or if one alternative is not marked, as joint tenants.

1.8 Without limiting clause 13, the parties agree that for the purposes of the *Electronic Transactions Act 2001* (ACT) and the *Electronic Transactions Act 1999* (Cth), this Contract may be signed and/or exchanged electronically.

**2. Terms of payment**

2.1 The Buyer must pay the Deposit on the Date of this Contract, to the Stakeholder or, if no Stakeholder is named, then to the Seller.

2.2 The Deposit becomes the Seller’s property on Completion.

2.3 The Deposit may be paid by cheque or in cash (up to \$3,000.00) but if it is not paid on time or, if it is paid by cheque which is not honoured on first presentation, the Buyer is in default.

2.4 If the Buyer is in default under clause 2.3, then immediately and without the notice otherwise necessary under clause 18, clause 19 applies.

2.5 On Completion the Buyer must give the Seller an authority directing the Stakeholder to account to the Seller for the Deposit.

2.6 On Completion the Buyer must pay to the Seller in Canberra the Balance of the Price by unendorsed bank cheque, or in cash (up to \$200.00).

2.7 Any money payable to the Seller by the Buyer or the Stakeholder must be paid to the Seller or as the Seller Solicitor directs in writing and payment in accordance with that direction will be sufficient discharge to the person paying.

2.8 Completion must take place on the Date for Completion or as otherwise determined by this Contract and if not specified or determined, within a reasonable time.

### 3. Title to the Lease

- 3.1 The Lease is or will before Completion be granted under the Planning Act.
- 3.2 The Lease is transferred subject to its provisions.
- 3.3 The title to the Lease is or will before Completion be registered under the Land Titles Act.
- 3.4 The title to the Lease must be transferred free from all Affecting Interests except as otherwise provided.
- 3.5 The Buyer cannot insist on any Affecting Interests being removed from the title to the Lease before Completion provided, on Completion, the Seller gives the Buyer any documents and registration fees necessary to remove the Affecting Interests.

### 4. Restrictions on transfer

- 4.1 The Lease is not subject to any restrictions on transfer other than any Restriction on Transfer.
- 4.2 If the Lease is subject to a Restriction on Transfer under the Planning Act due to non-compliance with the Building and Development Provision then this Contract is subject to the grant of the approval referred to in section 370 of the Planning Act. A Restriction on Transfer referring to “section 370” refers to this restriction.
- 4.3 If the Lease is a lease of the type referred to in section 279 of the Planning Act then this Contract is subject to the approval in accordance with the Planning Act. A Restriction on Transfer referring to “section 280” refers to this restriction.
- 4.3A If the Lease is subject to a Restriction on Transfer under section 306 of the Planning Act, then this Contract is subject to the grant of the approval mentioned in sections 306 and 307 of the Planning Act. A Restriction on Transfer referring to “section 306” refers to this restriction.
- 4.3B If the Lease is subject to a Restriction on Transfer under section 351 of the Planning Act, then this Contract is subject to the grant of the approval mentioned in section 351 of the Planning Act. A Restriction on Transfer referring to “section 351” refers to this restriction. Immediately after the Date of this Contract the Seller must do everything reasonably necessary to remove the restriction or obtain the consent required. If requested in writing, the Buyer must join in any application of the Seller and must do everything reasonably necessary to enable the Seller to obtain the consent. The Seller must pay all associated fees in connection with the application.

- 4.4 If the consent referred to in clauses 4.2, 4.3, 4.3A or 4.3B is not granted by the Date for Completion then either party may rescind this Contract (provided that the party seeking to rescind is not then in default) and clause 21 applies.

### 5. Particulars of title and submission of transfer

- 5.1 Unless clause 5.3 applies the Seller need not provide particulars of title.
- 5.2 No later than 7 days before the Date for Completion, the Buyer must give the Seller a transfer of the Lease in the form prescribed by the Land Titles Act, to be returned by the Seller to the Buyer on Completion in registrable form.
- 5.3 If the Seller is not the registered proprietor of the Lease at the Date of this Contract, the Seller must give to the Buyer no later than 14 days before the Date for Completion a copy of the instrument and any other documents necessary to enable the Seller to be registered as proprietor.

### 6. Buyer rights and limitations

- 6.1 If the Buyer establishes before Completion that except as disclosed in this Contract there is any Unapproved Structure on the Property, then the Buyer may:
  - 6.1.1 require the Seller to arrange for the Unapproved Structure to be approved before Completion; and
  - 6.1.2 if the Unapproved Structure is not approved before Completion, rescind or complete and sue the Seller for damages.
- 6.2 If the Buyer establishes, immediately before Completion, that, except as disclosed in this Contract:
  - 6.2.1 the Property is subject to an encumbrance other than the encumbrances shown on the title to the Lease; or
  - 6.2.2 the Buyer is not entitled to vacant possession, then the Buyer may either:
    - 6.2.3 rescind; or
    - 6.2.4 complete and sue the Seller for damages.
- 6.3 The Buyer is not entitled to make any requisitions on the title to the Property.
- 6.4 The Buyer cannot make a claim or objection or rescind or terminate in respect of:
  - 6.4.1 a Service for the Property being a joint service or passing through another property, or any Service for another property passing through the Property;
  - 6.4.2 a wall being or not being a party wall or the Property being affected by an

- easement for support or not having the benefit of an easement for support;
- 6.4.3 any change in the Property due to fair wear and tear before Completion;
- 6.4.4 a promise, representation or statement about this Contract, the Property or the Lease, not made in this Contract;
- 6.4.5 any Breach of Covenant described in the Schedule or disclosed elsewhere in this Contract;
- 6.4.6 the ownership or location of any dividing fence;
- 6.4.7 the ownership of any fuel storage tank; and
- 6.4.8 anything disclosed in this Contract (except an Affecting Interest).

## 7. Seller warranties

- 7.1 The Seller warrants that at the Date of this Contract:
  - 7.1.1 the Seller will be able to complete at Completion;
  - 7.1.2 the Seller has no knowledge of any unsatisfied judgment, order or writ affecting the Property;
  - 7.1.3 the Seller has no knowledge of any current or threatened claims, notices or proceedings that may lead to a judgment, order or writ affecting the Property; and
  - 7.1.4 the Seller is not aware of any material change in the matters disclosed in the Required Documents.
- 7.2 The Seller warrants that on Completion:
  - 7.2.1 the Seller will be or will be able to be the registered proprietor of the Lease and will own the rest of the Property free from any Affecting Interests;
  - 7.2.2 the Seller will have the capacity to complete;
  - 7.2.3 there will be no unsatisfied judgment, order or writ affecting the Property;
  - 7.2.4 the Seller has no knowledge of any current or threatened claims, notices or proceedings that may lead to a judgment, order or writ affecting the Property;
  - 7.2.5 the Seller is not aware of any encroachments by or upon the Property except as disclosed. This warranty does not extend to the location of any dividing fence;
  - 7.2.6 there will be no Breach of Covenant except as disclosed in this Contract; and
  - 7.2.7 unless disclosed in the Schedule or elsewhere in this Contract, the Lease is a

Non-Land Rent Lease and not a Land Rent Lease.

- 7.3 The Seller gives no warranties as to the present state of repair of any of the Improvements or condition of the Land, except as required by law.

## 8. Adjustments

- 8.1 The Seller is entitled to the Income and is liable for all Land Charges up to and including Completion after which the Buyer will be entitled to the Income and liable for the Land Charges, provided the Seller will be liable for all land tax in respect of the Property if the 'Land Tax to be adjusted?' option on the Schedule is marked 'No'.
- 8.2 The parties must pay any adjustment of the Income and Land Charges calculated under clause 8.1 on Completion.
- 8.3 Any concessional Land Charges must be adjusted on the concessional amount of those Land Charges.
- 8.4 If any of the Land Charges have not been assessed on Completion, the Buyer will be entitled to retain in the Buyer Solicitor trust account from the Balance of the Price an amount sufficient to pay the Seller's proportion of those Land Charges.
- 8.5 Attached are copies of the relevant invoices for the cost of obtaining the Building and Compliance Inspection Report and Pest Inspection Report. The Buyer must pay to the Seller the cost of obtaining the Building and Compliance Inspection Report and the Pest Inspection Report as required by section 18 of the Sale of Residential Property Act on Completion.

## 9. Terms of possession

- 9.1 The Seller must give the Buyer vacant possession of the Property on Completion unless otherwise marked in the Schedule.
- 9.2 If the Property is sold subject to a tenancy, the Seller has:
  - 9.2.1 attached to this Contract a copy of the signed Tenancy Agreement; or
  - 9.2.2 completed the tenancy summary on page 2 of this Contract.
- 9.3 If the Property is sold subject to a tenancy:
  - 9.3.1 the Seller warrants that except as disclosed in this Contract:
    - (a) if applicable, the rental bond has been provided in accordance with the Residential Tenancies Act;
    - (b) if applicable, the Seller has complied with the Residential Tenancies Act;

- (c) if applicable, the Seller has no notice of any application by the tenant for the release of the rental bond;
  - (d) no notices relating to the tenancy have been served on the Seller or any agent of the Seller or on the tenant other than as disclosed in this Contract and there are no outstanding claims or disputes with the tenant;
  - (e) there is no unremedied breach of the Tenancy Agreement by the tenant or the Seller; and
  - (f) if applicable, the Tenancy Agreement incorporates:
    - (i) the Prescribed Terms; and
    - (ii) any other terms approved by the Residential Tenancies Tribunal.
- 9.3.2 The Seller must hand to the Buyer on Completion:
- (a) any written Tenancy Agreement to which this Contract is subject;
  - (b) a notice of attornment;
  - (c) if applicable, any notice required to be signed by the Seller to transfer the rental bond by the Office of Rental Bonds to the Buyer; and
  - (d) if applicable, any other notice required to be signed by the Seller under the Residential Tenancies Act.
- 9.3.3 The Buyer indemnifies the Seller in relation to any liability which the Seller incurs or to which the Seller is subject under the tenancy because of matters occurring after Completion.

## 10. Inspection and condition of Property

- 10.1 The Buyer may on reasonable notice to the Seller and at reasonable times inspect the Property before Completion.
- 10.2 The Seller must leave the Property clean and tidy on Completion.

## 11. Inspection of building file

- 11.1 The Seller must, if requested by the Buyer, give to the Buyer all authorities necessary to enable the Buyer (or Buyer's nominee) to inspect and obtain at the Buyer's expense, copies of:
  - 11.1.1 any document in relation to the Land and Improvements held by any government or statutory authority; and

- 11.1.2 any notices issued by any authority in relation to the Land and Improvements.

## 12. Additional Seller obligations

- 12.1 Except for any Breach of Covenant disclosed in this Contract, the Seller must before Completion:
  - 12.1.1 comply with any notice issued by any authority before the Date of this Contract which requires work to be done or money to be spent on or in relation to the Property or the Lease;
  - 12.1.2 obtain approval for any Development conducted on the Land;
  - 12.1.3 comply with the Lease to the extent to which the Seller is required to comply up to Completion;
  - 12.1.4 comply with any obligations on the Seller in a registered restrictive covenant affecting the Lease; and
  - 12.1.5 give the Buyer notice of any material change (other than fair wear and tear) the Seller becomes aware of in the matters disclosed in the Required Documents, since the date of each of the relevant Required Documents.

## 13. Electronic transaction

- 13.1 In this clause 13, the following words mean:

mean details of the adjustments to be made to the Price under this Contract;

means the time of day on the Date for Completion when the Electronic Transaction is to be Completed;

has the meaning given in the Participation Rules;

has the meaning given in the Participation Rules and has a corresponding meaning;

means any discharging mortgagee, chargee, covenant chargee or caveator whose provision of a Digitally Signed discharge of mortgage, discharge of charge or withdrawal of caveat is required in order for unencumbered title to the Lease to be transferred to the Buyer;

means the *Electronic Conveyancing National Law (ACT) Act 2020 (ACT)*;

means the date on which the Conveyancing Transaction is agreed to be an Electronic Transaction under clause 13.2.2 or, if clause 13.2.1 applies, the Date of this Contract;

means a caveat, a Crown lease or an instrument as defined in the Land Titles Act which may be created and Digitally Signed in an Electronic Workspace;

means a Conveyancing Transaction to be conducted for the parties by their legal representatives as Subscribers using an ELN and in accordance with the ECNL and the Participation Rules;

means a transfer of the Lease under the Land Titles Act to be prepared and Digitally Signed in the Electronic Workspace established for the purposes of the parties' Conveyancing Transaction;

has the meaning given in the Participation Rules;

means a land title dealing that can be lodged electronically;

has the meaning given in the Participation Rules;

means a remittance which the Buyer must make in accordance with the Withholding Law and clauses 51.4 to 51.8;

means a payment which the Buyer must make in accordance with the Withholding Law and clauses 53.5 to 53.9;

means any mortgagee who is to provide finance to the Buyer on the security of the Lease and to enable the Buyer to pay the whole or part of the price;

has the meaning given in the Participation Rules;

has the meaning given in the Participation Rules;

mean the details which a party to the Electronic Transaction must provide about any Discharging Mortgagee of the Land as at Completion;

means the ELN specified in the Schedule;

mean the participation rules as determined by the ECNL;

means to complete data fields in the Electronic Workspace;

has the meaning given in the Participation Rules;

has the meaning given in the Participation Rules; and

means the details of the title to the Lease made available to the Electronic Workspace by the Land Registry.

13.2 This Conveyancing Transaction is to be conducted as an Electronic Transaction and this Contract is amended as required if:

13.2.1 this Contract says that it is an Electronic Transaction; or

13.2.2 the parties otherwise agree that it is to be conducted as an Electronic Transaction.

13.3 However, this Conveyancing Transaction is not to be conducted as an Electronic Transaction:

13.3.1 if the title to the Lease is not Electronically Tradeable or the transfer of the Lease is not eligible be lodged electronically; or

13.3.2 if, at any time after the Effective Date, but at least 14 days before the Date for Completion, a party serves a notice on the other party stating a valid reason why it cannot be conducted as an Electronic Transaction.

13.4 If, because of clause 13.3.2, this Conveyancing Transaction is not to be conducted as an Electronic Transaction:

13.4.1 each party must:

(a) bear equally any disbursements or fees; and

(b) otherwise bear that party's own costs; incurred because this Conveyancing Transaction was to be conducted as an Electronic Transaction; and

13.4.2 if a party has paid all of a disbursement or fee which by reason of this clause, is to be borne equally by the parties, that amount must be adjusted on Completion.

13.5 If this Conveyancing Transaction is to be conducted as an Electronic Transaction:

13.5.1 to the extent that any other provision of this Contract is inconsistent with this clause, the provisions of this clause prevail and this Contract is amended to give full effect to the Electronic Transaction;

13.5.2 without limiting clause 13.5.1, clause 5.2 does not apply;

13.5.3 the parties must conduct the Electronic Transaction:

(a) in accordance with the Participation Rules and the ECNL; and

(b) using the Nominated ELN, unless the parties otherwise agree;

13.5.4 a party must pay the fees and charges payable by that party to the ELN and the

- Land Registry as a result of this transaction being an Electronic Transaction; and
- 13.5.5 a document which is an Electronic Document is served as soon as it is first Digitally Signed in the Electronic Workspace on behalf of the party required to serve it.
- 13.6 The Seller must within 7 days of the Effective Date:
- 13.6.1 create an Electronic Workspace;
- 13.6.2 Populate the Electronic Workspace with Title Data, the Date for Completion and, if applicable, Mortgagee Details; and
- 13.6.3 invite the Buyer and any Discharging Mortgagee to the Electronic Workspace.
- 13.7 If the Seller has not created an Electronic Workspace in accordance with clause 13.6, the Buyer may create an Electronic Workspace. If the Buyer creates the Electronic Workspace the Buyer must:
- 13.7.1 Populate the Electronic Workspace with Title Data;
- 13.7.2 create and Populate the Electronic Transfer;
- 13.7.3 Populate the Electronic Workspace with the Date for Completion and a nominated Completion Time; and
- 13.7.4 invite the Seller and any Incoming Mortgagee to join the Electronic Workspace.
- 13.8 Within 7 days of receiving an invitation from the Seller to join the Electronic Workspace, the Buyer must:
- 13.8.1 join the Electronic Workspace;
- 13.8.2 create and Populate the Electronic Transfer;
- 13.8.3 invite any Incoming Mortgagee to join the Electronic Workspace; and
- 13.8.4 Populate the Electronic Workspace with a nominated Completion Time.
- 13.9 If the Buyer has created the Electronic Workspace the Seller must within 7 days of being invited to the Electronic Workspace:
- 13.9.1 join the Electronic Workspace;
- 13.9.2 Populate the Electronic Workspace with Mortgagee Details, if applicable; and
- 13.9.3 invite any Discharging Mortgagee to join the Electronic Workspace.
- 13.10 To complete the financial settlement schedule in the Electronic Workspace:
- 13.10.1 the Seller must provide the Buyer with Adjustment Figures at least 2 Business Days before the Date for Completion;
- 13.10.2 the Buyer must confirm the Adjustment Figures at least 1 Business Day before the Date for Completion; and
- 13.10.3 if the Buyer must make a GSTRW Payment and / or an FRCGW Remittance, the Buyer must Populate the Electronic Workspace with the payment details for the GSTRW Payment or FRCGW Remittance payable to the ATO at least 2 Business Days before the Date for Completion.
- 13.11 Before Completion, the parties must ensure that:
- 13.11.1 all Electronic Documents which a party must Digitally Sign to complete the Electronic Transaction are Populated and Digitally Signed;
- 13.11.2 all certifications required by the ECNL are properly given; and
- 13.11.3 they do everything else in the Electronic Workspace which that party must do to enable the Electronic Transaction to proceed to Completion.
- 13.12 If Completion takes place in the Electronic Workspace:
- 13.12.1 payment electronically on Completion of the Balance of the Price in accordance with clause 2.6 is taken to be payment by a single unendorsed bank cheque; and
- 13.12.2 clauses 51.4.3, 51.4.4, 53.8 and 53.9 do not apply.
- 13.13 If the computer systems of any of the Land Registry, the ELN, the ATO or the Reserve Bank of Australia are inoperative for any reason at the Completion Time agreed by the parties, a failure to complete this Contract for that reason is not a default under this Contract on the part of either party.
- 13.14 If the computer systems of the Land Registry are inoperative for any reason at the Completion Time agreed by the parties, and the parties agree that financial settlement is to occur despite this, then on financial settlement occurring:
- 13.14.1 all Electronic Documents Digitally Signed by the Seller, any discharge of mortgage, withdrawal of caveat or other Electronic Document forming part of the Lodgment Case for the Electronic Transaction shall be taken to have been unconditionally and irrevocably delivered to the Buyer or

the Buyer's mortgagee at the time of financial settlement; and

13.14.2 the Seller shall be taken to have no legal or equitable interest in the Property.

13.15 If the parties do not agree about the delivery before Completion of one or more documents or things that cannot be delivered through the Electronic Workspace, the party required to deliver the documents or things:

13.15.1 holds them on Completion in escrow for the benefit of the other party; and

13.15.2 must immediately after Completion deliver the documents or things to, or as directed by the party entitled to them.

#### 14. Off the plan purchase and Compliance Certificate

14.1 If the Lease contains a Building and Development Provision which has not been complied with at the Date of this Contract, and clause 4.2 does not apply:

14.1.1 where the Seller is obliged to construct Improvements by Completion, before the Date for Completion, the Seller must at the Seller's expense complete the construction of the Improvements promptly and in a good and workmanlike manner substantially in accordance with the proposed plan, specifications and inclusions list attached; and

14.1.2 on or before Completion, the Seller must at the Seller's expense give to the Buyer evidence that a Compliance Certificate has been obtained.

#### 15. Goods

15.1 The Seller gives no warranties as to the present state of repair of any of the Goods except as required by law.

15.2 The Goods are included in the Price.

15.3 The Seller warrants that the Goods are unencumbered and that the Seller has the right to sell them.

15.4 The Goods become the Buyer's property on Completion.

15.5 Except for fair wear and tear, the Seller must give the Goods to the Buyer on Completion in the same state of repair they are in at the Date of this Contract.

#### 16. Errors and misdescriptions

16.1 If, before Completion, the Buyer becomes aware of an error in the description of the Property the Buyer may:

16.1.1 identify whether the error is material or not material, and ask the Seller to arrange for the error to be corrected before Completion; and

16.1.2 if the error is not corrected before Completion:

(a) for an error that is material — rescind this Contract, or complete this Contract and make a claim for compensation; and

(b) for an error that is not material — complete this Contract and make a claim for compensation.

16.2 This clause applies even if the Buyer did not take notice of or rely on anything in this Contract containing or giving rise to the error or misdescription.

16.3 The Buyer is not entitled to compensation to the extent the Buyer knew the true position before the Date of this Contract.

#### 17. Compensation claims by Buyer

17.1 To make a claim for compensation (including a claim under clause 16) the Buyer must give notice to the Seller before Completion specifying the amount claimed and:

17.1.1 the Seller can rescind if in the case of a claim that is not a claim for delay:

(a) the total amount claimed exceeds 5% of the Price;

(b) the Seller gives notice to the Buyer of an intention to rescind; and

(c) the Buyer does not give notice to the Seller waiving the claim within 14 days after receiving the notice; and

17.1.2 if the Seller does not rescind under clause 17.1.1, the parties must complete and:

(a) the lesser of the total amount claimed and 5% of the Price must be paid out of the Price to, and held by, the Stakeholder until the claim is finalised or lapses;

(b) the amount held is to be invested by the Stakeholder (at the risk of the party who becomes entitled to it) with an Australian bank in an interest-bearing account at call in the name of

the Stakeholder in trust for the Seller and the Buyer;

- (c) the claim must be finalised by an arbitrator appointed by the parties or, if an appointment is not made within 28 days of Completion, by an arbitrator appointed by the President of the Law Society of the Australian Capital Territory at the request of a party;
- (d) the decision of the arbitrator is final and binding;
- (e) the costs of the arbitration must be shared equally by the parties unless otherwise determined by the arbitrator. For clarity, the arbitrator has the power to award indemnity costs on a legal basis against either party;
- (f) the Buyer is not entitled, in respect of the claim, to more than the total amount claimed and the costs of the Buyer;
- (g) interest on the amount held, after deduction of all taxes and bank charges, Stakeholder administration fee and other similar charges and expenses, must be paid to the parties equally or as otherwise determined by the arbitrator; and
- (h) the claim lapses if the parties do not appoint an arbitrator and neither party asks the President of the Law Society of the Australian Capital Territory to appoint an arbitrator within 90 days after Completion and the amount held by the Stakeholder must be paid immediately to the Seller without any further authority being necessary.

## 18. Notice to Complete and Default Notice

- 18.1 If Completion does not take place in accordance with clause 2.8, either party may, at any time after the Date for Completion, serve the other party a Notice to Complete.
- 18.2 A Notice to Complete must appoint a time during business hours and a date being not less than 14\* days after service of the Notice to Complete (excluding the date of service) by which and a place in Canberra at which to complete this Contract.
- 18.3 At the time the Notice to Complete is served the party serving the Notice to Complete must:
  - 18.3.1 not be in default; and

18.3.2 be ready willing and able to complete but for some default or omission of the other party.

- 18.4 Completion at the time date and place specified in the Notice to Complete is an essential term.
- 18.5 Where one party is in default (other than failing to complete) the other party may at any time after the default serve the party in default a Default Notice.
- 18.6 A Default Notice:
  - 18.6.1 must specify the default;
  - 18.6.2 must require the party served with the Default Notice to rectify the default within 7\* days after service of the Default Notice (excluding the date of service), except in the case of a Default Notice for the purposes of clause 52.6, in which case the period specified in clause 52.6 will apply; and
  - 18.6.3 cannot be used to require a party to complete this Contract.
- 18.7 At the time the Default Notice is served, the party serving the Default Notice must not be in default.
- 18.8 The time specified in a Default Notice to rectify the specified default is an essential term.
- 18.9 Clauses 19 or 20 will apply as appropriate where the party served does not comply with the Notice to Complete or the Default Notice which complies with this clause.
- 18.10 If the party serving a notice under this clause varies the time referred to in the notice at the request of the other party, the time agreed to in the variation remains an essential term. The consent to the variation must be in writing and be served on the other party.
- 18.11 The parties agree that the time referred to in clauses 18.2 and 18.6.2 is fair and reasonable.

## 19. Termination – Buyer default

- 19.1 If the Buyer does not comply with a Notice to Complete or a Default Notice or is otherwise in breach of an essential term then the Seller may by notice served on the Buyer terminate and may then keep, or recover and keep, the Deposit (except so much of it as exceeds 10% of the Price) and either:
  - 19.1.1 sue the Buyer for breach; or
  - 19.1.2 resell the Property and any deficiency arising on the resale and all expenses of and incidental to the resale or attempted resale and the Buyer's default are

\* Alter as necessary

recoverable by the Seller from the Buyer as liquidated damages provided the Seller has entered into a contract for the resale of the Property within 12 months of termination.

- 19.2 In addition to any money kept or recovered under clause 19.1, the Seller may retain on termination any other money paid by the Buyer as security for any damages awarded to the Seller arising from the Buyer's default provided that proceedings for the recovery of damages are commenced within 12 months of termination.

## 20. Termination – Seller default

- 20.1 If the Seller does not comply with a Notice to Complete or a Default Notice or is otherwise in breach of an essential term the Buyer may by notice served on the Seller either:
- 20.1.1 terminate and seek damages; or
  - 20.1.2 enforce without further notice any other rights and remedies available to the Buyer.
- 20.2 If the Buyer terminates, the Stakeholder is authorised to refund to the Buyer immediately any money paid on account of the Price.

## 21. Rescission

- 21.1 Unless section 15 of the Sale of Residential Property Act applies, if this Contract is rescinded, it is rescinded from the beginning, and unless the parties otherwise agree:
- 21.1.1 the Deposit and all other money paid by the Buyer must be refunded to the Buyer immediately without any further authority being necessary; and
  - 21.1.2 neither party is liable to pay the other any amount for damages, costs or expenses.

## 22. Damages for delay in Completion

- 22.1 If Completion does not occur by the Date for Completion, due to the default of either party, the party who is at fault must pay the other party as liquidated damages on Completion:
- 22.1.1 if the defaulting party is the Seller, interest on the Price at the rate this Contract says on page 2, calculated on a daily basis from the date 7 days after the Date for Completion to Completion;
  - 22.1.2 if the defaulting party is the Buyer, interest on the Price at the rate this Contract says on page 2, calculated on a daily basis from the date 7 days after the Date for Completion to Completion; and
  - 22.1.3 the amount this Contract says on page 2 to be applied towards any legal costs and disbursements incurred by the party not

at fault if Completion occurs later than 7 days after the Date for Completion.

- 22.2 Whether or not percentages are inserted in clauses 22.1.1 or 22.1.2 the party at fault must pay the amount specified in clause 22.1.3 in addition to any other damages to which the party not at fault is entitled both at law and under this Contract.
- 22.3 The parties agree that:
- 22.3.1 the amount of any damages payable under clause 22.1.1 or clause 22.1.2 to the party not in default is a genuine and honest pre-estimate of loss to that party for the delay in Completion, and
  - 22.3.2 the damages must be paid on Completion.

## 23. Foreign Buyer

- 23.1 The Buyer warrants the Commonwealth Treasurer cannot prohibit and has not prohibited the transfer of the Lease under the *Foreign Acquisitions and Takeovers Act 1975* (Cth).
- 23.2 This clause is an essential term.

## 24. GST

- 24.1 If a party must pay the Price or provide any other consideration to another party under this Contract, GST is not to be added to the Price or amount, unless this Contract provides otherwise.
- 24.2 If the Price is stated in the Schedule to exclude GST and the sale of the Property is a taxable supply, the Buyer must pay to the Seller on Completion an amount equal to the GST payable by the Seller in relation to the supply.
- 24.3 If under this Contract a party (Relevant Party) must make an adjustment, pay an amount to another party (excluding the Price but including the Deposit if it is released or forfeited to the Seller) or pay an amount payable by or to a third party:
- 24.3.1 the Relevant Party must adjust or pay at that time any GST added to or included in the amount; but
  - 24.3.2 if this Contract says this sale is a taxable supply, and payment would entitle the Relevant Party to claim an input tax credit, the adjustment or payment is to be worked out by deducting any input tax credit to which the party receiving the adjustment or payment is or was entitled multiplied by the GST Rate.
- 24.4 If this Contract says this sale is the supply of a going concern:

- 24.4.1 the parties agree the supply of the Property is the supply of a going concern;
- 24.4.2 the Seller must on Completion supply to the Buyer all of the things that are necessary for the continued operation of the enterprise;
- 24.4.3 the Seller must carry on the enterprise until Completion;
- 24.4.4 the Buyer warrants to the Seller that on Completion the Buyer will be registered or required to be registered; and
- 24.4.5 if for any reason (and despite clauses 24.1 and 24.4.1) the sale of the Property is not the supply of a going concern but is a taxable supply:
  - (a) the Buyer must pay to the Seller on demand the amount of any GST payable by the Seller in respect of the sale of the Property; and
  - (b) the Buyer indemnifies the Seller against any loss or expense incurred by the Seller in respect of that GST and any breach of clause 24.4.5(a).
- 24.5 If this Contract says the margin scheme applies:
  - 24.5.1 the Seller warrants that it can use the margin scheme; and
  - 24.5.2 the Buyer and Seller agree that the margin scheme is to apply,
 in respect of the sale of the Property.
- 24.6 If this Contract says the sale is a taxable supply, does not say the margin scheme applies to the sale of the Property, and the sale is in fact not a taxable supply, then the Seller must pay the Buyer on Completion an amount of one-eleventh of the Price.
- 24.7 Unless the margin scheme applies the Seller must, on Completion, give the Buyer a tax invoice for any taxable supply by the Seller by or under this Contract.

## 25. Power of attorney

- 25.1 Any party who signs this Contract or any document in connection with it under a power of attorney must, on request and without cost, provide the other party with a true copy of the registered power of attorney.

## 26. Notices claims and authorities

- 26.1 Notices, claims and authorities required or authorised by this Contract must be in writing.
- 26.2 To serve a notice a party must:
  - 26.2.1 leave it at; or

- 26.2.2 send it by a method of post requiring acknowledgment of receipt by the addressee to,
  - the address of the person to be served as stated in the Schedule or as notified by that person to the other as that person's address for service under this Contract; or
- 26.2.3 serve it on that party's solicitor in any of the above ways; or
- 26.2.4 deliver it to an appropriate place in the facilities of a document exchange system in which the recipient solicitor has receiving facilities (and in the latter case service is deemed effected on the Business Day following delivery); or
- 26.2.5 transmit it by email to a party's solicitor to the email address for that solicitor as stated in the Schedule or as notified by that solicitor to the other solicitor as the email address for service under this Contract.
- 26.3 A party's solicitor may give a notice, claim or authority on behalf of that party.

## 27. Unit title

- 27.1 The following clauses 28 to 39 inclusive apply if the Property is a Unit.

## 28. Definitions and interpretation

- 28.1 A reference in these clauses 28 to 39 inclusive to a section or Part is a reference to a section or Part of the Unit Titles Management Act.
- 28.2 For the purposes of a claim for compensation pursuant to clause 39, the provisions of clause 17 will apply provided that clause 17.1.1(c) is amended to read "the Buyer does not give notice to the Seller waiving the claim, or so much of it as exceeds 5% of the Price within 14 days after receiving the notice".

## 29. Title to the Unit

- 29.1 Clauses 3.1, 3.2 and 3.3 do not apply.
- 29.2 The Unit Title is or will before Completion be granted under the Planning Act and is or will before Completion be registered under the *Land Titles (Unit Titles) Act 1970* (ACT).
- 29.3 The Unit Title is transferred subject to the Units Plan under which the lease to the Unit is held.

## 30. Buyer rights limited

- 30.1 In addition to clause 6, the Buyer cannot make any requisition on title or make a claim for compensation in respect of any Breach of Covenant of the Unit Title, any breach of the

lease of the Common Property or breach of rules of the Owners Corporation disclosed in this Contract.

### 31. Adjustment of contribution

31.1 Any adjustment under clause 8 must include an adjustment of the contributions to the Owners Corporation under section 78 and section 89 of the Unit Titles Management Act.

### 32. Inspection of Unit

32.1 For the purposes of clause 10.1 Property includes the Common Property.

### 33. Seller warranties

33.1 The Seller warrants that at the Date of this Contract:

- 33.1.1 to the Seller's knowledge, there are no unfunded latent or patent defects in the Common Property or Owners Corporation assets, other than the following:
- (a) defects arising through fair wear and tear; and
  - (b) defects disclosed in this Contract;
- 33.1.2 the Owners Corporation records do not disclose any defects to which the warranty in clause 33.1.1 applies;
- 33.1.3 to the Seller's knowledge, there are no actual, contingent or expected unfunded liabilities of the Owners Corporation that are not part of the Owners Corporation's normal operating expenses, other than liabilities disclosed in this Contract;
- 33.1.4 the Owners Corporation records do not disclose any liabilities of the Owners Corporation to which the warranty in clause 33.1.3 applies;
- 33.1.5 the Seller or any occupier of the Unit has not committed any act or omission which may cause the Owners Corporation to incur any costs or perform any repairs;
- 33.1.6 there is no amount payable to the Owners Corporation by the Seller other than a contribution due under section 78 and section 89 of the Unit Titles Management Act; and
- 33.1.7 except for an unregistered Units Plan, the rules of the Owners Corporation are, as appropriate:
- (a) as set out in Schedule 4 to the Unit Titles Management Act; or

(b) in respect of a corporation established under the *Unit Titles Act 1970 (repealed)* and that was in existence immediately prior to 30 March 2012, the articles in force immediately prior to 30 March 2012; or

(c) in respect of a corporation established under the Unit Titles Act and that was in existence immediately prior to 30 March 2012, the articles in force immediately prior to 30 March 2012;

except for any alterations to those rules registered under section 108.

33.2 For clauses 33.1.1 to 33.1.4 inclusive, a Seller is taken to have knowledge of a thing if the Seller has actual knowledge, or ought reasonably to have knowledge, of that thing.

33.3 The Seller warrants that at Completion to the Seller's knowledge, there are no circumstances (other than circumstances disclosed in this Contract) in relation to the affairs of the Owners Corporation likely to significantly prejudice the Buyer.

33.4 For the purposes of clause 7, Property includes the Common Property.

33.5 These warranties are in addition to those given in clause 7.

### 34. Damage or destruction before Completion

34.1 If the Unit is destroyed or substantially damaged before Completion not due to the fault of either party then either party may by notice to the other rescind and clause 21 applies.

34.2 For the purposes of clause 34.1, the Unit is deemed to be substantially damaged if though not destroyed is unfit for the use to which it was being put at the Date of this Contract or, if not being used at that time, for the purpose permitted by the Unit Title.

### 35. Notice to Owners Corporation

35.1 The parties must comply with the rules of the Owners Corporation in relation to notification of the sale and purchase of the Unit.

### 36. Unit Title Certificate

36.1 On Completion the Buyer must pay to the Seller the fee as determined by the Minister pursuant to section 119(7) of the Unit Titles Management Act for the Unit Title Certificate attached.

**37. Unregistered Units Plan**

The following clauses 37, 38 and 39 do not encompass all obligations, rights and remedies under Part 2.9 of the Property Act for off the plan contracts.

- 37.1 This clause 37 applies if at the Date of this Contract, the Units Plan has not been registered.
- 37.2 The Seller must attach a copy of the proposed Units Plan or a sketch plan showing the location and dimensions of the Unit sufficient to enable the Buyer to determine the location and dimensions of the Unit in relation to other units and the Common Property in the proposed development.
- 37.3 If the Units Plan is not registered by the date specified in the Schedule, or elsewhere in this Contract, the Buyer may at any time after that date by notice served on the Seller require that the Units Plan be registered within 14 days of the service of the notice. If the Units Plan is not registered within the time limited by the notice the Buyer may at any time after expiry of the time in the notice rescind and clause 21 will apply.
- 37.4 If the Seller notifies the Buyer that the Units Plan is registered before rescission under this clause, the Buyer will not be entitled to rescind under this clause.
- 37.5 The Buyer cannot make any objection or requisition on title or claim for compensation in respect of:
- 37.5.1 any minor variations to the Unit between the plan attached, and the Units Plan registered by the Registrar General; or
- 37.5.2 any minor alterations required by an authority or the Registrar General in the number, size, location or Unit Entitlement of any other unit in the Units Plan or in or to the Common Property provided the proportion of the Unit Entitlement of the Unit to the other units in the Units Plan is not varied.

In this clause, a minor variation is any variation less than 5% to either the size or value of the Unit described in the plan attached.

- 37.6 After the Owners Corporation has been constituted under section 8, the Seller must cause the Owners Corporation to comply with the rules of the Owners Corporation and with Parts 2, 3, 4, 5 and 7 to the extent to which the Owners Corporation is required by law to comply with those provisions up to the Date for Completion.
- 37.7 The Seller must not permit the Owners Corporation to vary the rules of the Owners

Corporation from those set out in Schedule 4 of the Unit Title Management Act.

- 37.8 If clause 37.1 applies, the Seller must give to the Buyer a Unit Title Certificate at the Buyer's expense at least 7 days before Completion.
- 37.9 The parties acknowledge that the following must form part of the Contract:
- 37.9.1 a Disclosure Statement for the Unit that complies with the requirements of section 260 of the Property Act; and
- 37.9.2 if a right to approve the keeping of animals during the Developer Control Period is reserved — details of the reservation, including the kind and number of animals.
- 37.10 The Seller warrants that the information disclosed in the Disclosure Statement, including information in any Disclosure Update Notice, is accurate.

**38. Rescission of Contract**

- 38.1 The Buyer may, by written notice given to the Seller, rescind this Contract if:
- 38.1.1 there would be a breach of a warranty provided in any of clauses 33.1.1, 33.1.2, 33.1.3, 33.1.4 or 33.3, were this Contract completed at the time it is rescinded; or
- 38.1.2 there would be a breach of a warranty provided in clause 37.10:
- (a) were this Contract completed at the time it is rescinded; and
- (b) the Buyer is significantly prejudiced by the breach,
- and the breach does not relate to an amendment to the Development Statement that is an Excluded Change.
- 38.2 A notice must be given:
- 38.2.1 under clause 38.1.1:
- (a) if this Contract is entered before the Units Plan for the Unit is registered — not later than 3 days before the Buyer is required to complete this Contract; or
- (b) in any other case — not later than 14 days after the later of the following happens:
- (i) the Date of this Contract; and
- (ii) another period agreed between the Buyer and Seller ends; or

38.2.2 under clause 38.1.2 – at any time before the Buyer is required to complete this Contract.

38.3 If the Buyer rescinds this Contract, the Seller must repay any amount paid to the Seller towards the purchase of the Unit and otherwise the provisions of clause 21 will apply.

### 39. Claims for compensation

39.1 This clause 39 applies if, before Completion, the Buyer reasonably believes that, except as disclosed in this Contract, there would be a breach of a warranty established under any of clauses 33.1.1, 33.1.2, 33.1.3, 33.1.4, 33.3 or 37.10 were this Contract to be completed.

39.2 The Buyer may, by written notice given to the Seller:

39.2.1 tell the Seller:

- (a) about the breach; and
- (b) that the Buyer will complete this Contract; and

39.2.2 claim compensation for the breach.

39.3 A notice under clause 39.2 must be given:

39.3.1 if this Contract is entered before the Units Plan for the Unit is registered – not later than 3 days before the Buyer is required to complete this Contract; or

39.3.2 in any other case – not later than 14 days after the later of the following happens:

- (a) the Buyer's copy of the Contract is received by the Buyer;
- (b) another period agreed between the Buyer and Seller ends.

39.4 The Buyer may not claim compensation under this clause 39 only because of the breach of a warranty related to an amendment to the Development Statement that is an Excluded Change.

### 40. Community title

40.1 The following clauses 41 to 50 inclusive apply if the Property is, or will on Completion form, a Lot within a Community Title Scheme.

### 41. Definitions and interpretation

41.1 A reference in these clauses 40 to 50 inclusive to a section or Part is a reference to a section or Part of the Community Title Act.

### 42. Buyer rights limited

42.1 In addition to clause 6, the Buyer cannot make any requisition on title or make a claim for

compensation in respect of any breach of the lease of the Common Property or breach of rules or by-laws of the Community Title Body Corporate disclosed in this Contract.

### 43. Adjustment of contribution

43.1 Any adjustment under clause 8 must include an adjustment of the contributions to the fund under section 45.

### 44. Inspection of property

44.1 For the purposes of clause 10.1 Property includes the Common Property.

### 45. Unregistered Community Title Scheme

45.1 This clause 45 applies if at the Date of this Contract, the Community Title Scheme has not registered.

45.2 The Seller must attach a copy of the proposed Community Title Master Plan, or a sketch plan showing the location and dimensions of the Lot sufficient to enable the Buyer to determine the location and dimensions of the Lot in relation to other lots and the Common Property in the proposed scheme.

45.3 The Seller must attach a copy of the proposed Community Title Management Statement.

45.4 The Buyer cannot make any objection or requisition on title or claim for compensation in respect of:

45.4.1 any minor variations to the Lot between the plan attached, and the registered Community Title Master Plan; or

45.4.2 any minor alterations required by an authority or the Registrar General in the number, size, location or entitlement of any other Lot in the Community Title Scheme or in or to the Common Property provided the proportion of the entitlement of the Lot to the other lots in the Community Title Scheme is not varied; or

45.4.3 any minor variations between the proposed Community Title Management Statement and the registered Community Title Management Statement.

In this clause, a minor variation is any variation less than 5% to either the size or value of the Lot described in the plan attached and referred to in the proposed Community Title Management Statement.

45.5 The Seller must not permit the Community Title Body Corporate to vary the by-laws of the

Community Title Scheme from those set out in Schedule 1 of the Community Title Act, unless otherwise disclosed in this Contract.

- 45.6 After the Community Title Body Corporate has been constituted under section 30, the Seller must cause the Community Title Body Corporate to comply with Part 8 to the extent to which the Community Title Body Corporate is required by law to comply with those provisions up to the Date for Completion.

#### **46. Incomplete development of Community Title Scheme**

- 46.1 This clause 46 applies if at the Date of this Contract, development of the Community Title Scheme has not completed.
- 46.2 Until the development of a Community Title Scheme is finished, the Developer warrants to the Buyer that the development will be carried out in accordance with the scheme.
- 46.3 Without limiting the damages recoverable for breach of the warranty in clause 46.2, the Buyer may recover damages for the loss of a reasonably expected capital appreciation of the Lot that would have resulted from completion of the development in accordance with the terms of the Community Title Scheme.

#### **47. Incomplete development of Lot**

- 47.1 This clause 47 applies if at the Date of this Contract, the Lot is to be developed or further developed in accordance with the Community Title Scheme. For clarity, this clause does not apply if an unconditional Compliance Certificate has issued before the Date of this Contract and the Seller gives to the Buyer evidence acceptable to the Registrar General that an unconditional Compliance Certificate has issued for the Lot, or if the Seller gives an unconditional Compliance Certificate to the Buyer on Completion.
- 47.2 The Buyer becomes bound to develop the Lot in accordance with the Community Title Scheme.
- 47.3 The Seller must give written notice of the proposed sale of the Lot to the Planning and Land Authority.
- 47.4 The Buyer must:
- 47.4.1 give to the Planning and Land Authority a written undertaking to develop the Lot in accordance with the Community Title Scheme (if a form is approved for an undertaking, the form must be used); and
- 47.4.2 give the Planning and Land Authority any security required by the Planning and Land Authority, within 28 days after notice of the transaction was given to the

Planning and Land Authority, for the development of the Lot in accordance with the Community Title Scheme.

#### **48. Required first or top sheet**

- 48.1 The Seller must give to the Buyer, before the Buyer enters into this Contract, a Section 67 Statement.
- 48.2 The Section 67 Statement must:
- 48.2.1 state that the Lot is included in a Community Title Scheme that imposes obligations on the owner of the Lot;
- 48.2.2 state the name and address of:
- (a) the body corporate of the scheme; or
- (b) if it is the duty of the Community Title Body Corporate manager to act for the Community Title Body Corporate in supplying Section 56 Certificates — the manager;
- 48.2.3 state the amount of annual contributions currently fixed by the Community Title Body Corporate as payable by the owner of the Lot;
- 48.2.4 identify improvements on common property of the scheme for which the owner of the Lot is responsible;
- 48.2.5 be signed by the Seller or a person authorised by the Seller; and
- 48.2.6 be substantially complete.
- 48.3 The Seller must attach to this Contract, as a first or top sheet, a copy of the Section 67 Statement given to the Buyer under clause 48.1.
- 48.4 The Buyer may rescind this Contract if:
- 48.4.1 the Seller has not complied with clauses 48.1 and 48.3; and
- 48.4.2 Completion has not taken place.

#### **49. Notice to Community Title Body Corporate**

- 49.1 The parties must comply with the rules and by-laws of the Community Title Body Corporate in relation to notification of the sale and purchase of the Lot.

#### **50. Section 56 Certificate**

- 50.1 The Seller must give to the Buyer a Section 56 Certificate at least 7 days before Completion.
- 50.2 On Completion, the Buyer must pay to the Seller the fee charged for the Section 56 Certificate.

## 51. Foreign Resident Withholding Tax

The questions in the Schedule regarding the Relevant Price and the Clearance Certificates are not binding, and are included to remind the parties of their obligations under the Withholding Law.

The following clauses 51.1 to 51.8 are subject to the Withholding Law, and do not encompass all obligations under the Withholding Law.

51.1 In this clause 51 the following words have the following meanings:

has the meaning in the *Income Tax Assessment Act 1997*;

means a certificate issued under section 14-220 of the Withholding Law that covers the date of Completion;

means the percentage amount stated in section 14-200(3)(a) and 14-205(4)(a) of the Withholding Law;

means the higher of:

- the Price (including GST); and
- the market value of the CGT Assets sold under this Contract;

as at the Date of this Contract;

means a certificate issued under section 14-235 of the Withholding Law that covers the date of Completion;

means, subject to clauses 51.6 and 51.7, the Relevant Percentage of the first element of the CGT Asset's cost base (for all CGT Assets sold under this Contract) as at the Date of this Contract; and

means Subdivision 14-D of Schedule 1 of the *Taxation Administration Act 1953* and associated provisions.

51.2 If the Relevant Price is less than the dollar amount stated in section 14-215(1)(a) of the Withholding Law as at the Date of this Contract, the parties acknowledge that there are no obligations under the Withholding Law.

51.3 If Clearance Certificates for all the Sellers are provided to the Buyer prior to Completion, the parties acknowledge that there are no obligations under the Withholding Law.

51.4 If neither clauses 51.2 or 51.3 apply, then:

51.4.1 the Seller must provide to the Buyer any information required to enable the Buyer to comply with clause 51.4.2(a), within 5 days of written request from the Buyer;

51.4.2 the Buyer must:

(a) lodge a purchaser payment notification form with the ATO; and

(b) give evidence of compliance with clause 51.4.2(a) to the Seller;

no later than 5 days before the Date for Completion;

51.4.3 the Seller irrevocably instructs the Buyer to draw as part of the Price, and the Buyer must draw and retain on Completion, an unendorsed bank cheque payable to the ATO for the Withholding Amount; and

51.4.4 the parties must both, on the date of Completion, attend the offices of an authorised collection agent of the ATO to deposit the bank cheque referred to in clause 51.4.3 in payment of the Withholding Amount following Completion.

51.5 If clause 51.4 applies and the parties do not comply with clause 51.4.4:

51.5.1 the Buyer indemnifies the Seller for any loss or damage resulting from the Buyer's delay in remitting and/or failure to remit the Withholding Amount to the ATO; and

51.5.2 the Buyer charges the Property (for the benefit of the Seller) with the Buyer's obligations under this clause 51.5.

51.6 Where the Seller gives the Buyer a Variation Certificate prior to Completion, the Withholding Amount is the amount stated in the Variation Certificate.

51.7 Where Clearance Certificates for some but not all of the Sellers are provided to the Buyer prior to Completion, then the Withholding Amount is reduced by the same percentage as the percentage ownership of the Property of the Sellers that are subject to a Clearance Certificate.

51.8 Where a Clearance Certificate is provided by a Seller to the Buyer, the Seller warrants to the Buyer that that Seller is the entity referred to in the Clearance Certificate and is the relevant taxpayer for capital gains tax payable on the sale of the CGT Assets sold under this Contract.

## 52. Deposit by Instalments

52.1 The following clauses 52.2 to 52.8 inclusive only apply if the 'Deposit by Instalments' option on the Schedule is selected.

52.2 Clauses 2.1, 2.2, 2.3 and 2.4 are deleted.

52.3 The Buyer must pay the Deposit to the Stakeholder. The Seller agrees to accept the payment of the Deposit in two instalments as follows:

- 52.3.1 5% of the Price by cheque on the Date of this Contract ( ); and
- 52.3.2 the balance of the Deposit (if it has not already been paid) by unendorsed bank cheque on the Date for Completion ( );
- and in every respect time is of the essence for payment of the First Instalment in this clause 52.3.1.
- 52.4 The Deposit becomes the Seller's property on Completion or on the earlier termination of this Contract by the Seller for the Buyer's default.
- 52.5 If the First Instalment of the Deposit is:
- 52.5.1 not paid on time and in accordance with clause 52.3; or
- 52.5.2 paid by cheque and the cheque is not honoured on first presentation,
- the Buyer is in default and the Seller may terminate this Contract immediately by written notice to the Buyer (without the notice otherwise necessary under clause 18) and clause 19 applies. If the Seller does not terminate this Contract in accordance with this clause 52.5, then this Contract remains on foot, subject to this clause 52.5, until either the Seller terminates the Contract pursuant to this clause 52.5, or waives the benefit of this clause 52.5 pursuant to clause 52.8.
- 52.6 If the Second Instalment of the Deposit is not paid on time in accordance with clause 52.3, then the Seller cannot immediately terminate the Contract for the Buyer's breach of an essential condition. The Seller must make timing of the payment of the Second Instalment an essential condition of the Contract by serving on the Buyer a Default Notice requiring the Buyer to pay the Second Instalment within 14\* days after service of the Default Notice (excluding the date of service).
- 52.7 For clarity, the Buyer must pay the full Price to the Seller, on or before Completion.
- 52.8 These clauses 52.2 to 52.8 inclusive are for the benefit of the Seller. The Seller may at any time before this Contract is terminated notify the Buyer in writing that the benefit of these clauses 52.2 to 52.8 inclusive is waived.

### 53. Residential Withholding Tax

The following clauses 53.1 to 53.9 are subject to the Withholding Law, and do not encompass all obligations under the Withholding Law.

\* Alter as necessary

- 53.1 In this clause 53 the following words have the following meanings:

means the amount which the Buyer must pay under section 14-250 of the Withholding Law;

means the completed RW Amount details referred to on page 3 of this Contract; and

means the percentage amount stated in section 14-250(6), (8) and (9) of the Withholding Law, as applicable to the supply of the Property from the Seller to the Buyer.

- 53.2 The Seller must provide the Buyer with the RW Amount Information no later than 7 days after the Date of this Contract.
- 53.3 If the 'Buyer required to make a withholding payment?' option on the Schedule is selected 'no' or if no selection is made, the Seller warrants to the Buyer that the Buyer is not required to make a payment under section 14-250 in relation to the supply of the Property from the Seller to the Buyer.
- 53.4 The following clauses 53.5 to 53.9 inclusive only apply if the 'Buyer required to make a withholding payment?' option on the Schedule is selected 'yes'.
- 53.5 Subject to any adjustments to the Price that may arise after the date that the RW Amount Information is provided in accordance with clause 53.2 and which affect the RW Amount, the Seller warrants to the Buyer on the date that the RW Amount Information is provided to the Buyer that the Seller has provided the Buyer with the information required under section 14 255 of the Withholding Law in relation to the supply of the Property from the Seller to the Buyer, and that this information is true and correct to the Seller's knowledge.
- 53.6 The Buyer must provide the Seller with a copy of the 'GST property settlement withholding notification online form' confirmation email (or emails, if applicable) issued to the Buyer by the ATO no later than:
- 53.6.1 21 days after a written request from the Seller; or
- 53.6.2 7 days prior to the Date for Completion, whichever is the earlier.
- 53.7 The Buyer must provide the Seller with evidence of submission by the Buyer to the ATO of the 'GST property settlement date confirmation online form', with such evidence to be provided prior to or on Completion.

- 53.8 The Seller irrevocably instructs the Buyer to draw as part of the Price, and the Buyer must draw and retain on Completion, an unendorsed bank cheque payable to the ATO for the RW Amount.
- 53.9 In relation to the unendorsed bank cheque required by clause 53.8, the Buyer must:
  - 53.9.1 forward the unendorsed bank cheque to the ATO immediately after Completion; and
  - 53.9.2 provide the Seller with evidence of payment of the RW Amount to the ATO.

Block 3 Section 22 Charnwood



Chamberlains.

## **1 Required Documents**

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### **1.1** The Buyer:

- (a) acknowledges it has had the opportunity to make its own enquires and obtain its own advice regarding the matters contained in the Required Documents; and
- (b) certifies it has received the Required Documents.

### **1.2** The Buyer agrees not to:

- (a) raise an objection or requisition;
- (b) make any claim for compensation or damages; or
- (c) delay completion, or rescind or terminate this Contract,

as a result of anything disclosed in the Required Documents except in accordance with the Buyer's rights under the Sale of Residential Property Act.

## **2 Printed Terms and Special Conditions**

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**2.1** These Special Conditions apply in addition to the ACT Law Society Printed Terms. In the event of any inconsistency between the ACT Law Society Printed Terms and these Special Conditions, the Special Conditions prevail.

## **3 Agent**

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**3.1** The Buyer warrants that it was not introduced to either the Seller or the Land by any person other than the Seller Agent as listed in this Contract.

**3.2** The Buyer agrees to indemnify and keep indemnified the Seller against any claim for commission, compensation, costs, damages and awards resulting from the Buyer being introduced to the Seller or the Land by another person.

**3.3** This Special Condition will not merge on Completion.

## **4 Mental Incapacity or Death of Party**

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**4.1** Should either party or any of them die, become insolvent or otherwise lose their capacity to contract then the Seller may by written notice to the Buyer rescind this Contract, provided the Seller is not in default, and the provisions of Clause 21 of the Printed Terms will apply.

## **5 Keys**

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**5.1** The Seller shall provide to the Buyer means to access the dwelling on Completion. The Seller shall provide to the Buyer all keys (including access fobs and remotes) in the Seller's possession on Completion and the Buyer must not make any objection requisition or claim for compensation with respect to the availability or otherwise of any other keys to the Improvements.

## **6 Amendments to Printed Terms**

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**6.1** The ACT Law Society Printed Terms are amended as follows:

- (a) in Clause 2.3 the words “in cash (up to \$3,000.00)” are deleted and replaced with “by electronic funds transfer”;
- (b) in Clause 2.6 the words “or in cash (up to \$200)” are deleted;
- (c) in Clause 8.4 the words “Buyer Solicitor” is deleted and replaced with “Seller Solicitor”;
- (d) Clause 13.10.1 is deleted in its entirety;
- (e) in Clause 17.1.1(a) delete “5% of the Price” and replace it with “\$1,000.00”;
- (f) Clause 17.1.2 (b) is deleted in its entirety;
- (g) Clause 22.1.1 is amended as follows:

“if the defaulting party is the Seller, interest on the Price at the rate of 0% per annum, calculated on a daily basis from the date 7 days after the Date for Completion to Completion”;
- (h) Clause 22.1.2 is amended as follows:

“if the defaulting party is the Buyer, interest on the Price at the rate of 10% per annum, calculated on a daily basis from the date 7 days after the Date for Completion to Completion”;
- (i) Clause 22.1.3 is amended as follows:

“if the defaulting party is the Buyer, \$550.00 inc. GST to be applied towards any legal costs and disbursements incurred by the Seller if Completion occurs later than 7 days after the Date for Completion”;
- (j) in Clause 28.2 delete “5% of the Price” and replace it with “\$1,000.00”;
- (k) in Clause 53.2, delete the words “7 days after the date of this Contract” and replace with “7 days before the Date of Completion”; and
- (l) in Clause 53.6.2, delete the words “7 days prior to Completion” and replace with “1 day prior to Completion”.

## **7 Representations**

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- 7.1** The Buyer does not rely on any statement, representation or warranty made by the Seller, or any other person, except as provided for in this Contract and as required by law.
- 7.2** The Buyer agrees by its execution hereof that it relies entirely upon its own enquiries.
- 7.3** The Buyer further agrees to accept the Property together with any Improvements and Goods in their present condition and state of repair and the Buyer will not make any claim, requisition or objection or attempt to delay completion in this respect.
- 7.4** The Buyer cannot require the Seller to carry out any repairs or works to the Property or the Building after the Date of this Contract unless the repairs or works required to be carried out are specified in these Special Conditions.

## **8 Contamination & Asbestos**

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- 8.1** The Seller does not check for the presence of asbestos or other contamination in any form on the Land and the Buyer must rely on their own enquiries.
- 8.2** The Seller gives no warranty that the Land is free of any form of asbestos or any contamination. The Buyer will make no requisition or claim for compensation whatsoever in relation to asbestos or contamination.

## **9 Adjustments**

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- 9.1** If Completion does not occur on the date for Completion due to the delay or default of the Buyer, the Buyer is liable for all Land Charges from the Date for Completion until Completion of the Contract. The Seller is entitled to all Income up to and including the actual date of Completion.
- 9.2** If any amount is incorrectly adjusted or an error is made in such calculation at Completion, the parties agree to rectify the error within fourteen (14) days of receipt of evidence of the error and a request for readjustment. This Special Condition 9.2 does not merge on Completion.

## **10 Special Water Reading**

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- 10.1** If the Buyer or their solicitor fails to provide the Seller's solicitor with an Icon Water Special Reading Certificate for the Property (the **Certificate**) more than three (3) business days prior to the Date for Completion then no adjustment will be made on settlement for any amount shown on the Certificate and notwithstanding Clause 8.4, the Buyer will not be entitled to retain any amount from the Price to pay or adjust any amount shown in the Certificate.

## **11 Electronic Exchange & Settlement**

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- 11.1** This Contract may be exchanged electronically by email or by other electronic means in accordance with the *Electronic Transactions Act 2001* and the parties agree the digital or electronic copy of this exchanged Contract is binding on the parties.
- 11.2** A party may sign this Contract digitally (using a commercial signing software such as DocuSign or equivalent) or provide a scanned copy of signature for the purposes of an exchange of contracts, provided the signature meets the requirements of the *Electronic Transactions Act 2001*.
- 11.3** The Buyer must not object because of any matters contained in this Special Condition or the exercise or non-exercise of rights by the Seller pursuant to it.

## **12 Director Guarantee**

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- 12.1** If the Buyer is a corporate entity, the directors of the Buyer must execute and complete the Director Guarantee attached to this Contract.
- 12.2** If the Buyer is a corporate entity and at the Date of this Contract the Director Guarantee has not been completed then, if requested by the Seller, the Buyer must within 7 days of any such request duly execute a Director Guarantee.
- 12.3** If a Director Guarantee is not executed in accordance with Special Condition 12.2, the Buyer is in default of this Contract.

**13 Notice to Complete**

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Each time a Notice to Complete is served by the Seller in accordance with Clause 18 of the Printed Terms:

- (a) the Seller may unilaterally extend the period for Completion under the Notice to Complete;  
or
- (b) it may be withdrawn unilaterally by the Seller,

by written notice to the Buyer in the Seller's absolute discretion and with or without the consent of the Buyer.

**DIRECTOR GUARANTEE**

I/We \_\_\_\_\_ (Name of all Director/s)

of \_\_\_\_\_ (Address)

agree as follows:

1. I/we am/are the Director/s of the Buyer.
2. In consideration of the Seller entering into this Contract at my/our request, I/we agree to guarantee to the Seller:
  - a. the performance and observance by the Buyer of all of its obligations under this Contract, before, on and after Completion of this Contract; and
  - b. the payment of all money payable to the Seller or to third parties under this Contract or otherwise.
3. This is a continuing guarantee and binds me/us notwithstanding:
  - a. my/our subsequent death, bankruptcy or liquidation or the subsequent death, bankruptcy or liquidation of any one or more to the Buyer or the Buyer's Directors;
  - b. any indulgence, waiver or extension of time by the Seller to the Buyer or to me/us or to the Buyer's Directors; and
  - c. Completion of this Contract.
4. In the event of any breach by the Buyer covered by this Guarantee including in the payment of any money payable to the Seller or to third parties under this Contract or otherwise, the Seller may proceed to recover the amount claimed as a debt or as damages from me/us without having instituted legal proceedings against the Buyer or any other of the Buyer's Directors and without first exhausting the Seller's remedies against the Buyer.
5. I/we agree to keep the Seller indemnified against any liability, loss, damage or claim due to the default of the Buyer which the Seller may incur in respect of this Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**Signed Sealed and Delivered by:** \_\_\_\_\_  
(Signatures of Director/s)

**Print full name(s) of all Directors:** \_\_\_\_\_  
(Full Name/s of Director/s)

**Witness:** \_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Full Name of Witness)

**Note: All directors of the Buyer are to sign this Guarantee. If the Buyer is a sole director company please write "Sole Director" after that Director's signature.**



Product	Title Details
Date/Time	14/05/2026 08:50AM
Customer Reference	26-116242
Order ID	20260514000118
Cost	\$35.00

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Volume 1373 Folio 100 Edition 5

**AUSTRALIAN CAPITAL TERRITORY  
TITLE SEARCH**

**LAND**

Charnwood Section 22 Block 3 on Deposited Plan 3128

Lease commenced on 16/12/1987, granted on 22/12/1993, terminating on 15/12/2086

Area is 551 square metres or thereabouts

**Proprietor**

Jason Kayne Cotter

7 Sadlier Place Charnwood ACT 2615

**REGISTERED ENCUMBRANCES AND INTERESTS**

Original title is **Volume 1373 Folio 100**

**Restrictions**

Purpose Clause: Refer Crown Lease

Registered Date	Dealing Number	Description
11/06/2024	3316215	Mortgage to AUSTRALIA AND NEW ZEALAND BANKING GROUP LIMITED (ACN: 005 357 522)

***End of interests***

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ORIGINAL

MICROFILMED AND COMPUTER  
INDEXED CERTIFICATE OF TITLE ISSUED

Entered in Register Book Vol. 1373 Folio 100

29 MAR 1994

ROBERTSON  
DEPUTY REGISTRAR-GENERAL



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

Australian Capital Territory (Planning and  
Land Management) Act 1988 (C'th) ss 29, 30 & 31

LEASE GRANTED pursuant to the Land (Planning and Environment) Act 1991 on the **twenty second** day of **December** One thousand nine hundred and ninety three WHEREBY THE AUSTRALIAN CAPITAL TERRITORY EXECUTIVE ON BEHALF OF THE COMMONWEALTH OF AUSTRALIA (hereinafter called "the Commonwealth") grants to the COMMISSIONER FOR HOUSING FOR THE AUSTRALIAN CAPITAL TERRITORY (hereinafter called "the Lessee") ALL THAT piece or parcel of land situate in the Australian Capital Territory containing an area of 551 square metres or thereabouts and being Block 3 Section 22 Division of Charnwood as delineated on Deposited Plan Number 3128 in the Registrar-General's Office at Canberra in the said Territory (hereinafter referred to as "the land") RESERVING unto the Territory all minerals TO HOLD unto the Lessee for the term of ninety nine years commencing on the sixteenth day of December One thousand nine hundred and eighty seven (hereinafter referred to as "the date of the commencement of the lease") to be used by the Lessee for the purpose set forth in sub-clause (c) of clause 2 of this lease only YIELDING AND PAYING THEREFOR during the said term rent at the rate of five cents per annum if and when demanded and UPON AND SUBJECT to the covenants conditions and agreements hereinafter contained.

1. IN THIS LEASE unless the contrary intention appears:

- (a) "Australian Capital Territory Executive" means the Executive established by section 6 of the Australian Capital Territory (Self-Government) Act 1988 (C'th);
- (b) "building" means the building or any buildings on the land at the date of the commencement of the lease or any building or buildings constructed on the land in accordance with the covenants of this lease or any building or buildings replacing the same together with all fittings fixtures (including floor coverings) plant amenities and appurtenances thereof and therein contained or if the context so permits any part thereof;
- (c) "Lessee" shall -
  - (i) where the Lessee consists of one person be deemed to include the Lessee and the executors administrators and assigns of the Lessee;
  - (ii) where the Lessee consists of two or more persons be deemed to include in the case of a tenancy in common the said persons and each of them and their and each of their executors administrators and assigns and in the case of a joint tenancy be deemed to include the said persons and each of them and their and each of their assigns and the executors administrators and assigns of the survivor of them; and
  - (iii) where the Lessee is a corporation be deemed to include such corporation and its successors and assigns;
- (d) "premises" means the land and any building erections and or improvements in on or above the land;
- (e) "Territory" means -
  - (i) when used in a geographical sense the Australian Capital Territory; and
  - (ii) when used in any other sense the body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1988 (C'th).

EXEMPT FROM MORTGAGE REGISTRATION

## 2. THE LESSEE COVENANTS WITH THE COMMONWEALTH as follows:

- (a) That the Lessee shall pay to the Territory at Canberra the rent hereinbefore reserved within one month of the date of any demand made by the Territory relating thereto and served on the Lessee;
- (b) That the Lessee shall not without the previous approval in writing of the Territory erect any building on the land or make any structural alterations in any building erected on the land;
- (c) To use the land for residential purposes only;
- (d) That the building erected on the land shall be used only as a single unit private dwelling house and any outbuildings erected on the land shall not be used as a habitation;
- (e) That the Lessee shall at all times during the said term maintain repair and keep in repair the premises to the satisfaction of the Territory;
- (f) If and whenever the Lessee is in breach of the Lessee's obligations to maintain repair and keep in repair the premises the Territory may by notice in writing to the Lessee specifying the repairs and maintenance needed require the Lessee to effect the necessary work in accordance with the notice. If the Territory is of the opinion that a building or some other improvement on the land is beyond reasonable repair the Territory may by notice in writing to the Lessee require the Lessee to remove the building or improvement and may require the Lessee to construct a new building or improvement in place of that removed within the time specified in the notice. If the Lessee does not carry out the required work within the time specified by the Territory any person or persons duly authorised by the Territory with such equipment as is necessary may enter the premises and carry out the necessary work and all costs and expenses incurred by the Territory in carrying out the work shall be paid by the Lessee to the Territory on demand and from the date of such demand until paid shall for all purposes of this lease be a debt due and payable to the Territory by the Lessee;
- (g) Subject to the provisions of the Land (Planning and Environment) Act 1991 to permit any person or persons authorised by the Territory to enter and inspect the premises at all reasonable times and in any reasonable manner;
- (h) To pay all rates and charges and other statutory outgoings assessed levied or payable in respect of the premises as and when the same fall due.

## 3. IT IS MUTUALLY COVENANTED AND AGREED as follows:

- (a) That if -
  - (i) the land is at any time not used for a period of one year for the purpose for which this lease is granted; or
  - (ii) the Lessee shall fail to observe or perform any other of the covenants herein contained on the part of the Lessee to be observed or performed and shall have failed to remedy such breach within a period of six months from the date of service on the Lessee of a notice in writing from the Territory specifying the nature of such breach

the Territory may terminate this lease but without prejudice to any claim which the Territory or the Commonwealth may have against the Lessee in respect of any breach of the covenants on the part of the Lessee to be observed or performed;

- (b) That acceptance of rent or other moneys by the Territory during or after any period referred to in paragraph (i) or (ii) of sub-clause (a) of this clause shall not prevent or impede the exercise by the Territory of the powers conferred upon it by sub-clause (a) of this clause;

- (c) Subject to the provisions of the Land (Planning and Environment) Act 1991 the Lessee shall be entitled to a further lease of the land for such further term and at such rent and subject to such conditions as may then be provided or permitted by Statute Ordinance or Regulation;
- (d) That any notice requirement demand consent or other communication to be given to or served upon the Lessee under this lease shall be deemed to have been duly given or served if signed by or on behalf of the Territory and delivered to or sent in a prepaid letter addressed to the Lessee at the land or at the usual or last-known address of the Lessee or affixed in a conspicuous position on the premises;
- (e) Any and every right power and or remedy conferred on the Commonwealth the Territory or the respective Ministers hereunder or implied by law may be exercised on behalf of the Commonwealth the Territory or the respective Ministers as the case may be by -
  - (i) the Australian Capital Territory Executive;
  - (ii) the Minister for the time being administering the Land (Planning and Environment) Act 1991 or any Statute Ordinance or Regulation substituted therefor;
  - (iii) an authority or person for the time being authorised by the Australian Capital Territory Executive or the Minister referred to in (i) or (ii) above or by law to exercise those powers or functions of the Commonwealth the Territory or the relevant Minister; or
  - (iv) the person to whom the Minister referred to in (ii) above has delegated all his powers or functions under the said Land (Planning and Environment) Act 1991 or any Statute Ordinance or Regulation substituted therefor.

IN WITNESS whereof the Territory on behalf of the Commonwealth and the Lessee have executed this lease.

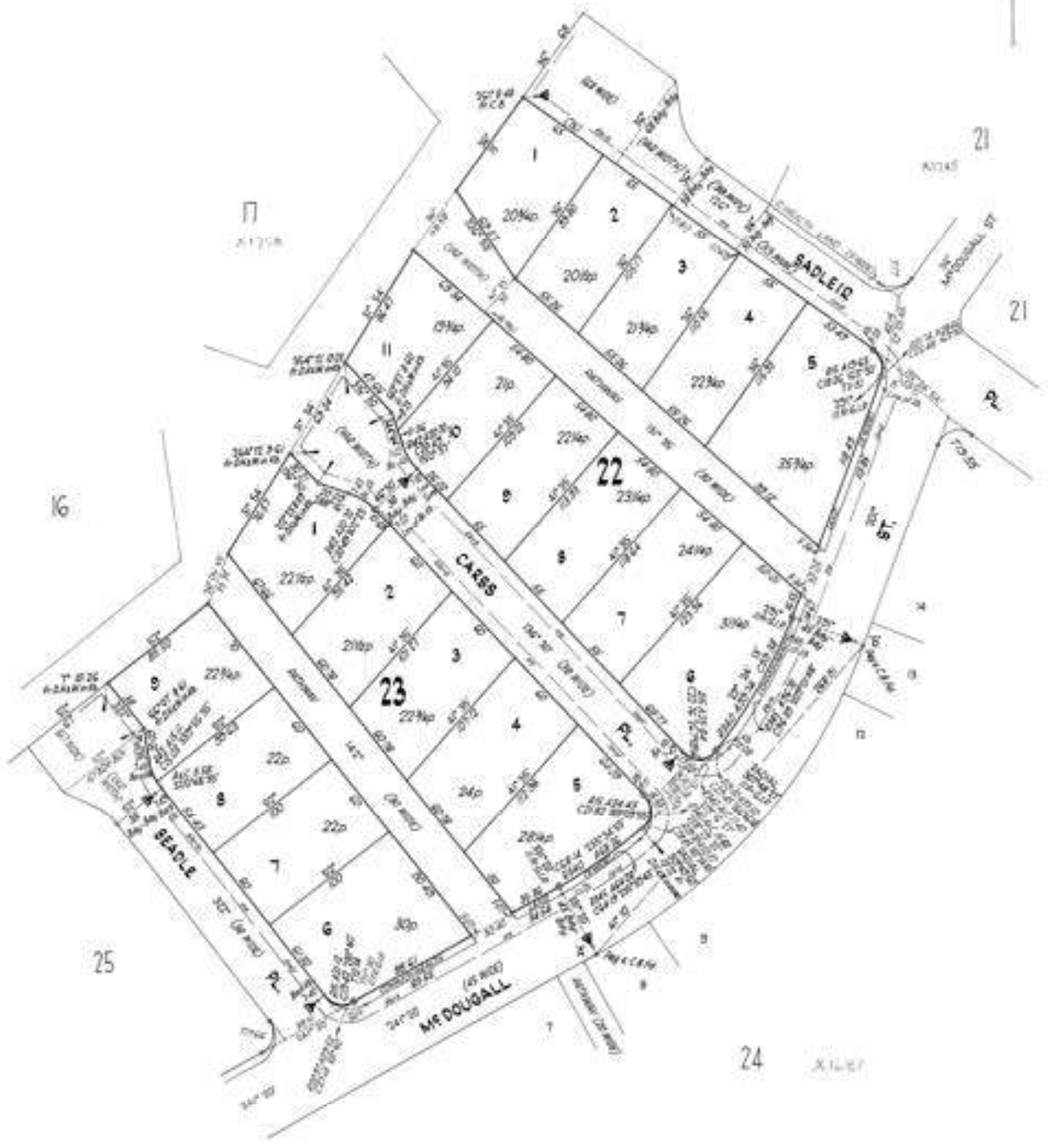
SIGNED SEALED AND DELIVERED )  
 by SHEILA MASON )  
 a person duly authorised by the )  
 Australian Capital Territory Executive )  
 for and on behalf of the Commonwealth )  
 in the presence of: )




The Official Seal of the )  
 Commissioner for Housing )  
 for the Australian Capital )  
 Territory was hereunto )  
 affixed in the presence of: )




DELEGATE OF THE COMMISSIONER FOR HOUSING



**REFERENCE MARKS**  
 ● Denotes G.P. in road & radially from T.P.  
 - C.B. - - - - - T.P.  
 (Except as otherwise shown)  
 made as shown

**E. DODD, WALTER WILLIAMS & COMPANY** SURVEYORS  
 110 GARRICK STREET, CANBERRA  
 This plan is prepared under the Surveyors Act 1912-1972 and the Surveyors Regulations 1974-1975.  
 Deposited under the Surveyors Act 1912-1972.  
 I certify that this plan is for the purposes intended and that it is a true and correct copy of the original plan as shown to me.  
 E. Dodd  
 24. 2. 74

**PLAN OF**  
**BLOCKS 1-11, SECTION 22**  
**BLOCKS 1-8, SECTION 23**  
**DIVISION: CHARNWOOD**  
**DISTRICT: CANBERRA CITY**  
**AUSTRALIAN CAPITAL TERRITORY**  
 SCALE 1:1000  
 Field Book 43875

Registered in the office of the Registrar of Titles at Canberra on 27 MARCH 1974 at 40  
 Deposited Plan  
**3128**



## LEASE CONVEYANCING ENQUIRY

Your response is sought to the following questions in relation to:

**LAND:** Please provide details of the land you are enquiring about.

<b>Unit</b>	<b>0</b>	<b>Block</b>	<b>3</b>	<b>Section</b>	<b>22</b>	<b>Suburb</b>	<b>CHARNWOOD</b>
-------------	----------	--------------	----------	----------------	-----------	---------------	------------------

Leased by the Australian Capital Territory on behalf of the Commonwealth under the Land (Planning and Environment) Act 1991, Planning & Development Act 2007 and Planning Act 2023.

- |  | No           | Yes |
|--|--------------|-----|
| 1. Have any notices been issued relating to the Crown Lease?   | ( X )        | ( ) |
| 2. Is the Lessor aware of any notice of a breach of the Crown Lease?   | ( X )        | ( ) |
| 3. Has a Certificate of Compliance been issued? (N/A ex-Government House) <input checked="" type="checkbox"/>  | ( )          | ( ) |
| Certificate Number: N/A                      Dated:  |              |     |
| 4. Has an application for Subdivision been received under the Unit Titles Act?   | (see report) |     |
| 5. Has the Property been nominated for provisional registration, provisionally registered or registered in accordance with provisions of the Heritage Act 2004?                                  | (see report) |     |
| 6. If an application has been determined, is the land subject to an Environmental Impact Statement under Chapter 8 of the Planning & Development Act 2007, or part 6.3 of the Planning Act 2023? | (see report) |     |
| 7. Has a development application been received, or approval (applications lodged prior to 2 April 1992 will not be included)?  | (see report) |     |
| 8. Has an application been received or approved for Dual Occupancy? (applications lodged prior to 2 April 1992 will not be included)   | (see report) |     |
| 9. Has an Order been made in respect of the Land pursuant to Part 11.3 of the Planning & Development Act 2007 or Part 12.3 of the Planning Act 2023?   | (see report) |     |
| 10 Contaminated Land Search - Is there information recorded by Environment ACT regarding the contamination status of the land?   | (see report) |     |

Date: 14-MAY-26 08:52:42

Applicant's Name : InfoTrack, InfoTrack  
 E-mail Address : actenquiries@infotrack.com.au  
 Client Reference : 26-116242 - 194444273



STATUTORY PLANNING  
DEVELOPMENT SOLUTIONS BRANCH  
480 Northbourne Avenue  
DICKSON ACT 2601

14-MAY-2026 08:52

**PLANNING AND LEASE MANAGER (PaLM)**  
**LEASE CONVEYANCING ENQUIRY REPORT**

Page 1 of 2

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**INFORMATION ABOUT THE PROPERTY**

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**CHARNWOOD Section 22/Block 3**

**Area(m2):** 551.1  
**Unimproved Value:** \$440,000                      **Year:** 2025  
**Subdivision Status:** Application not received under the Unit Titles Act.

**Heritage Status:** Nil.

**Environment Assessment:** The Land is not subject to an Environmental Impact Statement under Chapter 8 of the Planning & Development ACT 2007, or part 6.3a of the Planning Act 2023.

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**DEVELOPMENT APPLICATIONS ON THE PROPERTY (SINCE APRIL 1992)**

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No Applications Found.

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**DEVELOPMENT APPLICATIONS ON THE ADJACENT PROPERTIES (LAST 2 YEARS ONLY)**

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The information on development applications on adjacent blocks is to assist purchasers to be aware of possible nearby development activity. Please note however, it does n't cover all development activity. Exempt activities can include but are not limited to, new residences, additions to residences, certain sheds, carports and pergolas etc. Information on exempt developments can be found at <https://www.planning.act.gov.au/applications-and-assessments/development-applications/check-if-you-need-a-da>

**LAND USE POLICIES**

To check the current land use policy in the suburb that you are buying a property in, please check the Territory Plan online at <https://www.legislation.act.gov.au/ni/2023-540/>

**CONTAMINATED LAND SEARCH**

Information is not recorded by the Environment Protection Authority regarding the contamination status of this land. However, this does not absolutely rule out the possibility of contamination and should not be interpreted as a warranty that there is no contamination. To be completely sure, independent tests should be arranged.

**ASBESTOS SEARCH**

ACT Government records indicate that asbestos (loose fill or otherwise) is not present on this land. However, the accuracy of this information is not guaranteed. If the property was built prior to 1 January 2004, you should make your own enquiries and obtain reports (from a licensed Asbestos Assessor) in relation to the presence of loose-fill asbestos insulation (and other forms of asbestos e.g. bonded asbestos) on the premises.



STATUTORY PLANNING  
DEVELOPMENT SOLUTIONS BRANCH  
480 Northbourne Avenue  
DICKSON ACT 2601

14-MAY-2026 08:52

**PLANNING AND LEASE MANAGER (PaLM)**  
**LEASE CONVEYANCING ENQUIRY REPORT**

Page 2 of 2

**CAT CONTAINMENT AREAS**

Cat containment has been extended across the ACT for cats born on or after 1 July 2022. Containment means keeping your cat on your premise 24 hours a day. This can include your house or apartment, enclosed area in a backyard or courtyard, a cat crate or leash. Cats born before 1 July 2022 do not have to be contained unless they live in one of the 17 currently declared cat containment suburbs. All cats (regardless of age) located in the following suburbs must be contained to their premise 24 hours a day. However, cats can be walked on a leash and harness under effective control in all containment suburbs: BONNER, COOMBS, CRACE, DENMAN PROSPECT, FORDE, JACKA, LAWSON, MOLONGLO, MONCRIEFF, STRATHNAIRN, THE FAIR in north WATSON, THROSBY, WRIGHT, GUNGAHLIN TOWN CENTRE, MACNAMARA, TAYLOR and WHITLAM. More information on cat containment is available at <https://www.cityservices.act.gov.au/pets-and-wildlife/domestic-animals/cats/cat-containment> or by phoning Access Canberra on 13 22 81.

**URBAN FOREST ACT 2023**

The Urban Forest Act 2023 (or Tree Protection Act 2005 where applicable) protects individual trees of importance and urban forest areas that require particular protection. A Tree Register has been established and can be found on the Transport Canberra and City Services website [https://www.cityservices.act.gov.au/trees-and-nature/trees/act\\_tree\\_register](https://www.cityservices.act.gov.au/trees-and-nature/trees/act_tree_register) or for further information please call Access Canberra on 132281.

----- END OF REPORT -----



# Residential REPORTS



## PRESALE REPORT

### **7 Sadleir Place**

Charnwood

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**REPORT PREPARED**

8 May 2026



35 Poynton Street Hughes



6288 0402



[info@residentialreports.com.au](mailto:info@residentialreports.com.au)

ADDRESS	7 Sadleir Place Charnwood	
CLIENT	Jason Kayne Cotter	
OCCUPANCY STATUS	occupied - the dwelling was furnished at the time of inspection	
INSPECTOR - Derek Taylor	INSPECTION DATE - 7 May 2026	WEATHER CONDITIONS - Fine
JOB REFERENCE - 46569	BLOCK - 3	SECTION - 22

## INSPECTION DATA SUMMARY

YEAR OF DEVELOPMENT (APPROX. ISSUE OF FIRST CERTIFICATE OF OCCUPANCY)	<ul style="list-style-type: none"> <li>no Certificate of Occupancy or survey exists for the original ex government built residence due to government requirements at time of construction</li> </ul>
AREA DETAILS (APPROX. SQM)	<ul style="list-style-type: none"> <li>Residence - not indicated on plans</li> <li>Garage &amp; Carport - not cited on plan</li> <li>Block size - 551sqm</li> </ul>
WALL CONSTRUCTION	<ul style="list-style-type: none"> <li>brick veneer construction. For more information: visit <a href="http://residentialreports.com.au">residentialreports.com.au</a>, click on 'resource library' and refer to the publication - Brick Veneer Walls</li> </ul>
ROOF CONSTRUCTION	<ul style="list-style-type: none"> <li>timber truss construction concrete tile roof covering</li> </ul>
FLOOR CONSTRUCTION	<ul style="list-style-type: none"> <li>timber bearers and joists with tongue and groove flooring</li> </ul>
ENERGY RATING	<ul style="list-style-type: none"> <li>1 star</li> </ul>
CONSTRUCTION	<ul style="list-style-type: none"> <li>the dwelling is of adequate construction and structural workmanship for this type of residential development and its condition is commensurate with the era of construction, design, age and use</li> </ul>
MAINTENANCE	<ul style="list-style-type: none"> <li>there are maintenance items detailed in this report, please read the entire report</li> </ul>
TIMBER PEST REPORT	<ul style="list-style-type: none"> <li>please review the entire report, including the <i>Timber Pest Overview and Recommendations</i> section, for complete details and context</li> <li>no evidence of active subterranean termites (live species) was found at the time of our inspection</li> <li>evidence of wood decay fungi (wood rot) was found at the time of inspection</li> </ul>
COMPLIANCE REPORT	<ul style="list-style-type: none"> <li>For details on structures in this block and section, see the compliance report</li> </ul>

**IMPORTANT:** This report is intended to be read in its entirety. You must carefully read the full document including *Detailed Inspection Information, Warranty & Use and Scope & Limitations* prior to making any critical decisions. The above Data Summary is supplementary to the Report and should not be used as a standalone reference. It is imperative to review the complete Report and in the case of any discrepancies between the Report and the above comments, the information in the detailed Report is the final authority. The reader is requested to immediately contact us if any content is not fully understood and requires clarification or further explanation. We value the opportunity to work on this inspection project and wish you all the best as you evaluate this property.

Signed on behalf of:

[Residential Reports Pty Limited ABN 38 609 880 122](http://ResidentialReports.com.au)

*Derek Taylor*

Derek Taylor

Building & Timber Pest Assessor

## INSPECTION SCOPE – INTRODUCTION FOR THE READER

**The reader must refer to the comprehensive Warranty & Use and Scope & Limitations at the end of this report.** This report is written with reference to the Australian Standards outlined in our Scope & Limitations and is the result of a largely visual inspection only as required by the Standards. The inspection has been conducted to identify notable defects, insofar as an inspector can reasonably identify them and considering the building's age. Comments are provided primarily for items that could impact property value, normal wear and tear for an older building may not be detailed. If there are any discrepancies between the "Summary" and the Detailed Report, the Detailed Report should be relied upon. Where testing is undertaken and there are adverse findings, details will be noted. We do not inspect features such as electrical appliances, utilities, or swimming pool/s and equipment; qualified technicians should be consulted. This report does not quantify ongoing maintenance, upgrades, cosmetic works, or minor defects. If present, significant defects will be noted, and further investigation may be recommended. Where reference has been made to termites (live species, activity or prior activity) and maintenance or defects of significance, we strongly advise that prior to making any critical decisions, that the services of a suitably qualified tradesperson be engaged to quantify remedial action. Report comments may seem repetitive to emphasise that all inspected elements have been reviewed and a summary of inspection items is included at the end of the report for your reference.



## STANDARD INDICATORS EXPLAINED

Our Inspector uses the terms below to describe the condition of building elements. The inspection is visual and conducted under normal lighting. These terms consider factors like the building's age, construction quality and type. Keep in mind that what is considered "good" may vary between an older and a modern building. There are no estimates for repair costs reported, as these depend on your service provider and chosen action:

<b>GOOD</b>	The feature is generally in good condition and does not require major repairs. Minor imperfections in the finish or structure may be present. For elements like windows and doors, the observation refers to a visual inspection only, focusing on substantial defects affecting the property, not operational issues.
<b>FAIR</b>	The feature is functional but has deteriorated and would benefit from cosmetic or remedial repair work.
<b>POOR</b>	The feature in the inspector's opinion, requires remedial action. Repairs or replacement are considered necessary rather than discretionary.
<b>NO SIGNIFICANT DEFECTS</b>	This condition is applied when no significant structural or functional defects are observed. Minor issues may be present, and any remedial action is discretionary.
<b>DEFECTS HAVE BEEN IDENTIFIED</b>	This condition is applied where the inspector has identified defects that require remedial action or investigation considered necessary rather than discretionary.



## IMPORTANT NOTE

Your inspector has conducted a comprehensive visual site assessment following Australian Standards for the Building Report and Timber Pest Report. Whilst the reports are considered separate, we've organised all the data for each area into a single table for your convenience. For example, when commenting on fences, you'll find information on both building maintenance and pest considerations in the one table. Where suspected water leakage, termite activity, active or latent, or building defects have been identified in this report, we strongly suggest further investigation. **The reader must refer to the comprehensive Warranty & Use and Scope & Limitations contained in this report as it contains important advice for intending purchasers and for the owner of this building.** A proactive approach to building maintenance and timber pest management is essential to the upkeep of the property.

## GENERAL REPORT NOTES:

- there are visible repairs to the walls and ceiling linings in some areas of the dwelling. This was considered to be of cosmetic significance only and further repairs are discretionary
- there is minor movement cracking to the wall and ceiling linings in some areas of the dwelling - this is a cosmetic matter and repairs required are minimal
- there is some minor cracking along the cornice line in multiple areas of the dwelling

## INTERIOR

Bedroom One	
ceilings and cornices	fair to good • there are paint defects to the ceiling lining
architraves and skirting boards	fair to good • minor skirting repairs are required in some areas
walls	fair to good
doors and windows internal	good

Bedroom Two	
ceilings and cornices	fair to good
architraves and skirting boards	fair to good • minor skirting repairs are required in some areas
walls	fair to good
doors and windows internal	good

Bedroom Three	
ceilings and cornices	fair to good
architraves and skirting boards	good
walls	fair to good
doors and windows internal	fair to good • the entrance door is binding with the floor, adjustment is required • the door is damaged in some areas, repair may be a consideration

<b>Bathroom</b>	
ceilings and cornices	good
architraves and skirting boards	good
walls	good
doors and windows internal	fair to good <ul style="list-style-type: none"> <li>the window frames are showing signs of deterioration</li> <li>the door is damaged in some areas, repair or replacement may be a consideration</li> </ul>
vanity/hand basin	good
shower screen	good
ventilation	<ul style="list-style-type: none"> <li>ceiling fan unit (with heat lamps)</li> <li>one heat lamp is not working</li> </ul>
water leakage	<ul style="list-style-type: none"> <li>no water leakage detected in accessible areas</li> <li>no leakage was detected, however, the shower base has been poorly sealed around the perimeter. Replacement of the silicone seal is recommended</li> </ul>
wall tiles	fair to good <ul style="list-style-type: none"> <li>replacement of the silicone seal at the wall tile intersections is recommended</li> <li>some areas of the wall tile grouting require minor repairs</li> </ul>
floor tiles	fair to good <ul style="list-style-type: none"> <li>replacement of the seal at the intersection between the wall and floor tiles is recommended</li> </ul>
fit-out	good
hardware, fixtures and fittings	good

<b>Toilet</b>	
ceilings and cornices	good
architraves and skirting boards	good
walls	good
doors and windows internal	good
toilet suite	good
water leakage	<ul style="list-style-type: none"> <li>no water leakage detected in accessible areas</li> </ul>
ventilation	<ul style="list-style-type: none"> <li>there is no mechanical ventilation</li> </ul>
wall tiles	fair to good <ul style="list-style-type: none"> <li>the wall tiles require minor repairs above the door</li> </ul>
floor tiles	good
hardware, fixtures and fittings	good

<b>Laundry</b>	
ceilings and cornices	good
architraves and skirting boards	good
walls	good
doors and windows internal	fair to good <ul style="list-style-type: none"> <li>there are visible repairs to the door. This was considered to be of cosmetic significance only. Further repairs are discretionary</li> </ul>
laundry tub	good
water leakage	<ul style="list-style-type: none"> <li>no water leakage detected in accessible areas</li> </ul>
ventilation	<ul style="list-style-type: none"> <li>there is no mechanical ventilation</li> </ul>
wall tiles	good
floor tiles	fair to good <ul style="list-style-type: none"> <li>the skirting tiles have been removed</li> <li>some areas of the floor tiling are drummy, this condition is indicative of adhesion problems - tile repairs or retiling will eventually be required</li> </ul>
hardware, fixtures and fittings	good

<b>Kitchen and Family Area</b>	
ceilings and cornices	fair to good
architraves and skirting boards	good
walls	fair to good
doors and windows internal	fair to good <ul style="list-style-type: none"> <li>the windows require adjustment or new rollers to ensure smooth operation</li> <li>the window glass is cracked or broken in some areas</li> </ul>
sink	good
splashback	fair to good <ul style="list-style-type: none"> <li>resealing is required between the splashback and the worktop</li> </ul>
ventilation	<ul style="list-style-type: none"> <li>ventilation is provided by an externally ducted range hood</li> </ul>
hardware, fixtures and fittings	good
kitchen fit-out	good

<b>Entrance and Living Room Area</b>	
ceilings and cornices	fair to good <ul style="list-style-type: none"> <li>there are some undulations to the ceiling lining, these are considered an appearance defect, the ceiling is serviceable</li> </ul>
architraves and skirting boards	good
walls	good
doors and windows internal	fair to good <ul style="list-style-type: none"> <li>the windows require adjustment or new rollers to ensure smooth operation</li> </ul>

<b>Hallway</b>	
ceilings and cornices	fair to good
architraves and skirting boards	good
walls	fair to good
doors and windows internal	good

Roof Cavity	
insulation	<ul style="list-style-type: none"> <li>the roof cavity has been insulated with fibreglass batts and loose-fill insulation. PLEASE NOTE: We are not licensed to inspect for asbestos and the loose-fill insulation has not been tested. However, we are of the opinion that the loose-fill insulation is not friable asbestos</li> <li>For more information: visit <a href="http://residentialreports.com.au">residentialreports.com.au</a> and click on 'resource library'.</li> </ul>
sarking	<ul style="list-style-type: none"> <li>sarking has been installed in the roof cavity.</li> <li>For more information: visit <a href="http://residentialreports.com.au">residentialreports.com.au</a>, click on 'resource library' and refer to the publication - Sarking</li> <li>the sarking has been damaged in some areas - holes and tears reduce the effectiveness of the sarking as a moisture and insulation barrier. To maximise benefit, where possible, the sarking should be repaired with bitumen tape</li> </ul>
roof construction	<ul style="list-style-type: none"> <li>timber truss construction</li> </ul>
termites - roof void	<ul style="list-style-type: none"> <li>no active termites and/or termite damage or workings were observed in the areas accessible at the time of inspection</li> </ul>
wood decay - roof void	<p>Select Condition</p> <ul style="list-style-type: none"> <li>no evidence of wood decay (rot) fungi damage was sighted in areas accessible at the time of inspection</li> </ul>
borers - roof void	<ul style="list-style-type: none"> <li>no evidence of borer damage was sighted in areas accessible at the time of the inspection</li> </ul>

Interior/Main Dwelling	
termites - interior	<ul style="list-style-type: none"> <li>no active termites and/or termite damage or workings were observed in the areas accessible at the time of inspection</li> </ul>
wood decay - interior	<ul style="list-style-type: none"> <li>no evidence of wood decay (rot) fungi damage was sighted in areas accessible at the time of inspection</li> </ul>
borers - interior	<ul style="list-style-type: none"> <li>no evidence of borer damage was sighted in areas accessible at the time of the inspection</li> </ul>

Inspection Items	
roof exterior	no significant defects <ul style="list-style-type: none"> <li>concrete tile roof covering</li> </ul>
gutters and downpipes	no significant defects <ul style="list-style-type: none"> <li>gutters should be cleared of silt and debris to ensure that maximum roof drainage occurs in all weather conditions. Additionally, silt and debris may be concealing rust or defects</li> </ul>
eaves, fascia and barge ends	no significant defects
wall construction exterior	defects have been identified <ul style="list-style-type: none"> <li>brick veneer construction. For more information: visit <a href="http://residentialreports.com.au">residentialreports.com.au</a>, click on 'resource library' and refer to the publication - Brick Veneer Walls</li> <li>there is movement cracking in the exterior masonry, while the cracks were not considered to be structurally significant at the time of our inspection, they should be monitored over time to ensure that there is no ongoing movement</li> <li>there are gaps visible in the expansion joints in the brickwork. Sealing of the joint with a suitable flexible sealant is recommended</li> </ul>
doors and windows external	no significant defects <ul style="list-style-type: none"> <li>some aluminium windows require maintenance to ensure smooth operation</li> </ul>
floor construction	no significant defects <ul style="list-style-type: none"> <li>timber bearers and joists with tongue and groove flooring</li> <li>there is no evidence that the floor has any significant defects, floor coverings prohibit a visual inspection so it is possible that some minor defects may be concealed</li> <li>there are some squeaky floor boards. Squeaky floor boards are not generally structurally significant and in this instance we have no concerns regarding structural integrity</li> <li>water stains were observed to the underside of the bathroom area from the subfloor. It is not possible to determine when the stains occurred, however, no leakage or elevated moisture levels were detected at the time of our inspection</li> </ul>
driveway	no significant defects <ul style="list-style-type: none"> <li>there is some movement cracking in the driveway</li> </ul>
paths and paving	no significant defects
steps and stairs external	no significant defects
retaining walls	no significant defects
grounds	defects have been identified <ul style="list-style-type: none"> <li>evidence of timber decay was noted to some stored timbers and or firewood located on the grounds</li> <li>damage in the area/s noted appears to be slight</li> </ul>
solar unit	<ul style="list-style-type: none"> <li>solar panels have been installed; the solar installation is not included in this inspection therefore, we do not comment on any aspect of its operation. Where solar panels have been installed, we are unable to apply a condition to the area of roof covering beneath due to restricted access</li> </ul>

fences and gates	<p>defects have been identified</p> <ul style="list-style-type: none"> <li>• timber decay is evident in cross-timber and timbers in contact with the ground in some areas</li> <li>• damage in the area/s noted appears to be moderate</li> <li>• vegetation and screening in some areas of the fence line limited our inspection. We were unable to determine the condition of the fencing in those areas</li> </ul>
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<b>Subfloor</b>	
subfloor access and general	<ul style="list-style-type: none"> <li>• our inspection was restricted by low clearances and ductwork</li> </ul>
subfloor drainage & ventilation	<ul style="list-style-type: none"> <li>• whilst we are not plumbers, our inspection indicates that the subfloor drainage and ventilation is generally fair, inadequate drainage can lead to an environment conducive to timber pests, and improvement options such as vent airflow should be considered</li> <li>• efflorescence is present on the wall surface, efflorescence occurs when excess salts within the masonry are leached to the surface due to water transfer. It is typically seen as white salt deposits on the surfaces of concrete pavement or mortar between bricks or tiles. Efflorescence is typically only of aesthetic concern and does not pose any structural threat to the concrete or mortar</li> </ul>
termites - subfloor	<ul style="list-style-type: none"> <li>• no active termites and/or termite damage or workings were observed in the areas accessible at the time of inspection</li> </ul>
wood decay - subfloor	<ul style="list-style-type: none"> <li>• evidence of wood decay fungi (wood rot) was found in, but not necessarily limited to, the areas noted below;</li> <li>• some joists below the bathroom area</li> <li>• timber off cuts lying on the ground</li> <li>• damage in the area/s noted appears to be moderate</li> </ul>
borers - subfloor	<ul style="list-style-type: none"> <li>• no evidence of borer damage was sighted in areas accessible at the time of the inspection</li> </ul>

<b>Enclosed Carport</b>	
description	<ul style="list-style-type: none"> <li>detached brick carport</li> </ul>
roof exterior	<p>good</p> <ul style="list-style-type: none"> <li>concrete tile roof covering</li> </ul>
gutters and downpipes	good
wall construction exterior	<p>fair</p> <ul style="list-style-type: none"> <li>brick construction</li> <li>timber framing with fibrous cement cladding construction</li> <li>there is movement cracking in the exterior masonry, while the cracks were not considered to be structurally significant at the time of our inspection, they should be monitored over time to ensure that there is no ongoing movement</li> <li>the fibrous cement/timber cladding requires repairs</li> </ul>
floor construction	<p>good</p> <ul style="list-style-type: none"> <li>concrete slab construction</li> </ul>
doors	<p>fair to good</p> <ul style="list-style-type: none"> <li>two roller doors have been fitted</li> <li>repairs or adjustment are required to the garage door to ensure smooth operation</li> </ul>
doors and windows internal	<p>fair to good</p> <ul style="list-style-type: none"> <li>the deadlock to the door has been removed</li> <li>door and window frames would benefit from repainting</li> </ul>
termites - garage	<ul style="list-style-type: none"> <li>no active termites and/or termite damage or workings were observed in the areas accessible at the time of inspection</li> </ul>
wood decay - garage	<ul style="list-style-type: none"> <li>evidence of wood decay fungi (wood rot) was found in, but not necessarily limited to, the areas noted below;</li> <li>sections of the fascia boards</li> <li>damage in the area/s noted appears to be moderate</li> </ul>
borers - garage	<ul style="list-style-type: none"> <li>no evidence of borer damage was sighted in areas accessible at the time of the inspection</li> </ul>
walls	<p>fair to good</p> <ul style="list-style-type: none"> <li>the wall lining has been repaired in some areas, further repair is required</li> </ul>

<b>Carport</b>	
carport type	<ul style="list-style-type: none"> <li>single carport</li> </ul>
roof exterior	<p>good</p> <ul style="list-style-type: none"> <li>metal deck roof covering</li> </ul>
gutters and downpipes	good
structural integrity	<p>good</p> <ul style="list-style-type: none"> <li>steel construction</li> </ul>

Front Deck and Pergola	
decking timbers	<p>good</p> <ul style="list-style-type: none"> <li>the deck substrate timbers could not be inspected because of the low clearance to the ground. However, our inspection indicated that there are no significant structural problems</li> <li>oiling or staining may be a consideration</li> </ul>
deck support posts	<p>no condition has been applied</p> <ul style="list-style-type: none"> <li>we were unable to inspect all areas of the deck substrate, therefore we cannot comment on the overall condition of posts that are not visible</li> </ul>
structural integrity	<ul style="list-style-type: none"> <li>we are of the opinion that the deck is able to withstand normal weight loadings. However, we recommend that weight loads beyond normal use be avoided. Failure under excessive loads may result in serious injury. The deck structure should be regularly inspected to ensure that its structural integrity is maintained</li> </ul>
termites - deck pergola	<ul style="list-style-type: none"> <li>no active termites and/or termite damage or workings were observed in the areas accessible at the time of inspection</li> </ul>
wood decay - deck pergola	<ul style="list-style-type: none"> <li>no evidence of wood decay (rot) fungi damage was sighted in areas accessible at the time of inspection</li> </ul>
borers - deck pergola	<ul style="list-style-type: none"> <li>no evidence of borer damage was sighted in areas accessible at the time of the inspection</li> </ul>
gutters and downpipes	<p>fair to good</p> <ul style="list-style-type: none"> <li>gutters need to be cleared of leaf litter, silt and debris to ensure that maximum roof drainage occurs in all weather conditions. Additionally, the leaf litter may be concealing rust or defects</li> <li>some downpipes are not connected to the stormwater drains or have been vented (holes cut in them). Where stormwater is not directed into the drainage system, care should be taken to ensure that stormwater is directed away from the building</li> </ul>
pergola roof	<p>good</p> <ul style="list-style-type: none"> <li>corrugated metal roof</li> </ul>
eaves, fascia and barge ends	<p>fair to good</p> <ul style="list-style-type: none"> <li>the eave linings are water stained in some areas. This generally indicates that roof drainage at some time has been ineffective. This can be a result of storm activity which creates an environment where the roof drainage system cannot cope. The drainage system, including underground stormwater pipes should be monitored to ensure that it is operating effectively. Care should be taken to ensure that gutters are kept clear of leaf litter, debris and silt deposits</li> </ul>

<b>Rear Deck and Pergola</b>	
decking timbers	<p>good</p> <ul style="list-style-type: none"> <li>the deck substrate timbers appear to be in good condition</li> </ul>
deck support posts	<p>no condition has been applied</p> <ul style="list-style-type: none"> <li>deck support posts are supported by metal stirrups</li> </ul>
hand railing/balustrade	<ul style="list-style-type: none"> <li>hand rails are not built to regulation height in accordance with the current Building Code. Due to the age of the construction this is not a requirement. However, in the interests of safety it should be noted that regulation height balustrades and railings provide for a higher level of safety</li> </ul>
structural integrity	<ul style="list-style-type: none"> <li>we are of the opinion that the deck is able to withstand normal weight loadings. However, we recommend that weight loads beyond normal use be avoided. Failure under excessive loads may result in serious injury. The deck structure should be regularly inspected to ensure that its structural integrity is maintained</li> </ul>
termites - deck pergola	<ul style="list-style-type: none"> <li>no active termites and/or termite damage or workings were observed in the areas accessible at the time of inspection</li> </ul>
wood decay - deck pergola	<ul style="list-style-type: none"> <li>no evidence of wood decay (rot) fungi damage was sighted in areas accessible at the time of inspection</li> </ul>
borers - deck pergola	<ul style="list-style-type: none"> <li>no evidence of borer damage was sighted in areas accessible at the time of the inspection</li> </ul>
pergola roof	<p>good</p> <ul style="list-style-type: none"> <li>metal deck roof</li> </ul>

## TIMBER PEST - OVERVIEW & RECOMMENDATIONS

Overall risk - pest	<ul style="list-style-type: none"> <li>considering all of the relevant factors, it is our opinion that the overall degree of risk of timber pest infestation to the property is MODERATE to HIGH - we strongly recommend that regular inspections are undertaken</li> </ul>
Evidence of timber pests	<ul style="list-style-type: none"> <li>no evidence of active subterranean termites (live species) was found at the time of our inspection</li> <li>evidence of wood decay fungi (wood rot) was found at the time of inspection</li> </ul>
Evidence of a termite nest	<ul style="list-style-type: none"> <li>no, please read the report in full</li> </ul>
Evidence of a pest treatment	<ul style="list-style-type: none"> <li>we found no evidence of any recent termite treatment or durable notice at the time of inspection</li> </ul>
Pest treatment required?	<ul style="list-style-type: none"> <li>considering there is no evidence of a pest treatment, we recommend that a regular pest management program in accordance with Australian Standard 3660.1 to prevent subterranean termites from infesting the property be implemented. A proactive approach to Timber Pest Management will offer the highest protection for the building. A management proposal can be obtained by contacting our office on 6288 0402, or please contact your regular inspector.</li> </ul>
We recommend pest inspections are conducted every:	<ul style="list-style-type: none"> <li>6 to 12 months</li> </ul>
Drainage and ventilation	<ul style="list-style-type: none"> <li>whilst we are not plumbers, it is considered that the drainage is generally fair</li> </ul>
Mould	<ul style="list-style-type: none"> <li>mould was not observed at time of inspection</li> </ul> <p>Mould on walls and ceilings etc; is an indicator of high moisture or very poor ventilation. If reported you should commission further investigation by a builder or an Industry Hygienist as its presence may indicate a water leak, wood decay or termites behind the wall or ceiling sheeting.</p>
Weep holes	<p><b>Were the weep holes clear allowing the free flow of air?</b></p> <ul style="list-style-type: none"> <li>not applicable, suspended timber floor construction</li> </ul> <p>Weep holes are small openings that allow water to drain from within an assembly. Weeps are located at the bottom of the building to allow for drainage. It is important that soil, lawn, concrete paths or pavers do not cover the weep holes. Sometimes they have been covered during the rendering of the brick work. They should be clean and free flowing. Covering the weep holes in part or in whole may allow undetected termite entry.</p>
Slab edge exposure	<p><b>Is the slab edge exposed?</b></p> <ul style="list-style-type: none"> <li>not applicable, suspended timber floor construction</li> </ul> <p>Where external concrete slab edges are not exposed there is a high risk of concealed termite entry. In some buildings built since July 1995 the edge of the slab forms part of the termite shield system. In these buildings an inspection zone of at least 75mm should be maintained to permit detection of termite entry. The concrete edge should not be concealed by render, tiles, cladding, flashings, adjoining structures, paving, soil, turf or landscaping etc. Where this is the case, you should arrange to have the slab edge exposed for inspection. Concealed termite entry may already be taking place but could not be detected at the time of the inspection. This may result in concealed timber damage.</p>

Termite shields (ant caps) cont.	<p><b>In our opinion the termite shields appear to be:</b></p> <ul style="list-style-type: none"> <li>adequate</li> </ul> <p>Termite Shields should be in good order so termite workings are exposed and visible. This helps stop termites gaining undetected entry. Joins in the shielding should have been soldered or sealed with an approved sealant as per AS 3660 during the installation. Whenever it is observed that the joins in the shielding have not been soldered then the shielding must be reported as inadequate. It may be possible for a builder to repair the shielding. If not, a chemical treated zone may need to be installed to deter termites from gaining concealed access to the building. Missing, damaged or poor shields increase the risk of termite infestation. Other physical shield systems are not visible to inspection and no comment is made on such systems.</p>
Hot water, air conditioning and water tanks	<p>Units that release water alongside or near to building walls need to be connected to a drain. If this is not possible then their water outlet needs to be piped several meters away from the building, as the resulting wet area is highly conducive to termites.</p> <p><b>Is there a need for work to be carried out?</b></p> <ul style="list-style-type: none"> <li>no - all units appear to be connected to a drain or piped away on the day of inspection</li> </ul>
General recommendations	<ul style="list-style-type: none"> <li>As this property is located in an area where subterranean timber pests are commonly found we strongly recommend that you have regular inspections carried out no later than every 6 - 12 months (or as specifically recommended above) to ensure that there is no termite activity present in your buildings and structures.</li> <li>Any untreated timbers in direct contact with the soil are very conducive to attack from subterranean termites. These should be removed and replaced with a material not conducive to attack such as brick, stone, concrete or treated timber.</li> <li>The timber off cuts/stored timbers/cardboard in the subfloor should be removed.</li> <li>Large trees (particularly eucalypt variety) are regular nesting sites for the most common termite species found in our region. Trees on the property have been visually inspected up to a height of 2 metres, where possible and practicable for signs of termite activity. It is however, very difficult and generally impossible to locate a termite nest visually as they are underground and evidence in trees is usually well concealed. Drilling and testing of large trees is recommended to determine if they are harbouring a termite nest.</li> <li>Garden beds, mulch and foliage against the structure can create conditions that are highly conducive to timber pest attack. Clearing is recommended.</li> </ul>

It should be noted that if the risk factor specified in this report is considered to be high it is encouraging awareness that increased vigilance is warranted. Any recommendations regarding reducing conditions that are conducive to timber pests or frequency of inspections must be observed. If termite activity, active or latent, has been identified in this report, we strongly suggest an invasive inspection is carried out. To safeguard against potential timber pest attack, we recommend that a full inspection be undertaken every 6-12 months at a minimum or as specifically recommended above. We strongly encourage the property owner to consider implementing a Timber Pest Preventative Management Plan, which includes periodic Termite Inspections. A proactive approach will help ensure the ongoing protection of the property. Please call our office on 6288 0402 for advice and information or to arrange a customised schedule for this building or contact your regular inspector.

Plan No. (if applicable)	Description	Date of COU Approvals (Certificate of Occupancy)	Comments
	ex government residence		<ul style="list-style-type: none"> <li>no Certificate of Occupancy or survey exists for the original ex government built residence due to government requirements at time of construction -</li> <li>there is no government site plan available</li> </ul>
	carport enclosure		<ul style="list-style-type: none"> <li>approval is required, enclosed on two or more sides</li> </ul>
	kitchen and bathroom renovations, internal wall removed to lounge/family area, external door opening removed to family room		<ul style="list-style-type: none"> <li>building or development approval is not required</li> </ul>
	retaining walls, water tank		<ul style="list-style-type: none"> <li>approval is not required</li> </ul>
	carport		<ul style="list-style-type: none"> <li>approval is not required</li> </ul>
	rear deck and pergola		<ul style="list-style-type: none"> <li>approval is required, pergola is over 3m from ground level and a permanent covering is constructed over the deck</li> </ul>
	front deck and pergola		<ul style="list-style-type: none"> <li>approval is required, a permanent covering is constructed over the deck</li> </ul>

*For any incomplete approvals please email [acbuildingconveynce@act.gov.au](mailto:acbuildingconveynce@act.gov.au) for further information on how to complete.*

## COMPLIANCE REPORT NOTATION

**IMPORTANT NOTE** - We obtained a Building File from Access Canberra to complete this Compliance Report This report relates to Building and Development approvals only. The building file may contain floor plans, elevations, Certificates of Occupancy & Use, index, survey reports, and drainage plans. Our report is based on examining these documents and conducting a visual inspection, focusing on compliance matters from the provided file. Please be aware that if plan details are unclear or compromised, we are not liable for any omissions or errors. Refer to more details about Compliance in our Scope & Limitations. For information regarding current dimensions and approvals you can visit: [planning.act.gov.au/topics/design\\_build/da\\_assessment/exempt\\_work](http://planning.act.gov.au/topics/design_build/da_assessment/exempt_work)

**EASEMENTS** - An easement is a section of land registered on your property which gives another party the right to access it for a specific purpose. An example is a section of the property that contains municipal services such as electricity, or drainage infrastructure. If a structure requires approval and is located on an easement the appropriate utility provider is consulted during the certification process and it is they who determine if an application for approval will be supported.

**TCCS, PLUMBING & ELECTRICAL APPROVAL** - If this report notes structures or alterations that require Transport Canberra & City Services (TCCS), Plumbing or Electrical Approval or cites plumbing and electrical additions and or alterations, please note that approval may have been granted, however, documentation is not provided in the building file. The Environment & Planning Directorate or the owner may have further information.

**DEVELOPMENT APPROVAL** - If this report identifies structures that require Development Approval, information relating to the status of Development Approvals will be shown on the Lease Conveyancing Enquiry provided by the solicitor. This will be included in the Conveyancing Contract for Sale. The status of a pending Development Approval is not contained within the building file we receive.

**SWIMMING POOLS & SPAS** - The ACT Government has introduced reforms to home swimming pool safety, with a focus on swimming pool safety barriers. The reforms commence on 1 May 2024, with a four-year transition period. The scheme imposes requirements for information about the safety standard of a regulated swimming pool to be disclosed on the sale of a property. Owners must provide prescribed information including: exemption certificate, compliance certificate, swimming pool disclosure statement, certificate of occupancy for the pool and safety barriers that is not older than 5 years and 'Pool Owners Guidance Material' which outlines the obligations on owners of premises on which a regulated swimming pool is located. If this information is not provided in this report, you must request a copy. For more information on the reforms visit the ACT Government's Planning website.

**EXTENSIONS** - Where an extension or addition has been made to a property, it can create a potential gap or discontinuity in the termite barrier system. This gap occurs between the original structure and the new addition. Termite barriers are critical in aiding the prevention of undetected subterranean termites from entering the dwelling, and any interruption in the barrier can compromise its effectiveness. We are unable to report on the existence, condition or continuity of the termite barrier system between the existing dwelling and additions or alterations.

Restricted access caused by stored goods, furnishings, window treatments, floor coverings, security devices, vegetation, duct work, confined spaces, insulation and other impediments will limit the scope of this inspection. Whilst every effort has been made to conduct a comprehensive roof cavity and subfloor inspection there are limitations relative to safe access requirements which include low clearances, the availability of safe walk-ways and work-safe temperatures, which when applicable, will limit the inspection. The roof exterior is inspected when accessible from a 3.6 metre ladder, or from ground level where there are height restrictions. Only structures, fences and/or trees within 30m of the building but within the property boundaries were inspected. No inspection was made, and no report is submitted with respect to inaccessible areas. These include, but may not be limited to, cavity walls, concealed frame timbers, eaves, flat roofs, fully enclosed patios, subfloors, soil concealed by concrete floors, wall linings etc. Where a property is furnished at the time of the inspection the furnishings and stored goods may be concealing evidence of Timber Pest Activity. This evidence may only be revealed when the property is vacated. A further inspection of the vacant property is strongly recommended in this case. Please note where a complete inspection of any area was not possible, timber pest activity and/or damage may exist in these areas. Prior to making any critical decisions, further inspections are strongly recommended to areas where reasonable access is unavailable, obstructed or restricted or a high risk of possible timber pests and /or damage exists.

7 Sadleir Place Charnwood	
Area	Restrictions
<b>INTERIOR</b>	access during inspection of the interior of the property was restricted by: <ul style="list-style-type: none"> <li>- furniture and stored goods including in cupboards and under sink units</li> <li>- window treatments and floor coverings</li> <li>- stored goods within the dwelling</li> </ul>
<b>SUBFLOOR</b>	access in the subfloor was restricted by: <ul style="list-style-type: none"> <li>- low clearances</li> <li>- duct work</li> <li>- plumbing/pipe installation</li> </ul>
<b>ROOF CAVITY</b>	our inspection of the roof cavity was restricted by: <ul style="list-style-type: none"> <li>- low clearances</li> <li>- inspection around the eaves was restricted due to low pitch and clearances</li> <li>- sarking and duct work</li> </ul>
<b>ROOF EXTERIOR</b>	roof exterior: <ul style="list-style-type: none"> <li>- safe access limitations did not allow for all areas of the roof to be inspected</li> </ul>
<b>GROUNDS &amp; EXTERNAL STRUCTURES</b>	access to the inspection of grounds/external structures was restricted by: <ul style="list-style-type: none"> <li>- vegetation restricted visual inspection to some areas</li> <li>- stored goods restricted access to some areas</li> <li>- under the deck was restricted due to low construction</li> </ul>

## WARRANTY & USE OF OUR REPORTS

This report is **intended to be read in its entirety**. The report is written solely for the use and benefit of:

The Client named in this report

The Purchaser of the property

No liability or responsibility in contract or tort or statute is accepted to any Other Party who may rely on the report wholly or in part. Any Other Party acting or relying on this report, wholly or in part, does so at their own risk. Additionally, no liability or responsibility will be accepted if the invoice for this report is not paid on or before settlement of the sale contract or within one hundred and eighty (180) days from the date of inspection.

No liability shall be accepted on account of failure of the report to notify any termite activity and/ or damage present at or prior to the date of the report in any areas of the subject property physically inaccessible, or to which access for inspection is denied by or to the Inspector including but not limited to any areas so specified by the Report. Furthermore, we do not assume liability for any omissions, errors, or inaccuracies in documents provided by external agencies, the client, or their representative. The report is only an opinion of Residential Reports and is valid for one hundred and eighty (180) days from the date of inspection as per the Civil Law (Sale of Residential Property) Act. No liability will be accepted or claims considered after the expiration of this period of liability.



Before the property exchange, you will have the opportunity to attend a pre-settlement inspection to conduct your due diligence. Carefully consider the building's age and its impact on elements like windows, doors, and cupboards. Our inspectors do not assess ongoing maintenance, and as such you or your representative should personally appraise relevant building elements. If it is claimed that there is an omission relating to this report, Residential Reports must be notified in writing before any action is taken. No liability shall be accepted where any costs (including for remedial action or professional advice) are incurred by the claimant prior to Residential Reports receiving written notification along with evidence of the defect or omission, being given a reasonable opportunity to re-inspect the property, obtain professional advice and propose a resolution or arrange for rectification work to be undertaken. Unless costs are specified and agreed to in writing, no liability will be accepted. No liability shall be accepted for any costs incurred in excess of the reasonable costs required to rectify the defect or omission claimed. ***This report supersedes any other report, verbal or written, given to you by this company in respect of this property. If you have questions or do not understand any part of this document and require clarification, please contact us prior to acting on this report. Copyright remains with Residential Reports, the report content, style and presentation is not to be copied or reproduced without written authority of the Company.***

## SCOPE & LIMITATIONS OF OUR INSPECTION

This report has been prepared as a result of a largely **VISUAL INSPECTION ONLY** with limited operational testing conducted as required by Australian Standard AS 4349.0-2007 Inspection of Buildings (General requirements), AS 4349.1-2007 Inspection of Buildings (Pre-purchase inspections - Residential Buildings) and AS 4349.3 - 2010 Inspection of Buildings Part 3: Timber Pest Inspections. It is limited to the condition of those areas of the property that were fully accessible (see Safety and Reasonable Access) and visible to the inspector at the time of inspection. In the case of a Strata type property, our inspector only undertakes an examination of the interior of the unit. You must read the entire report and Scope & Limitations sections before reaching any conclusions regarding our opinion of the property's condition. Any person relying on this report acknowledges the following clauses, which define the Scope and Limitations of the inspection and form an integral part of the report.

### LIMITATION OF LIABILITY

This report is valid on the date of inspection. Responsibility is not accepted for any matter that is not evident, or, for any deterioration of the property that occurs after the date of the inspection. The inspection is a visual assessment only.

The operation/working condition of limited features may have been commented on during the course of our inspection. Operational testing is limited, where testing occurs and a defect is identified, this defect may be noted in the Report if it is a major defect and may be investigated further to provide more detail. However, this does not impose on the inspector any further obligation to test each same item, nor does it impose an obligation to make note if in the inspector's reasonable view, the defect is not a major defect. There is no guarantee

that items referenced will operate as intended at a later date. Prior to purchase, the purchaser must conduct their own due diligence most particularly where defects have been documented in this report so that they are able to quantify the extent and cost of required remedial action. The Purchaser acknowledges that they should not solely rely on this Report as to the exact condition of the property and that they should obtain independent advice from a qualified technician relative to required remedial actions.

Concealed areas are not reported on. Concealed defects may include, but are not limited to:

- Breakage, blockage or interference with concealed pipes, concealed window and door mechanisms
- Defective service installations
- Any part of the structure which is underground or concealed e.g. footings, wall and ceiling framing, concealed floor structures
- Areas concealed by furnishings, fixtures and fittings or stored goods, low clearances or where safe access is not possible.

Responsibility is not accepted for defects which are latent or otherwise not reasonably detected in a visual inspection without interference with, removal or breaking apart of any of the structure including fixtures, fittings, furniture, insulation or stored items within and around the building. The inspector notes that some defects may be concealed, obstructed and/or inaccessible at the time of the inspection. The reader should be aware that various features of the property such as large and heavy furniture, as well as electrical goods including washing machines and fridges may obstruct the view of the inspector and/or make possible defects inaccessible such that their visibility to the inspector is limited and they may not be identified. The Purchaser acknowledges that Residential Reports will not accept any liability for concealed, obstructed and/or inaccessible defects that the inspector does not identify.



## EXCLUSION OF ITEMS FROM INSPECTION

AS 4349.1 – 2007 excludes reporting of the following items: Footings below ground, concealed damp-proof course, electrical installations, operation of smoke detectors, light switches and fittings, TV, sound and communications and security systems, concealed plumbing, adequacy of roof drainage as installed, gas fittings and fixtures, air-conditioning, automatic garage door mechanisms, swimming pools and associated filtration and similar equipment, the operation of fireplaces and solid fuel heaters, including chimneys and flues, alarm systems, intercom systems, soft floor coverings, electrical appliances including dishwashers, incinerators, ovens, ducted vacuum systems, paint coatings, except external protective coatings, health hazards (e.g., allergies, soil toxicity, lead content, radon, presence of asbestos or urea formaldehyde), timber and metal framing sizes and adequacy, concealed tie-downs and bracing, timber pest activity, other mechanical or electrical equipment (such as gates, inclinators, soil conditions, control joints, sustainable development provisions, concealed framing-timbers or any areas concealed by wall linings/sidings, landscaping, rubbish, floor covers, furniture and accessories, stored items, insulation, environmental matters (e.g., BASIX, water tanks, BCA Environmental Provisions), energy efficiency, lighting efficiency.

## WHAT THE INSPECTOR EXAMINES TO PREPARE A PROPERTY REPORT...

### ...AND IMPORTANT NOTES ABOUT THESE AREAS

The following outlines aspects of the property that can be examined through visual inspection, derived from the Australian Standard AS4349.1–2007. Comments are generally provided only if significant issues are found. The inspector didn't move or remove any coverings or furnishings, which could hide defects. Damage to concealed structures or pest activity may not be visible due to foliage or other obstructions. This report is a guide for potential buyers and should complement your own inspection and due diligence. Some aspects are subjective, so consider factors like presentation, past maintenance, and construction age when forming opinions.

**DOORS & DOOR FRAMES** - Defective hardware – significant, rotting/corroded frames, loose/badly fitting doors, damage.

**EXTERNAL ROOF COVERING, FASCIAS, GUTTERS & DOWNPIPES** - Tiles/slates, sheet roofing, flashing, skylights, vents, downpipes, valleys, guttering, eaves, fascia boards, barge ends. Roof waterproof integrity and roof drainage is not tested during our inspection therefore it is not possible to determine the effectiveness of the roof cover and drainage system under all conditions. It is important to note that a visual inspection of the roof covering may not identify roof leakages. Roof design can have a significant impact on roof drainage. Low pitched construction can, in adverse weather conditions lead to flooding of the roof cover. Effective roof drainage is absolutely critical for a flat framed or low pitch roof. Flooding of the roof cover can result in water ingress within the building envelope. Roof drainage and the stormwater systems are not tested at the inspection. Inadequate, blocked or non-existent stormwater drains are often accountable for problems relating to roof drainage. Repainting of timber can mask the existence of timber rot. We cannot guarantee that all timbers are sound. A visual inspection may not, in some circumstances, detect roofing timbers affected by rot.

**EXTERNAL WALLS & NON-STRUCTURAL RETAINING WALLS** - Bricks, mortar, render, cracking/movement, dampness, visible flashing, weep holes, joint sealants, perpends, decay. Settlement cracks, if present, need to be monitored over a period of time to determine if an ongoing structural problem exists. If any reference has been made in this report to cracking, settlement and or movement, it should be noted that we are not experts in this area and further advice, if considered necessary, should be obtained from a Structural Engineer.

**FENCES & GATES** - Palings/panels, rails, posts, sagging, timber decay (rot).

**FLOORS - TIMBER:** Springy or squeaky boards/sheeting, timber decay (rot), out of level – significant, undulations - significant, dampness/water damage; **CONCRETE:** cracking, out of level – significant; **HARD FLOORING:** cracking, loose or drummy units, dampness/water damage

**INTERNAL ROOF SPACE** - Framing, insulation, sarking, party walls (if applicable). Sarking is a foil insulation/vapour barrier. Used in conjunction with bulk insulation, sarking provides an ideal insulation system for the control of heat and condensation. Sarking can only be installed during construction.

**KITCHEN** - Fit out, sealants, ventilation, taps, leakage, sink, drummy/cracked/missing tiles, grout defects. This report does not cover any matters relating to the operation of electrical or gas appliances. Any comments made in this regard are from a general observation only.

**PAINTWORK** - The condition of painted surfaces is often a subjective matter. Areas that appear to be acceptable when furnished may not always be considered so when devoid of obstructions. Paint work is normally not considered in Property Inspections. To prevent wood decay of timber surfaces and deterioration of metal components, the condition of these surfaces should be monitored, and repainting carried out regularly. Corrosion of any metal roof sheeting should be repaired, treated and painted to avoid water leakages. Painted surfaces can mask areas where timber has deteriorated. Our visual inspection may not detect instances where this has occurred. The opinions provided here are of a general nature only, given that there can be significant differences in the condition of painted surfaces in each area of the property. The reader of this report is urged to conduct their own detailed inspection before reaching a conclusion regarding the acceptability of painted surfaces

**PATHS, PAVING & DRIVEWAY** - Cracking, movement, uplifting, sinking, alignment, roof penetration.

**SPECIAL PURPOSE REPORTS** - Improvements such as swimming pools and spas are subject to a Special Purpose Report and are not included in our inspection and reports. We recommend that a qualified technician be engaged to report on these items and to advise on current regulations relating to safety fencing and equipment.

**STAIRCASES** - Stringers, handrails, balustrades, newel posts, treads (goings), risers

**SUB FLOOR** -Dampness, debris, drainage, ventilation, cracked or leaking pipes; **TIMBER CONSTRUCTION:** bearers & joists, framing, piers/stumps; **SUSPENDED CONCRETE FLOOR CONSTRUCTION:** concrete condition, cracking. If moisture is noted, it is recommended that the sub-floor area be monitored to ensure that surface and sub-surface moisture ingress is not an ongoing issue. If the area remains damp, consideration should be given to upgrading subterranean and surface drainage systems to ensure that moisture is directed away from the building foundations and the sub-floor area is kept dry. A qualified drainage expert should be consulted with regard to drainage issues.

Foundation problems are caused by reactive soil types and trees and gardens being planted too close to the building. Generally, clay soils which are common in the ACT, are reactive soils. Large trees use vast amounts of water and can quickly draw moisture out of the ground during dry periods, this results in destabilised moisture content of the soils around the building and ultimately may cause a foundation problem. Over watering gardens close to the building may have the opposite effect, especially with clay soil. Over watering increases the moisture content of the soil which can result in “heaving” of the foundations adjacent to the garden. When watering close to the building you should avoid ‘pooling’ of water in a particular area, as this also affects the moisture content of the soil which in turn can cause damage to footings and foundations. Too much or too little water near the perimeter of the building may cause serious problems with foundations and footings and damage can cause major structural problems, resulting in costly repairs.

#### **HINTS FOR AVOIDING PROBLEMS AND COSTLY REPAIRS:**

- Water gardens evenly close to the building and do not over water
- Ensure the ground is graded away from the walls of the building and that the property has adequate drainage
- Promptly repair broken downpipes, leaking taps, sewerage pipes and other water services
- Hot water system overflows should be directed away from the area immediately adjacent to the foundations and the services maintained to ensure excessive leakage does not occur
- Garden beds should not be located against the house

**TIMBER PESTS** - Our visual inspection is undertaken to identify the following timber pests: Subterranean termites, Borers, Timber decay (rot) fungi. Where applicable and where there is reasonable access, the following areas are examined: interior and exterior of structures, roof cavity, subfloor, garage or carport, garden and storage sheds/outbuildings, retaining walls and garden borders, pergolas and decks, structures, fences and trees within 30m of the building within the boundaries of the property. Water leaks: especially in the subfloor or against external walls e.g. leaking taps, roofs or down pipes, increases the likelihood of termite attack. Leaking showers or leaks from other 'wet areas' also increase the likelihood of concealed timber pest attack. Where evidence of termite activity was found in the grounds then the risk to buildings is very high. A treatment to eradicate the termites and to protect the building(s) should be immediately carried out. Where the evidence of termite workings (including dormant mud leads) was found in the grounds or the building(s) then the risk of a further attack is very high. If live termites or any evidence of termite workings or damage was reported within the building(s) or in the grounds and fences then it must be assumed that there may be concealed termite activity and/or timber damage. This concealed activity or damage may only be found when alterations are carried out such as when wall linings, cladding or insulation are removed or if you arrange for an invasive inspection. In situations where visual evidence of termite activity or damage is reported, but no live termites were observed during the inspection, it's important to recognise that termites might still be active in the immediate vicinity, potentially causing further damage. Determining whether the infestation is active or inactive requires multiple inspections over time, as various factors, such as prior disturbances, climatic conditions, or the termites finding an alternative food source, can influence their presence during a single inspection. To safeguard against potential termite-related issues, we recommend continued, regular inspections. **An invasive inspection is also an option for a more comprehensive assessment. We strongly encourage the property owner to consider implementing a Timber Pest Preventative Management Plan, which includes periodic Termite Inspections. This proactive approach will help ensure the ongoing protection of the property against potential termite threats. Please call our office on 6288 0402 for information and to arrange a customised schedule for this building or contact your regular inspector.**

**WALL CONSTRUCTION** - Distortion (significant), nail popping, defective lining, dampness/water damage, cracking, defective or damaged plaster/render. Settlement cracks, if present, need to be monitored over a period of time to determine if an ongoing structural problem exists. If any reference has been made in this report to cracking, settlement and/or movement, it should be noted that we are not experts in this area and further advice should be obtained from a Structural Engineer.

**WATERPROOFING - A VISUAL INSPECTION OF THE AREA CANNOT PROVIDE CONCLUSIVE EVIDENCE THAT THE AREA IS WATERPROOF.**

Compliance with Australian Standard AS 370-2004 Waterproofing of Wet Areas is critical to meeting waterproofing requirements. Should conclusive evidence be required regarding the integrity of waterproofing of wet areas, in particular shower areas, we recommend that a qualified technician be engaged to complete a comprehensive test to include:

- Capping the shower rose and leaving the water reticulation system under pressure and then checking for evidence of water leakage around tap spindles etc. (the sound of escaping air when the shower rose cap is removed indicates a watertight system). The technician may be engaged to complete a comprehensive pressure test of the entire water reticulation system.
- Plugging the floor drain of the shower cubicle and filling the base with water to the maximum level. Allowing the water to remain in the base for an extended period and checking that the level has not dropped. If the water has diminished it is most likely that the waterproofing system has failed.

**WET AREAS** - Fixtures and fittings, ventilation, cistern/pan, taps, basins, tubs, leakage, sealants, drummy/cracked/missing tiles, grout defects, vanity, shower leakage, broken/cracked glass. If a wet area was not in service prior to and or at the time of inspection and no elevated moisture readings were recorded, or there was no visible evidence of current water leakage, then it is possible that an existing water leak will remain undetected.

**WINDOWS** - Putty/glazing sealant, broken glass, rotting frames (timber), corrosion (metal), sills, fittings/hardware, damage. In most cases access to windows is restricted by window treatments, furniture or security locks. Older style timber windows can sometimes bind with the frame. This is viewed as a general maintenance issue. Sash windows sometimes require maintenance to the window balance mechanism or sash cords. A visual inspection cannot provide a guarantee that windows will operate smoothly. Sometimes window runners, sashes and balance mechanisms will require maintenance or replacement.



## SAFETY & REASONABLE ACCESS

Australian Standard 4349.1 – 2007 3.2.2 The extent of accessible areas shall be determined by the inspector at the time of inspection, based on the conditions encountered at the time of inspection. The inspector shall also determine whether sufficient space is available to allow safe access. The inspection shall include only accessible areas and areas that are within the inspector's line of sight and close enough to enable reasonable appraisal. The Australian Standard 4349.3 defines reasonable access as "areas where safe, unobstructed access is provided and the minimum clearances are available; or, where these clearances are not available, areas within the consultant's unobstructed line of sight and within arm's length. NOTE: Reasonable access does not include removing screws and bolts to access covers." Reasonable access is determined in accordance with the provisions of the following WHS requirements;

Area	Access Manhole MM	Crawl Space MM	Height
Subfloor	500 x 400	VERTICAL CLEARANCE - Timber Floor: 400* Concrete Floor: 500	Height
Roof Interior	400 x 500	600 x 600	Accessible from a 3.6 m ladder
Roof Exterior			Accessible from a 3.6 m ladder

\* To underside of bearer, joist or other obstruction to access.

### ROOF COVER INSPECTION

Work Health and Safety requirements determine that an inspector accessing a roof cover must be protected by harnessed safety lines and or edge protection. These safety measures are not practical during a presale inspection, therefore, this report is restricted to a "top-of-ladder" inspection. This report is not a guarantee that defects and/or damage do not exist in any part of the property not specifically seen and described by the inspector. This report is not a warranty against problems that may develop in the future.

### CEILING CAVITY INSPECTION

Work Health and Safety requirements determine that an inspector entering a ceiling cavity or similar space must have direct access to properly constructed walkways (sometimes referred to as catwalks) to eliminate the possibility of falling through the ceiling lining to the floor below, a fall that could result in serious injury. Generally, walkways are limited in a ceiling cavity so invariably sections of the roof structure will be inspected from a distance with the inherent limitations associated with limited access and often an impaired line-of-sight. Safety requirements prevent the inspector from traversing a ceiling cavity where safety elements are not available. This report is not a guarantee that defects and/or damage do not exist in inaccessible areas.

### WORK HEALTH & SAFETY ACT 2011

A non-residential building and the common property of some group residential buildings will fall within the definition of a workplace for the purposes of the Work Health and Safety Act 2011, The owners of workplaces must ensure that:

- Premises are safe and without risk
- Plant and substances are used without risk
- Workers are trained in WHS, are aware of their obligations and do, in fact, act in a safe manner

A pre-purchase building inspection may identify some safety issues in the common area but it is not an audit conducted for that specific purpose. It is essential that every Owners' Corporation or Company consult an appropriately qualified specialist to ensure it meets its legislative obligations.

### SAFE WORKING TEMPERATURES FOR THE INSPECTOR

When the temperature of a workspace (for example a ceiling cavity) exceeds the level considered to be safe according to WHS guidelines, the inspector will complete a risk assessment and the inspection will be limited accordingly. In the event that the inspector determines that the temperature exceeds safe working limits, generally, the inspection will be limited to the area immediately adjacent to the access for inspection.

## PROPERTY REPORT

This report does not and cannot make comment upon: defects which may have been concealed; the assessment or detection of defects (including rising damp or leaks) which may be subject to the prevailing weather conditions; whether or not services have been used for some time prior to the inspection and whether this will affect the detection of leaks or other defects; the presence or absence of timber pests; gas fittings; environmental concerns; the proximity of the property to flight paths, railways, or busy traffic; noise levels; health and safety issues; heritage concerns; security concerns, fire protection; site drainage (apart from surface water drainage). The operation of swimming pools and spas; detection and identification of unapproved building work; detection and identification of illegal or inadequate plumbing or electrical work; durability of exposed finishes; neighbourhood problems; document analysis; any matters solely regulated by statute; any area or item that could not be inspected by the inspector. Unless otherwise specified, no examination has been made of any documentation of any type. We have not referred to statutory authority records nor have we examined any survey or water and sewerage service diagram, or any other document prepared by any statutory authority or other party. Stock images in the report are for presentation purposes only and are not images of the subject property.

**PURPOSE OF THE REPORT** - The purpose of this report is to identify major defects in the building, decks, pergolas, garages and other similar significant improvements insofar as a property inspector can reasonably identify those defects. Structures, not limited to but including, garden sheds, play equipment, garden trellis, swimming pools and spas are not inspected or included in this report. A Special Purpose Report may be commissioned for these types of improvements. This report contains numerous observations but is not intended to list every defect. Defects are common to all structures and generally are commensurate with the age of the construction and use. Ongoing maintenance, upgrading or replacement requirements, cosmetic works and minor defects or faults are subjective and have not been included.

**CONCEALED SURFACES** - The inspection did not include breaking apart, dismantling, removing or moving objects, including but not limited to foliage, mouldings, roof insulation or sisalation, floor or wall coverings, sidings, ceilings, floors, furnishings, equipment, appliances, or personal possessions. The inspector cannot see inside walls, between floors, inside skillion roofing, behind stored goods or any other areas that are concealed or obstructed. The inspector did not dig, gouge, force or perform any other invasive procedures. Visible timbers have not been destructively probed or hit. In an occupied property, furnishings or household items may be concealing defects. Some defects may only be visible once furniture and other items have been removed from a property or when alterations are carried out. Built-in cupboards are usually filled with personal items and clothing. Some exterior surfaces may be obscured due to overgrown vegetation. Therefore, we cannot comment on the condition of the surfaces obscured or concealed by these or other items.

**WATER PENETRATION & ROOF DRAINAGE** - Some water penetration problems and/or dampness within a building do not become apparent and may not be detected unless there has been recent heavy rain or prolonged periods of rain. If moisture has been identified by the inspector using electronic testing equipment, then it will be noted in the report. Roof drainage is not tested. Therefore, no guarantee is given or implied that the roof will remain weatherproof in all weather conditions. If there is reference in the report to water stains within the interior of the property this may be evidence that the roof and or drainage system has previously leaked. We recommend that you contact a suitably qualified roofing expert to discuss the probability of ongoing water leakages in the building. Particularly with respect to older properties and where the roof has a low pitch, engaging the services of qualified roof plumber to provide an expert opinion should be considered. The very best roof drainage systems can fail in extreme weather conditions sometimes impacted by conditions not related to the property under review. (Blocked or impaired stormwater drains for example).

**FIRE PROTECTION EQUIPMENT & ORDINANCE REQUIREMENTS** - These are not covered by this report and these matters should be checked with the statutory authority. Any fire protection equipment has not been tested, e.g. smoke detectors etc.

**HAZARDOUS MATERIALS & CONTAMINATION** - Our inspection and report does not cover any hazardous materials or prior use of the land and building or any chemicals applied to land and buildings, which may have caused contamination.

**RETAINING WALLS & STRUCTURAL COLUMNS** - We are not engineers. Comment in respect of large and/or structural retaining walls and columns are beyond the scope of this report. It is not possible to determine from a visual inspection whether a retaining wall or column has been built in accordance with sound engineering principles and, even if it has, whether it is or will remain sound. An engineer should be consulted in any case where there are large, or structural, retaining walls, columns or similar building elements.

**INTERNAL WALLS & CEILINGS** - Movement cracking in ceiling and wall linings are common to most structures particularly older developments. Mostly they are cosmetic and generally have no structural implications. Reparation is usually undertaken during routine maintenance. Undulations in ceiling linings are often associated with older structures and are a result of the deterioration of the adhesive used to fix plasterboard to the ceiling battens. Typically, this is a cosmetic defect, however, in some circumstances the plasterboard may require refixing to the battens.

**CRACKING/SETTLEMENT/MOVEMENT & STRUCTURAL INTEGRITY** - Where reference has been made in this report to cracking, settlement, movement or an opinion has been provided on structural integrity, it is important to note that we are not experts in this area and our advice is limited accordingly. If considered necessary, further advice should be obtained from a Structural Engineer before critical decisions are made. Any cracking reported should be monitored for further movement. If further movement is noted, a Structural Engineer should be consulted at the earliest opportunity. Cracking of masonry walls is very common in the ACT, particularly where there are volatile clay soils. There may be some superficial or hairline cracks that we consider have no structural implications which have not been identified.

**ELECTRICAL, GAS & OTHER SERVICE INSTALLATIONS** - We are not licensed electricians, gas fitters or mechanical engineers. This report does not cover any matters relating to electrical and gas installations or any apparatus operated by electronic, mechanical or hydraulic means. This report does not cover any matters relating to the operation of electrical or gas appliances. Any comments made in this regard are from a general observation only. You should satisfy yourself as to the operation and condition of any appliances or other installations. Any comments made in this regard are from general observation only. There has been no electrical, data, security or fire detection system testing or investigation.

**PLUMBING & DRAINAGE** - We are not licensed plumbers and a specialist inspection of the water service, plumbing and drainage system including roof drainage is excluded from this report. We recommend an inspection by a licensed plumber and drainer to identify any plumbing faults or drainage problems.

**TIMBER PESTS** - If this report does not include one, we strongly recommend that an independent inspection and report be obtained from an accredited Pest Inspector to determine whether the property is free from infestation (whether active or dormant).

**BOUNDARIES** - Unless otherwise stated, the inspector has not gained access to any neighbouring properties and is therefore unable to comment upon the external state of any boundary fences and walls. The common areas of unit developments are not inspected. Any comments made in relation to common areas are strictly observational.

**RURAL PROPERTY INSPECTION** - This inspection and report relates to the residential structure; rural improvements on the property are not inspected or reported on, any comments contained in this report relative to rural improvements are strictly observational.

**AREAS AND DIMENSIONS** - Whilst every care has been taken to accurately quantify dimensions referenced in this report, we accept no responsibility for inaccuracies as supplying this information exceeds the requirements of a standard building inspection as per Australian Standard 4349.1-2007. In many instances scale plans are not available and therefore the reader should not rely on this report when making critical decisions relating to dimensions.

**ELEVATED STRUCTURES** - Where reference has been made in this report to an elevated structure such as a deck balcony or veranda, it is important to note that we are not Structural Engineers and accordingly our advice is limited. Any opinion relating to structural integrity is relative to weight loadings typical of a normal household event. Prior to loading the structure beyond normal, which may occur at a larger gathering, we recommend that professional advice be obtained to determine that the structure will safely cope with the weight loading. Additionally, the structure should be regularly inspected to ensure that structural integrity is maintained.

**SPECIAL PURPOSE REPORTS** - This Property Report does not contain any assessment or opinion in relation to any item which is the subject of a Special Purpose Property Report, or any matter where the inspection or assessment of which is solely regulated by Statute. Special Purpose Property Reports include comment on the following: common property areas, environmental concerns such as sunlight, privacy, streetscape and views, proximity of property to flight paths, railways and busy traffic or other neighbourhood issues; noise levels; WHS issues including, but not limited to the presence of asbestos, lead or other hazardous materials; heritage concerns; security or fire protection systems; climate control or water heating systems; analysis of site drainage apart from surface water drainage; swimming pools and spas; detection and identification of illegal and unauthorised plumbing work; durability of exposed finishes.

## COMPLIANCE REPORT

The information within this report relies on the plans, survey reports, certificates of occupancy and other relevant documents supplied by the Environment & Planning Directorate (EPD), the appropriate local council or Directorate, the client or their agent. Our company or its employees are not responsible for any omissions or errors where incomplete, inaccurate or illegible information is supplied. It is the responsibility of the property owner to resolve any file discrepancies with the relevant authority. Documentation of any plumbing or electrical alterations is not included in the building file. If required, this documentation can be obtained by the title holder from the relevant utilities provider. If the subject property features a second driveway or verge crossing, Transport Canberra & City Services approval may be required. This information is not supplied in the building conveyancing file. If this report confirms that certification is 'pending' for an unapproved structure, it is important that you are aware that this process can take weeks and involve more than one agency including but not limited to the Environment & Planning Directorate, Icon & Transport Canberra & City Services. Whilst it is rare, in some instances throughout the approvals process an application may be rejected. The Compliance Report relies on documentation provided in the Building File. Residential Reports Inspectors are not Building Surveyors. Certifications included in the file are not cross referenced with the Building Code of Australia (BCA) applicable at the time of construction to confirm that the improvements are compliant with the BCA. This is the responsibility of the Building Surveyor prior to issuing a Certificate of Occupancy. No attempt is made in this inspection and reporting process to confirm that the existing improvements on the subject property are in strict accordance with approved plans. There may be variations in design, features and dimensions that conflict with each other. Additionally, there is no guarantee given that improvements are in accordance with the current Building Code of Australia. In most circumstances, there is no requirement to upgrade specifications to the current Building Code.

**SWIMMING POOLS & SPAS** - The ACT Government has introduced reforms to home swimming pool safety, with a focus on swimming pool safety barriers. The reforms commence on 1 May 2024, with a four-year transition period. The scheme imposes requirements for information about the safety standard of a regulated swimming pool to be disclosed on the sale of a property. Owners must provide prescribed information including: exemption certificate, compliance certificate, swimming pool disclosure statement, certificate of occupancy for the pool and safety barriers that is not older than 5 years and 'Pool Owners Guidance Material' which outlines the obligations on owners of premises on which a regulated swimming pool is located. If this information is not provided in this report, you must request a copy. For more information on the reforms visit the ACT Government's Planning website.

## TIMBER PEST REPORT

This report is the result of a VISUAL INSPECTION ONLY. Inspection of the property and this report has been completed with reference to AUSTRALIAN STANDARD AS 4349.3 - 2010 Inspection of buildings Part 3: Timber Pest Inspections. In all instances throughout this report the inspector is referring to accessible areas only. Areas that were not accessible at the time of inspection or were concealed from view are not covered by this report. The inspector does not imply that inaccessible or partly inaccessible areas of the property were not, or have not been, infested by Timber Pests. This Report is not a guarantee that an infestation or future infestation and/or damage does not exist in any inaccessible or partly inaccessible areas of the property. This inspection DID NOT include breaking, removing or moving objects, floor and wall coverings, roof insulation, foliage, furniture, appliances stored goods and personal possessions - these all limit the scope of inspection. The inspector does not have access to the inside of walls, between flooring, inside eaves and skillion roofing. This Report is confined to reporting infestation and/or damage caused by white ants (subterranean and damp wood termites), borers of seasoned timber and timber pests (wood decay fungi), present on the date of the Inspection. The Inspection did not cover any other pests and this Report does not comment on them. Dry wood termites and European House Borer (*Hylotrupes bujulus* Linnaeus) are excluded from the inspection due to the extreme difficulty in locating the small colonies. Some species of termite and house borers, if discovered, will be reported (by law) to Government Authorities.

**TERMITE RECOMMENDATIONS** - Where evidence of termite activity or workings was found in any structure then the risk to buildings is very high and the risk of further attack is also high. A treatment to eradicate the termites and to protect the building(s) should be carried out. If live termites or any evidence of termite workings or damage was reported within the building(s) or in the ground and fences then it must be assumed that there may be concealed termite activity and/or timber damage. This concealed activity or damage may only be found when alterations are carried out such as when wall linings, cladding or insulation are removed or if you arrange for an invasive inspection. We claim no expertise in engineering or building. We strongly recommend that you have a qualified person such as a Builder, Engineer, Architect or other qualified expert in the building trade determine the full extent of the damage, if any. This may require an invasive inspection. We take no responsibility for the repair of any damage whether disclosed by this report or not.



Where visual evidence of termite workings and/or damage is reported but no live termites were present at the time of inspection, you must realise that it is possible that termites are still active in the immediate vicinity and the termites may continue to cause further damage. It is not possible, without benefit of further investigation and a number of inspections over a period of time, to ascertain whether any infestation is active or inactive. Active termites may simply have not been present at the time of inspection due to a prior disturbance, climatic conditions, or they may have been utilising an alternative feeding source. Continued, regular, inspections are essential. Unless written evidence of a termite protection program in accord with "Australian Standard 3660" with ongoing inspections is provided, you must arrange for a treatment in accord with the standard to be carried out immediately to reduce the risk of further attack.

Where the evidence of live termite or termite damage or termite workings (mudding) was found in the building (s) then the risk of a further attack is very high. Where evidence of live termites or termite damage or termite workings was found in the grounds but not in the buildings then the risk to buildings is very high.

If evidence of drill holes in concrete or brickwork or other signs of a possible previous treatment is reported then the treatment was most likely carried out because of an active termite attack. Extensive structural damage may exist in concealed areas. You should have an invasive inspection carried out and have a builder determine the full extent of any damage and the estimated cost of repairs as the damage may only be found when wall linings etc are removed. Normally if a termite treatment has been carried out then a durable notice should be located in the meter box indicating the type of termite shield system, treated zone or combination has been installed.

**BORER RECOMMENDATIONS** - Borer activity is usually determined by the presence of exit holes and/or frass. Since a delay exists between the time of initial infestation and the appearance of these signs, it is possible that some borer activity may exist that is not discernible at the time of inspection. If borers are identified replacement of all susceptible timbers is always preferred since, in the event of selling the property in the future it is probable that an inspector will report the borers as active. A chemical treatment to control and/or protect against Furniture beetle and/or Queensland pine beetle can be considered as a less effective, lower cost option. Before considering this option You should consult with a builder to determine if the timbers are structurally sound. Following the initial treatment, a further inspection is essential in twelve months' time to determine if further treatment is needed. Treatments over a number of consecutive years may be required. The *Lyctus brunneus* (powder post beetle) is not considered a significant pest of timber. Damage is confined to the sapwood so treatment or timber replacement is not usually required. However, you should have a building expert investigate if any timber replacement is required. *Anobium punctatum* (furniture beetle) and *Calymmaderus incisus* (Queensland pine beetle) must always be considered active, unless proof of treatment is provided, because, unless the timber is ground up, one cannot determine conclusively if activity has ceased. Total timber replacement of all susceptible timbers is recommended. A secondary choice is treatment. However, the evidence and damage will remain, and the treatment may need to be carried out each year for up to three years.

**HIGH MOISTURE READINGS, DRAINAGE & VENTILATION** - High moisture readings can be caused by any one of the following: poor ventilation, ineffective drainage, leaking pipes, leaking roofs, defective flashing or by concealed termite activity. The areas of high moisture should be investigated by way of an invasive inspection. High moisture levels also increase the likelihood of termite attack and may also be conducive to borer activity and wood decay. If high moisture was reported then you must have a building expert investigate the moisture and its cause and determine the full extent of damage and the estimated cost of repairs.

If drainage is considered inadequate, a plumber or other building expert should be consulted, and remedial measures should be taken. Ventilation of the sub-floor region is important in minimising the opportunity for subterranean termites to establish themselves. Consideration should be given to installing high air flow vents and/or improve the cross flow of air within the subfloor to produce ventilation equivalent to 8400 sq mm net ventilation area per lineal metre on external and internal walls.

**INFILL AND CONCRETE SLABS** - Any building or part of a building that is constructed on a concrete slab is always more susceptible to termite attack because of possible concealed termite entry. A very high proportion of termite attacks are over the edge of both infill and other concrete slab types. If the edge of the slab is concealed by concrete paths, patios, pavers, garden beds, lawns, foliage, etc then it is possible for termites to conceal their entry into the property. Termites can then cause extensive damage to concealed framing timbers. Even the most experienced inspector may be unable to detect their presence due to concealment by wall linings. Only when the termites attack timbers in the roof void, which may in turn be concealed by insulation, can their presence be detected. Infill slab type construction has an even higher risk of concealed termite ingress as the slab edge is concealed due to the construction design and is not exposed. The type of slab may only be determined by assessment of the construction plans by a qualified person such as a Builder, Certifier or Architect. Construction Plans may be obtainable by your conveyancer. Termite activity and or damage may be present in concealed timbers of the building. We strongly recommend frequent regular inspections

in accordance with AS 3660.2. Where the slab edge is not fully exposed, or the slab is an infill slab or the slab type cannot be determined then we strongly recommend inspections every 3 to 6 months in accordance with AS 3660.2. Infill slab: A slab on the ground cast between walls. Other slabs should be in accordance with AS 2870 - 1996 and AS 3660.1-2000.

**TIMBER (FUNGAL) DECAY** - We claim no expertise in building and if any evidence of fungal decay or damage is reported you should consult a building expert to determine the full extent of damage and the estimated cost of repairs or timber replacement.

**DETERMINING EXTENT OF DAMAGE** - This Report is NOT a structural damage report. You agree that we are not responsible or liable for the repair of any damage, whether disclosed by our report or not. Our inspectors are not necessarily specialised builders and any inexpert opinion provided with respect to timber damage cannot be relied upon. The Report will not state the full extent of any timber pest damage; rather, we may provide comment on the damage for your information. If evidence of Timber Pest activity and/or damage is reported in the structure(s) or the grounds of the property, then you must assume that there may be further concealed structural damage within the building(s). This concealed damage may only be found when invasive procedures are applied to reveal previously concealed timbers. In the case of Timber Pest activity and/or damage WE STRONGLY RECOMMEND an invasive Timber Pest Inspection is undertaken and a qualified person such as a Builder, Structural Engineer, or Architect be engaged to carry out a structural inspection to determine the full extent of the damage and repairs that may be required.

**MOULD** - Mould (also referred to as Mildew and non-wood decay fungi) is not considered a Timber Pest. This report does not extensively cover the inspection of Mould. If evidence of mould was observed during the inspection, it may be noted for your information. If you are concerned as to the possible health risk resulting from the presence of mould, then you should seek advice from your local State or Commonwealth Government Health Department expert.

## IMPORTANT INFORMATION

This Report reflects the condition of the property existing at the time of the inspection date and may not reflect the current state. Timber Pests, particularly termites, may have gained entry to the property since the inspection date. Termites can, in a relatively short period, cause significant damage to both structural and non-structural timbers within and around the buildings of the property. Termites are difficult to detect and much of the damage caused may not be readily visible, if damage exists, it may be costly to repair. If the Report indicated the presence of termites, termite damage, previous activity or treatments, or recommends a treatment, you should obtain copies of the treatment proposal, any certificates of treatments carried out, details of all repairs including copies of quotations, invoices and any other reports. It is strongly recommended that you arrange for an inspection in accordance with AS 4349.3 to verify that the treatment has been successful and carried out in accordance with AS 3660.2 and arrange for a further building inspection in accordance with AS 4349.1. The person carrying out the inspection and this company will have no liability to you for any damage or loss you may suffer as a result of your entering the contract to purchase the property or in connection with completing the purchase of the property as a result of your failure to heed the advice given in this report and may use such failure in defence of any claim that you may later make against any of them.

Where a property is furnished at the time of inspection, you will appreciate that the furnishings, floor coverings and stored goods may be concealing any evidence of Timber Pest Activity which may only be revealed when the items are moved. Where fences are obscured by foliage, overgrowth or structures, evidence of timber pest activity or damage may be concealed. Poor subfloor drainage increases the likelihood of termite attack. If the risk factor stated in this report is high, this is the opinion of the inspector and should encourage awareness that increased vigilance is warranted and that recommendations for the reduction of unfavourable conditions that increase the chances of termite activity must be strictly observed. It is strongly recommended that a comprehensive timber pest inspection by a qualified timber pest inspector is under-taken every 6-12 months (or more frequently if specified in the report). Regular inspections DO NOT prevent timber pest attack. Regular inspections increase the chance of the early detection of timber pest activity thereby limiting the structural damage that may occur. The overall degree of risk of Timber Pest Infestation cited in this report is a subjective assessment by the inspector at the time of the inspection, taking into account many factors which include, but are not limited to, location and proximity to bushland and trees and/or other timber structures, evidence of timber pest damage or activity close to the inspected structure or within the inspected structure, conducive conditions that raise the potential of timber pest attack, such as timbers in contact with soil, inaccessible areas, slab on ground construction, or other factors that, in the inspector's opinion, raise the risk of future timber pest attack.

A more thorough INVASIVE INSPECTION is available. Where any current visible evidence of Timber Pest activity is found it is strongly recommended that a more invasive inspection is performed. Trees and stumps on the property with a diameter in excess of 100mm have been visually inspected for evidence of termite activity to a height of 2m where access was possible and practical. It is very difficult, and generally impossible to locate termite nests since they are underground and evidence in trees is usually well concealed. We therefore strongly recommend that you arrange to have trees test drilled for evidence of termite nests.

## RESOURCE LIBRARY

Where reference is made to the Residential Reports Resource library, [you may access this content by clicking here.](#)

## QUICK FACTS

- Sellers of residential properties are required to provide an Energy Efficiency Rating (EER) to potential buyers. (This is known as mandatory energy efficiency disclosure.)
- The EER forms part of the Sale Contract and must be published in all advertising material.
- The EER rating system uses computer simulations to assess the potential thermal comfort of your home.
- The more stars, the less likely the occupants need cooling or heating to stay comfortable.
- The ACT Government has two systems in place for Energy Ratings:

One is for established homes  
(1st Generation Software)

One is for new homes  
(2nd Generation Software)

**Residential Reports (and all other companies preparing reports for the sale of a property on an existing Canberra home that has been previously occupied) are required to use 1st Generation Software.**

- The consumption of energy in the home for heating, cooling, hot water or lighting and other appliances IS NOT considered in the application of 1st generation software when calculating the EER rating.
- Many aspects of solar passive designs are also not able to be accounted for in 1st Generation Software.

## WHAT IS RATED?

The rating is dependent on:

- Layout of the home
- Construction of its roof, walls, windows and floor
- Wall, floor and ceiling insulations
- Orientation of windows and shading of the sun's path and local breezes
- Influence of the local climate

## WHY IS THERE A DISCREPANCY BETWEEN MY OLD EER AND MY NEW EER?

- Increasingly, in a number of circumstances particularly where new homes have been rated using 2nd generation software and are now being offered for sale where the rating must be conducted using 1st generation software, there can be a significant variation between the two ratings:

1st generation software rates to 6 stars

2nd generation software may rate up to 10 stars

- ACT Legislation currently PROHIBITS Inspectors from assuming insulation values which may have been the case previously. Documented proof or visual sighting is now required to verify the existence and rating of insulation.

Your Energy Rating is calculated using software approved by the ACT Government.

## Certificate of Currency

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<b>Policy Number</b>	BP20200022		
Item 1	<b>The Insured:</b>	Residential Reports Pty Ltd	
Item 2	<b>Address:</b>	35 Poynton Street HUGHES ACT 2605	
Item 3	<b>Professional Services covered by this policy:</b>	Pre Purchase Building Inspections (AS4349.1) Special Purpose Building Inspections Energy Rating Reports Urban Pest Management Termite Management including inspections - existing buildings and structures (AS3660.2) Timber Pest Inspections (AS4349.3)	
Item 4	<b>Description of the Policy:</b>	Professional Indemnity & Broadform Liability (CGU PIB 03-17)	
Item 5	<b>Period of Insurance:</b>	From 20/07/2025	To 4.00 pm on 20/07/2026
Item 6	<b>Particulars of Risk:</b>		
	<b><u>Civil Liability Professional Indemnity</u></b>		
	6.1 The Policy Limit is	\$5,000,000	which includes all policy sections
	6.2 The Policy Excess is	\$20,000	
	6.3 The Retroactive Date is	20/07/2020	
	<b><u>Public Liability</u></b>		
	6.4 Sum Insured	\$20,000,000	
	6.5 Excess	\$2,500	
	<b>Date and Place of Issue</b>	21/07/2025 Melbourne, Victoria	

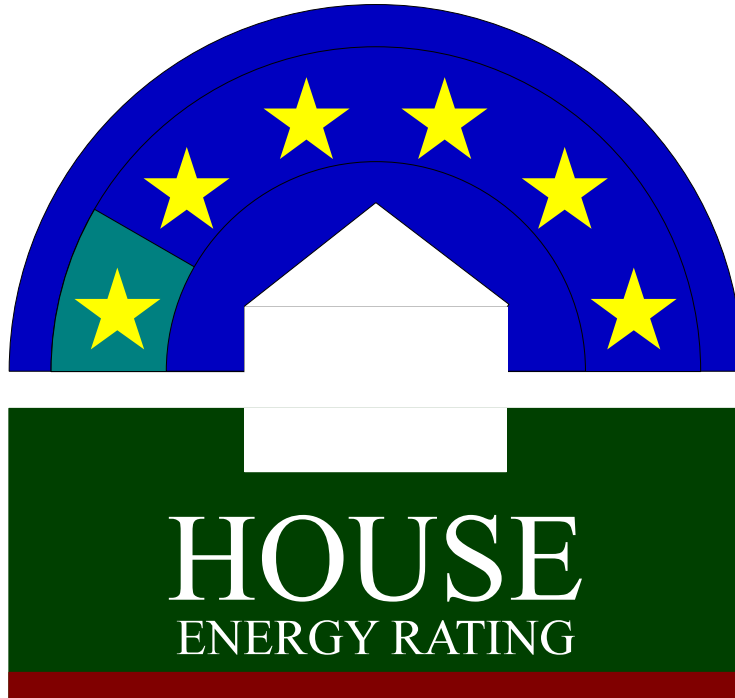
Signed for and on behalf of Insurance Australia Limited ABN 11 000 016 722



Najbi Bisso, Manager

This Certificate of Currency indicates policy cover effective as at the date of issue only

# FirstRate Report



**YOUR HOUSE ENERGY RATING IS:** ★  
in Climate: 24

**1 STARS**

**SCORE: -58 POINTS**

**Name:** Jason Kayne Cotter

**Ref No:** 46569

**House Title:** Block 3 Section 22

**Date:** 07-05-2026

**Address:** 7 Sadleir Place

Charnwood

2615

**Reference:** C:\REPORTS\...\SADLEIR PLACE CHARNWOOD 7

# IMPROVING YOUR RATING

The table below shows the current rating of your house and its potential for improvement.

	POOR			AVERAGE				GOOD			V. GOOD	
Star Rating	0 Star	★		★★	★★★	★★★★	★★★★★	★★★★★★	★★★★★★★	★★★★★★★★		
Point Score	-71	-70	-46	-45	-26	-25	-11	-10	4	5	16	17
<b>Current</b>	<b>-58</b>											
<b>Potential</b>	<b>31</b>											

Incorporating these design options will add the additional points required to achieve the potential rating shown in the table. Each point represents about a 1% change in energy efficiency. This list is only a guide to the range of options that could be used.

## Design options

## Additional points

Change ceiling insulation	R 4	2
Change added wall insulation	R 2.5	55
Change added floor insulation	R 2.5	12
Change glass to Double Glazing	100 %	6
Change curtain to	Heavy Drapes & Pelmet	14

FirstRate Mode
Climate: 24

**RATING SUMMARY for: Block 3 Section 22, 7 Sadleir Place, Charnwood**

Assessor's Name: Lindsay Collison

Feature	Points					
	Winter	Summer	Total			
<b>CEILING</b>	<b>3</b>	<b>1</b>	<b>4</b>			
Surface Area: 0    Insulation: 4						
<b>WALL</b>	<b>-54</b>	<b>0</b>	<b>-54</b>			
Surface Area: -32    Insulation: -23    Mass: 0						
<b>FLOOR</b>	<b>-3</b>	<b>0</b>	<b>-4</b>			
Surface Area: 0    Insulation: -4    Mass: 0						
<b>AIR LEAKAGE (Percentage of score shown for each element)</b>	<b>4</b>	<b>0</b>	<b>4</b>			
Fire Place 0 %    Vented Skylights 0 %						
Fixed Vents 0 %    Windows 29 %						
Exhaust Fans 9 %    Doors 50 %						
Down Lights 0 %    Gaps (around frames) 11 %						
<b>DESIGN FEATURES</b>	<b>0</b>	<b>1</b>	<b>1</b>			
Cross Ventilation 1						
<b>ROOF GLAZING</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Winter Gain 0    Winter Loss 0						
<b>WINDOWS</b>	<b>-20</b>	<b>-8</b>	<b>-29</b>			
<b>Window Direction</b>	<b>Area</b>		<b>Point Scores</b>			
	<b>m2</b>	<b>%NCFA</b>	<b>Winter* Loss</b>	<b>Winter Gain</b>	<b>Summer Gain</b>	<b>Total</b>
<b>NNE</b>	8	10%	-21	13	-5	-14
<b>ESE</b>	1	1%	-1	0	0	-1
<b>SSW</b>	7	8%	-13	6	-2	-9
<b>WNW</b>	6	7%	-10	5	-1	-5
<b>Total</b>	21	26%	-44	24	-8	-29

\* Air movement over glazing can significantly increase winter heat losses. SEAV recommends heating/cooling duct outlets be positioned to avoid air movement across glass or use deflectors to direct air away from glass.

The contribution of heavyweight materials to the window score is -2 points

		Winter	Summer	Total
<b>RATING</b>	<b>★</b>	<b>-71</b>	<b>-8</b>	<b>-58*</b>
<b>SCORE</b>				

\* includes 20 points from Area Adjustment

## Detailed House Data

### House Details

ClientName Jason Kayne Cotter  
 HouseTitle Block 3 Section 22  
 StreetAddress 7 Sadleir Place  
 Suburb Charnwood  
 Postcode 2615  
 AssessorName Lindsay Collison  
 FileCreated 07-05-2026  
 Comments

### Climate Details

State  
 Town Canberra  
 Postcode 2600  
 Zone 24

### Floor Details

ID	Construction	Sub Floor	Upper	Shared	Foil	Carpet	Ins RValue	Area
1	Timber	Enclosed	No	No	No	Float Timb	R0.0	65.9m <sup>2</sup>
2	Timber	Enclosed	No	No	No	Carp	R0.0	27.2m <sup>2</sup>

### Wall Details

ID	Construction	Shared	Ins RValue	Length	Height
1	Brick Veneer	No	R0.0	45.5m	2.4m

### Ceiling Details

ID	Construction	Shared	Foil	Ins RValue	Area
1	Attic - Standard	No	Yes	R3.0	93.1m <sup>2</sup>

### Window Details

ID	Dir	Height	Width	Utility	Glass	Frame	Curtain	Blind	Fixed & Adj Eave	Fixed Eave	Head to Eave
1	NNE	1.4m	2.4m	No	SG	ALSTD	HD	No	0.0m	0.0m	0.0m
2	WNW	1.4m	0.7m	No	SG	ALSTD	HD	No	9.7m	9.7m	0.5m
3	NNE	2.1m	1.1m	No	SG	ALSTD	HD	No	2.2m	2.2m	0.4m
4	NNE	2.1m	1.1m	No	SG	ALSTD	HD	No	2.2m	2.2m	0.4m
5	SSW	2.1m	2.4m	No	DG	ALIMPR	HD	No	6.8m	0.8m	0.2m
6	WNW	2.1m	1.1m	No	DG	ALIMPR	HD	No	5.3m	0.8m	0.2m
7	WNW	2.1m	1.1m	No	DG	ALIMPR	HD	No	5.3m	0.8m	0.2m
8	SSW	1.4m	1.2m	No	SG	ALSTD	HB	No	0.0m	0.0m	0.0m
9	ESE	0.5m	0.8m	Yes	SGT	ALSTD	NC	No	0.8m	0.8m	0.1m
10	ESE	0.5m	1.5m	Yes	SGT	ALSTD	NC	No	0.8m	0.8m	0.1m

### Window Shading Details

ID	Dir	Height	Width	Obst Height	Obst Dist	Obst Width	Obst Offset	LShape Left Fin	LShape Left Off	LShape Right Fin	LShape Right Off
1	NNE	1.4m	2.4m	2.0m	2.4m	6.4m	0.0m	0.0m	0.0m	0.0m	0.0m
2	WNW	1.4m	0.7m	2.0m	2.4m	6.4m	0.0m	9.7m	0.0m	0.0m	0.0m
3	NNE	2.1m	1.1m	0.0m	0.0m	0.0m	0.0m	0.0m	0.0m	0.9m	2.3m
4	NNE	2.1m	1.1m	0.0m	0.0m	0.0m	0.0m	0.0m	0.0m	0.9m	7.2m
5	SSW	2.1m	2.4m	0.0m	0.0m	0.0m	0.0m	7.2m	2.2m	0.0m	0.0m
6	WNW	2.1m	1.1m	0.0m	0.0m	0.0m	0.0m	0.0m	0.0m	5.8m	1.4m
7	WNW	2.1m	1.1m	0.0m	0.0m	0.0m	0.0m	0.0m	0.0m	5.8m	4.0m

### Zoning Details

Is there Cross Flow Ventilation ? Good

## Air Leakage Details

Location	Suburban
Is there More than One Storey ?	No
Is the Entry open to the Living Area ?	Yes
Is the Entry Door Weather Stripped ?	Yes
Area of Heavyweight Mass	0m <sup>2</sup>
Area of Lightweight Mass	0m <sup>2</sup>

	<u>Sealed</u>	<u>UnSealed</u>
Chimneys	0	0
Vents	0	0
Fans	1	0
Downlights	0	0
Skylights	0	0
Utility Doors	0	3
External Doors	3	0

Unflued Gas Heaters	0
Percentage of Windows Sealed	98%
Windows - Average Gap	Small
External Doors - Average Gap	Small
Gaps & Cracks Sealed	Yes

## Rater Comments

### House Details

ClientName	Jason Kayne Cotter
HouseTitle	Block 3 Section 22
StreetAddress	7 Sadleir Place
Suburb	Charnwood
Postcode	2615
AssessorName	Lindsay Collison
FileCreated	07-05-2026

### Rater Comments

#### MEASUREMENTS USED IN THIS ASSESSMENT

The Energy Rating recorded in this assessment is determined by assessing many elements of the structure and interior treatments including window and floor coverings. The area of external walls and windows, ceiling and floors are part of the assessment.

Some measurements used in this assessment may be nominal. Every effort is made by the assessor to accurately calculate the dimensions of property. However, often accurate and comprehensive plans indicating all dimensions of an existing property, particularly following alterations and extensions are not always available. The reader of this report should not rely on the accuracy of any dimensions used when making critical decisions relating to those dimensions. The assessor will not accept any liability should any discrepancy be revealed.

#### DESIGN OPTIONS

The design option suggestions to improve this energy rating may be additional to elements already in place. For example, the option to install 'Heavy Drapes and Pelmet' will take into account windows that already have Heavy Drapes and Pelmet installed. Insulation recommendations will take into account existing insulation values.

Some recommendations for improvement will not be practical in all circumstances. For example, if the dwelling is built on a concrete slab, it will be possible to install floor insulation.

#### DOOR SEALS AND WEATHER STRIPS

A wooden framed door is only considered to be sealed when a draft extruding device is fitted to the bottom of the door AND sealing tape or felt is fitting to the timber frame around the door opening.

#### WINDOW GLAZING RATIOS

Glazing areas in one direction greater than 25% of the nett conditioned floor area will reduce the Energy Efficiency Rating.



## CONVEYANCING PART 2

No information is provided in respect of electrical, drainage or sewer matters and or to the location of overhead power lines or underground cables in relation to the building.

	<u>Yes</u>	<u>No</u>
1. (a) Is this a government or ex government house?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) If yes, is there a building file with approvals on it?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is there any record of incomplete building work on the building file? If yes - file copies attached	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Are there any records on the building file of current (within 5 years) housing Indemnity insurance policies for building work? If yes - file copies attached	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Are there any records on the building file showing building applications still being processed? (Current within 3 years) If yes - file copies attached	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Are there any records on the building file in relation to loose-fill asbestos insulation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>If available, copies of the following documents are provided:</b>		
• Certificate/s of Occupancy and Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Survey Certificates	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Unit Plan/Unit Entitlements (if property is unit titled)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Approved Building Plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Ex- government Building Plans*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>If requested:</b>		
• Drainage Plan(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### ASBESTOS

The ACT Government is not able to guarantee the accuracy of the information in this report.

You should make your own enquiries and obtain reports (from a licensed Asbestos Assessor) in relation to the presence of loose fill asbestos insulation (and other forms of asbestos) on the premises. For more information go to the Asbestos Awareness Website – [www.asbestos.act.gov.au](http://www.asbestos.act.gov.au)

**Please note:** Development Approval plans will not be included in this report (We do not receive Development Approval Plans unless they are part of a Building Approval in which case they become Building Approval Plans), if development approval was granted you can request copies of the Development Approval plans from [ACEPDcustomerservices@act.gov.au](mailto:ACEPDcustomerservices@act.gov.au).

**Please Note:** Building approvals that have been generated via eDevelopment will be issued with a project number prefixed by the letter B. Initial building approval documentation will be identified with project number B20XXXX only but will be referenced as B20XXXX/A on the Certificate of Occupancy and Use. Any amendments to the original approval will be issued with the project number and an alphanumeric digit. The first amendment will be identified as B20XXXX/B, the second amendment B20XXXX/C etc. Not all eDevelopment plans will be stamped with the plan number.

**\*Ex Government plans:** Plans are typical and not specific to each residence. There may be slight changes to the layout or window locations that were not required to be approved.

Search officer comments (if any?)		
Search officer initials: Tony	Cost of application: \$ 58.05	Date completed: 10/04/2026



76 04 39

LONG TERM HOUSING CONTRACT 15/72

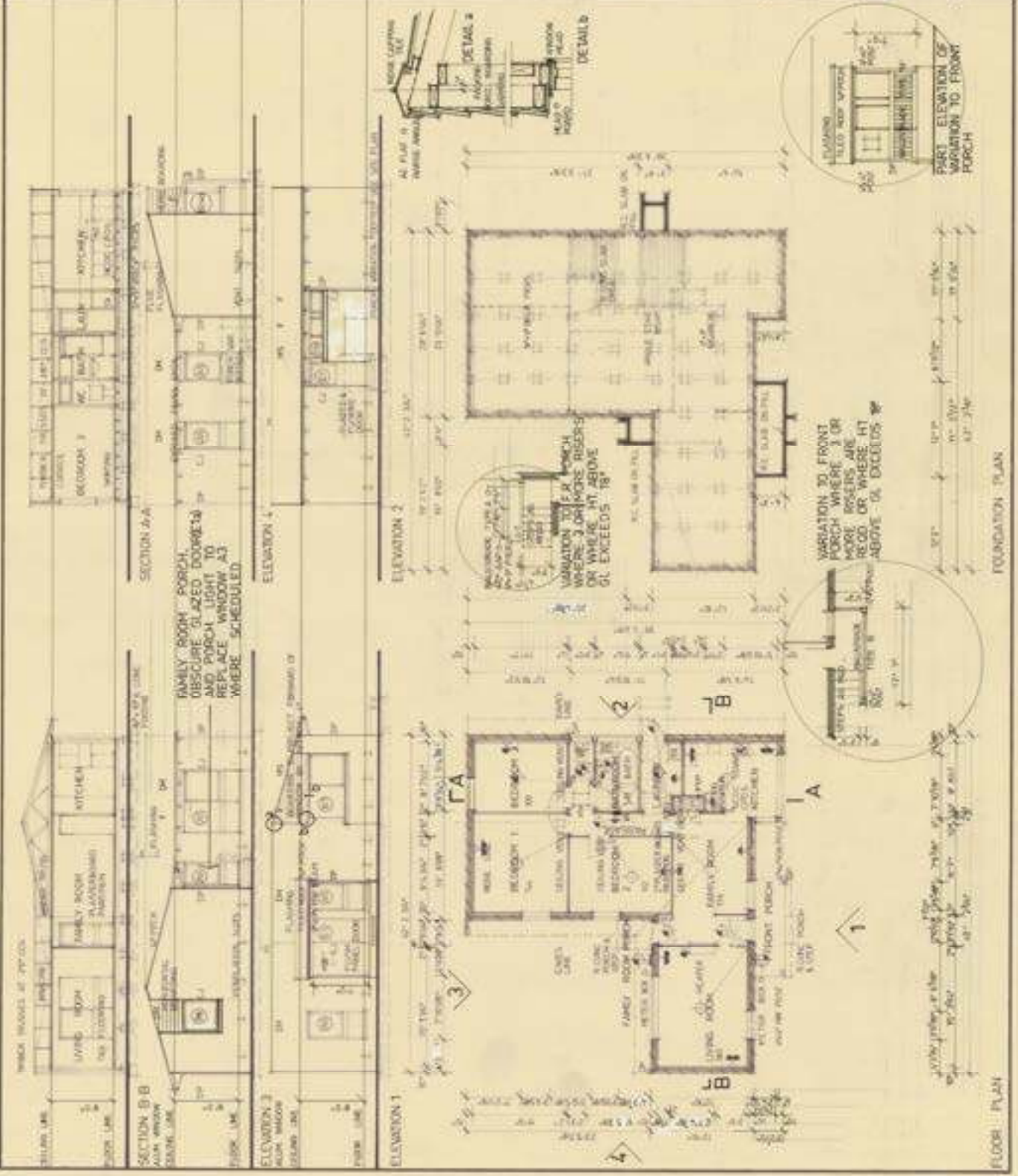
FOR THE NATIONAL CAPITAL DEVELOPMENT COMMISSION

CLARKSON, GOSWAMI & SONS ARCHITECTS  
110 EXHIBITION DRIVE, GAITHERSBURG, MD 20878

SCALE: 1/8" = 1'-0"

DATE: 7/20/72

PROJECT NO: 4B



76 04 39

LONG TERM HOUSING CONTRACT 15/72

FOR THE NATIONAL CAPITAL DEVELOPMENT COMMISSION

CLARKSON, GOSWAMI & SONS ARCHITECTS  
110 EXHIBITION DRIVE, GAITHERSBURG, MD 20878

SCALE: 1/8" = 1'-0"

DATE: 7/20/72

PROJECT NO: 4B



- REFERENCE
- B.T. Boundary Trap
  - G.T. Gully Trap
  - D.T. Disconnector Trap
  - G.D.T. Gully Disconnector Trap
  - G.I.T. Grease Interceptor Trap
  - S.V. Stop Valve
  - S.T. Silt Trap
  - C.I.P. Cast Iron Pipe
  - G.W.I.P. Galv Wrought Iron Pipe
  - S.P.D. Stoneware Pipe Drain
  - I.C. Inspection Chamber
  - E.V. Educt Vent
  - I.X. Inlet Vent
  - S.I.V.P. Soil Induct Vent Pipe
  - S.V.P. Soil Vent Pipe
  - V.P. Ventilating Pipe
  - T.I.T. Triple Interceptor Trap
  - 1. W.C.
  - 2. Bath.
  - 3. Basin
  - 4. Shower
  - 5. Sink
  - 6. Trough

NOTE: All work to be carried out in accordance with the Canberra Sewerage and Water Supply Regulations.

This plan shall be read together with architects working drawings. Boundaries shall be checked before setting out of trenches.

The Engineer shall advise the proprietor and depth of new lines from the proper authority.

Drains shall be laid on or supported on solid ground.

COMMONWEALTH OF AUSTRALIA

BLOCKS: 1 TO 11 INCL.

SECTION: 22

DISTRICT: CHARNWOOD

FOR THE NATIONAL CAPITAL DEVELOPMENT COMMISSION

GENERAL CONTRACTOR & WORK ENGINEERS  
 METROPOLITAN ENGINEERS 201 BRIDGE ST. CANBERRA

PLAN OF SANITARY DRAINAGE

SCALE 40 feet to 1 inch

SCALE 40' TO 1"

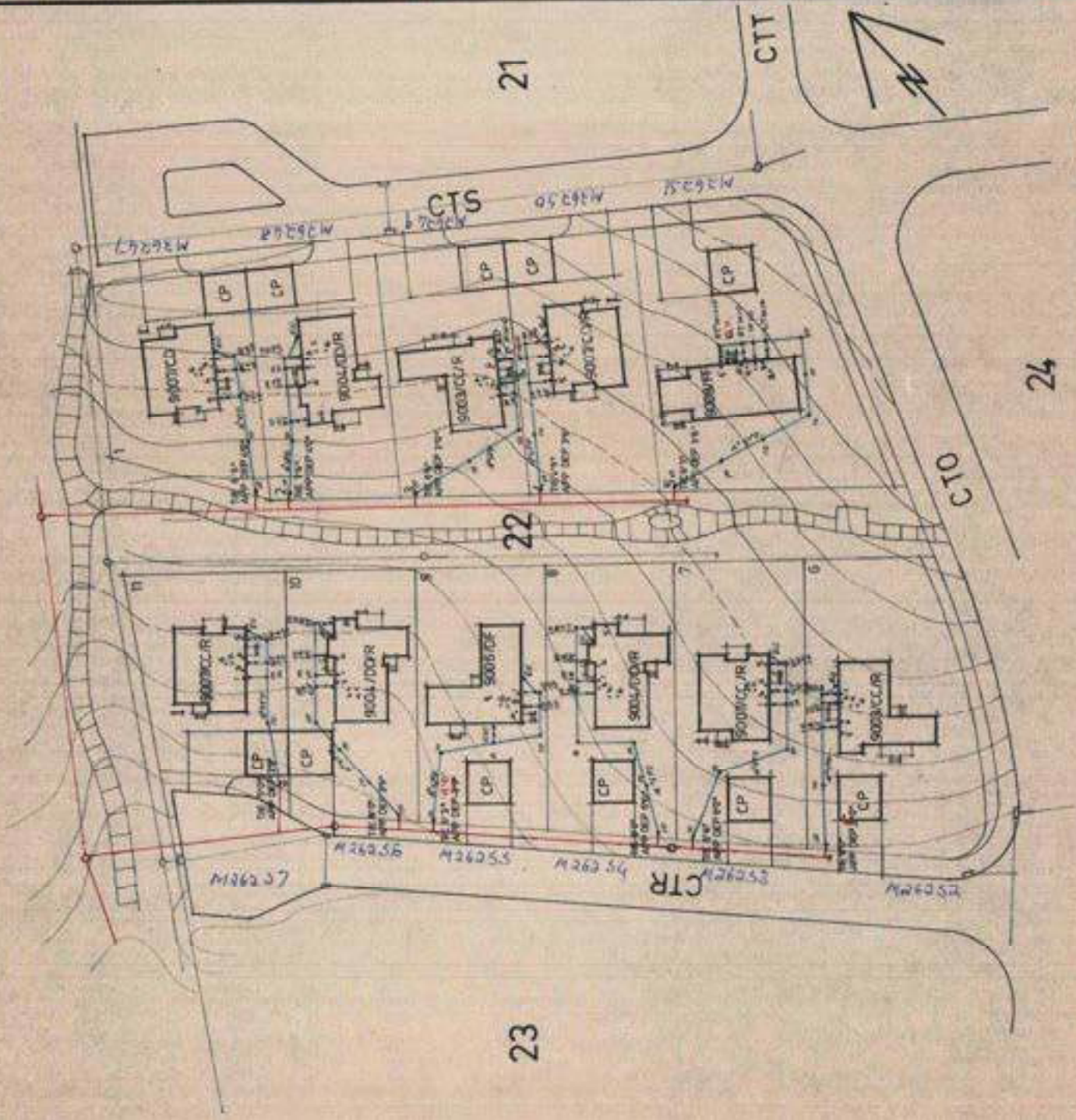
DRAWN: H.C.P.

CHECKED:

DATE: SEPT 1972

JOB NO. C71/5A

DWG. NO. 41



*W. J. Hall*  
 Sewerage Engineer, 19.10.1972

## PAYMENT PENDING

As per terms and conditions in the  
Residential Reports Client Guarantee



# Tax Invoice

### Inspection Number 46569

Please ensure this number is used when making payment

2 April 2026

Jason Kayne Cotter

**For the Property at:** 7 Sadleir Place Charnwood ACT 2615


NO PAY UPFRONT RAPID INSPECTIONS PACKAGE	
Access Canberra conveyancing fees (no GST)	181.00
Property Inspection and Report (package price)	520.00
Timber Pest Inspection and Report (package price)	490.00
Building Compliance Inspection and Report (package price)	475.45
First Rate Energy Efficiency Inspection & Report (complimentary)	0.00
Subtotal	1,666.45
Total GST	148.55
<b>TOTAL INC GST</b>	<b>\$1,815.00</b>

*Thank you for your business*

**We offer comprehensive Pest Management Solutions!**

**Call now to book your regular Pest Control Service**

**No Pay Package Conditions:** This invoice must be paid on settlement or within 180 days of the date of inspection, whichever comes first. We must be notified immediately if the property is not marketed within 3 months or is withdrawn from the market and the invoice must be settled within 14 days. Failure to adhere to these terms will result in associated legal and collection fees being applied to amount due.

PAYMENT OPTIONS	
	To avoid unallocated payments please use reference number: <b>46569</b>
Credit Card	Please call 6288 0402 to provide card details. Your account is not debited until the day reports are released. Providing these details as soon as possible will ensure there is no delay when reports are ready.
Direct Deposit	Account Name: Residential Reports BSB: 012-997 Account Number: 2269 05945 Reference: <b>46569</b> <b>IMPORTANT: PLEASE ensure this unique ID is used</b>



### A PERCENTAGE OF EVERY JOB IS DONATED TO OUR WITHOUT A ROOF PROGRAM

Every year we step into hundreds of homes, yet in our region there are still so many people living without acceptable, permanent or safe shelter. A percentage from each inspection we conduct is contributed to our in-house program 'Without a Roof' and periodically donated to make small changes to this big issue. To find out more visit [residentialreports.com.au](http://residentialreports.com.au)

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