



**595 Smollett Street, Albury NSW 2640**

**P: 02 6061 0111 F: 02 6041 4673 E: [mail@bdmleasing.com.au](mailto:mail@bdmleasing.com.au)**

**Business Hours: Monday to Friday 8.30am - 5:00pm and Saturdays 9.00am - 12.00pm**

Now that you have signed the Lease agreement and your Property Manager has explained all the necessary legal requirements, we now ask that you take a few minutes when you first unlock the door to ensure that everything is in order.

#### **PLUMBING LEAKS**

The most common problem in properties is water leaking from wet areas eg. bathrooms, laundries, kitchens into adjoining rooms. A regular check for water leaks is advisable. If the carpet/floor is wet, sponge and dry area thoroughly and check again after use. Advise our Agency if there is a problem.

#### **CONDITION REPORT**

Please conduct a thorough inspection of the property making sure that what is recorded is accurate, sign and return to our office within 7 DAYS OF THE TENANCY AGREEMENT COMMENCEMENT DATE as required by the Residential Tenancies Act.

#### **INSURANCE**

We advise ALL TENANTS to insure their own contents as they are NOT covered under the Landlord's policies.

#### **POOL FENCING**

Please ensure that the automatic locking device on your pool gate is functioning and that no objects are close to the fence where children can climb onto them and gain direct access to the pool area.

#### **SMOKE ALARM**

Your smoke alarm has been checked prior to the commencement of your tenancy. We now ask that you maintain the efficiency of this device. If at any time you find it is not operational, please contact our office and we will arrange for it to be repaired. Do not dispose of or tamper with to cease its effectiveness. Please keep a spare battery on hand.

#### **SECURITY**

Check that all screens are secure and all windows and doors lock securely. To ensure the safety of all who occupy the property, particularly small children, we ask that you refrain from putting large items near windows where small children can climb and gain access to verandas and balconies.

#### **WATER**

Water consumption charges can be expensive, we ask that you report to us immediately any leaking taps, toilets, ceiling and gutter overflows during rain periods.

#### **MOVING OUT**

Fourteen (14) days notice in writing is required if you intend to vacate on the Tenancy Agreement expiry date or twenty-one (21) days notice if you are on a Periodic Agreement. The prescribed form is provided for you to complete.

***WE TAKE THIS OPPORTUNITY TO SINCERELY THANK YOU FOR CHOOSING BDM LEASING AND WE  
LOOK FORWARD TO ESTABLISHING A LONG AND HAPPY RELATIONSHIP WITH YOU.  
PLEASE REMEMBER IF YOU NEED US, WE ARE ONLY A PHONE CALL AWAY.***

# PROCEDURE FOR URGENT REPAIRS

**IN CASE OF A FIRE OR SERIOUS DAMAGE OR INJURY PLEASE CALL 000**

**Please call our office for all repairs during office hours**

**Monday to Friday 8.30am – 5.00pm and 9.00am - 12.00pm Saturdays**

## **AFTER HOURS EMERGENCY REPAIRS**

Emergency repairs include such situations as:

- Burst water service
- Gas leak
- Blocked or broken toilet
- Fault/damage likely to cause injury
- Serious roof leak
- Electrical shock/fault

## **WHAT TO DO WHEN YOU:-**

- (a) Have **no power** – first check to see if your neighbours have power. It may be that power is out in your area and will be restored shortly. It may also be a problem for Essential Energy or your power supplier, the number is in the Yellow Pages. Please proceed to speak with them first before you contact our electricians **Dee Cee Electrics - 6021 7799**
- (b) Have **no hot water** – Firstly, is it gas or electric? Do you have water and it is not hot or do you have no water at all? If no water, please contact our plumber **Tonkin Plumbing – 6040 1797** if you cannot get in contact with them, please use the Yellow Pages and get a plumber who is fully licensed to do the work and have them send the account to BDM Leasing. Please use the plumber if you have a gas hot water unit.  
If you have water and it is not hot and your unit is electric, please contact our electricians **Dee Cee Electrics - 6021 7799**. Again if you are unable to contact these contractors, please use the Yellow Pages and engage a fully licenced electrician to do the work.
- (c) Have a **serious water leak, sewerage problem** or no operational toilet. Please contact **Tonkin Plumbing – 6040 1797**.
- (d) Have a **broken window**. If you or a visitor has damaged the window you are fully responsible for the cost to have it repaired. If it has been damaged by persons unknown, a police report number must be issued to the agent when the office re opens. As the property must be secure, please contact our glazier and have the window/glass door repaired by **Albury Glass – 6021 5944**. Again, if unable to contact Albury Glass please use the Yellow Pages and engage a qualified, licensed glazier to repair.
- (e) Have had a **break and enter**. Please report it to the police immediately. They will issue you a police report number. You must provide us with a copy of this. To ensure the property is secure ie. damaged door locks, windows etc. engage our resident tradesman **Mobile Work Master - Graeme 0402008707**.
- (f) **Lock yourself out**. Please call a locksmith **Bee Burtons - 6040 9525** or another locksmith. Please understand this will be your cost, not the owners.

**PLEASE NOTE – WHEN GETTING URGENT REPAIRS DONE  
ONLY QUALIFIED LICENSED TRADESPEOPLE CAN BE USED**