



96301915

**PREMIER STRATA MANAGEMENT PTY LIMITED**

A.B.N. 60 056 277 215

3.

18 Kleins Road, Northmead 2152 - PO Box 3030, Parramatta 2124  
Phone (02) 9630 7500 Fax (02) 9630 1915 Email strata@tpg.com.au

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By-law 1: Noise. You must not make any noise at any time within your lot or on Common Property that is likely to disturb the peaceful enjoyment of another resident or anyone using common property.

By-law 2: Vehicles. You must not park or stand a motor vehicle on common property without the written permission of the owners corporation. This permission can be cancelled. Permission does not give you a permanent right over that part of the common property.

By-law 3: Obstruction of common property. You must not stop lawful use of common property by another person.

By-law 4: Damage to Gardens. You must not damage any lawn, garden, tree, shrub, plant or flower on common property. You must not use any part of the common property as your own garden.

By-law 5: Damage to common property. You must not damage any structure that is part of the common property unless you have the owners corporation's written permission. Owners are responsible for maintaining anything they have installed. This rule does not stop you from installing a locking or safety device or screens for protection against intruders or to prevent entry of animals or harm to children. They must be installed in a professional manner and be in keeping with the appearance of the rest of the building.

By-law 6: Behaviour of Residents. You must be adequately clothed when on the common property. You must not use language or behave in a way which might offend or embarrass others using common property.

By-law 7: Children Playing on Common Property in Building. You must make sure any child under your control does not play on dangerous common property areas or inside the building, unless an adult supervises and controls them. This does not stop Children from playing unsupervised on common property areas outside the building that are not dangerous (eg lawn)

By-law 8: Behaviour of Invitees. You must make sure that your visitors do not behave in a way which might disturb the peaceful enjoyment of another resident. This applies to behaviour in a lot and on common property.

By-law 9: Depositing Rubbish. You must not throw rubbish, dirt, dust or other materials on the common property that may interfere with the peaceful enjoyment of another resident.

By-law 10: Drying of Laundry Items. Unless you have the written permission of the owners corporation you must not hang washing, towelling, bedding, clothing or other articles on any part of the strata scheme (eg. on the balcony of your lot) so that it may be seen from outside the building. Clothing hung on the common property clothes lines must only be there for a reasonable time.



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By-law 11: Cleaning Windows. You must clean all glass in windows and doors on the boundary of your lot even though it may be common property.

By-law 12: Storage of Inflammable Liquids. You must get written permission from the owners corporation if you want to store any inflammable materials in your lot or on common property. But you may store these materials without permission if they are to be used for domestic purposes.

By-law 13: Moving Furniture. You must tell the owners corporation if you are going to move large objects or furniture through common property areas of the building. This allows an Executive Representative to be present during the move.

By-law 14: Floor Coverings. You must cover the floor of your lot or treat it to stop noise which may disturb another resident. This does not apply to the kitchen, laundry, lavatory or bathroom of a lot.

By-law 15: Garbage Disposal.

- (a) You must keep a clean, dry and covered garbage bin in your lot, or on the common property.
- (b) You must make sure that your garbage is securely wrapped and all containers are properly drained;
- (c) You must put your garbage out to be collected, in the area chosen by the owners corporation, no earlier than 12 hours before collection;
- (d) You must return your garbage bin to the proper place as soon as possible after collection;
- (e) You must never put any rubbish in another resident's garbage bin unless you have their permission.
- (f) You must make sure that any rubbish spilt from your garbage bin is removed.

By-law 16: Keeping of Animals. You must not keep an animal, unless you have the written permission of the owners corporation. But the owners corporation must not unreasonably refuse permission to keep an animal.

By-law 17: Appearance of Lot. Unless you have the written permission of the owners corporation, you must not keep anything within your lot that is not in keeping with the appearance of the rest of the building.

By-law 18: Noticeboard. An owners corporation must put up a noticeboard somewhere on the common property.

By-law 19: Notice of a change of lot usage: An occupier must give the owners corporation notice if the use of the lot changes and the insurance premium for the Scheme changes. Eg: Change to a hazardous activity using chemicals or change from residential use to Commercial or industrial use.



72  
4.

14<sup>th</sup> March 2005



Dear Sir / Madam,

RE: 

The Defence Housing Authority will be introducing a new Property Management System from July 2005. As part of that process we are updating the details of all of our lessors. Your assistance in completing the attached form and returning it via fax or reply paid envelope would be greatly appreciated.

Please complete the attached form and either fax to 02 4588 1060 or post in the reply paid envelope.

If you have any queries I can be contacted on 02 4588 1003.

Kind Regards,

Heidi Huber  
Project Officer – PMS  
Defence Housing Authority  
Ph: 02 4588 1003  
Fax: 02 4588 1060  
Email: heidi.huber@dha.gov.au

Rental Address:.....

*Please nominate a Prime Lessor for your lease and insert their details into Lessor 1.*

**LESSOR 1**

First Name:.....

Middle Initial:.....

Surname:.....

Mr, Mrs, Ms (please circle)

Work Phone Number.....

Home Phone Number.....

Mobile Phone Number.....

(please indicate with an X which number is the preferred method of communication)

*The new Property Management System will in time allow us to deliver your rental statements via Email, Fax or Post. Please indicate which method you would prefer to receive your statement by. Note that this facility may not be in place until after July 2005.*

Email, Fax, Post (please circle) Email:.....

*Please include the details of any additional lessors in the fields below.*

**LESSOR 2**

First Name:.....

Middle Initial:.....

Surname:.....

Mr, Mrs, Ms (please circle)

Work Phone Number.....

Home Phone Number.....

Mobile Phone Number.....

(please indicate with an X which number is the preferred method of communication)

**LESSOR 3**

First Name:.....

Middle Initial:.....

Surname:.....

Mr, Mrs, Ms (please circle)

Work Phone Number.....

Home Phone Number.....

Mobile Phone Number.....

(please indicate with an X which number is the preferred method of communication)



TRANSMITTED/STORED FILE MODE	5. JAN. 2005 11:04 OPTION	ADDRESS	RESULT	PAGE
5272 MEMORY TX		GSM FAMILY BUSINESS	OK	1/1

5.

REASON FOR ERROR  
E-1) HANG UP OR LINE FAIL  
E-3) NO ANSWER

E-2) BUSY  
E-4) NO FACSIMILE CONNECTION



# WORK ORDER

(RE-PRINT)

V-GLE005

GSM FAMILY BUSINESS HOLDING PT

PO BOX 293  
EMU PLAINS  
NSW 2750

Order No: 1307581  
Raised By: Kia Molyneux  
Charge Type: Planned Maintenance  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(4): [REDACTED]

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE SP,AR,EL,CA,LA,GD

## COMMENT:

Item No DAY-LA1 LANDSCAPING  
1 replace dead shrubs in rear yard (4) with gravillia ground  
cover shrubs LHS  
start 21/12/04 finish 24/12/04  
updated 5/1/05  
fill in two small holes in rear yard  
lock box is 24570  
complete by 14/1/05

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:

TRANSMITTED/STORED 2. DEC. 2004 13:02  
FILE MODE OPTION

ADDRESS

RESULT

PAGE

4716 MEMORY TX

GSM FAMILY BUSINESS

OK

2/2

6.

REASON FOR ERROR  
E-1) HANG UP OR LINE FAIL  
E-3) NO ANSWER

E-2) BUSY  
E-4) NO FACSIMILE CONNECTION

### CONTRACTORS WORKS PROGRAMME

DUE COMPLETION DATE: 4/1/05

PROPERTY CONSULTANT: Kia Molyneux  
PHONE : 0421 041 087

ADDRESS: [REDACTED]

LOCK BOX : 24570

TRADE	CONTRACTOR	START DATE	FINISH DATE	COMMENTS
Plumber	Belfor	21/12/04	24/12/4	
Appliance	Domestic automatics	21/12/04	24/12/04	
Electrician	Myjen	21/12/04	24/12/04	
Landscaper	GSM	21/12/04	24/12/04	
Garage Door	Belfor	21/12/04	24/12/04	
Carpenter	Peter Reid	21/12/04	24/12/04	
Cleaner	T&B Cleaning	29/12/04	31/12/04	

THE PROGRAMME ABOVE SHOWS FIRM DATES

SHOULD YOU FORSEE ANY PROBLEMS IN EXECUTING THE ORDERED WORK WITHIN THE TIME FRAME GIVEN, PLEASE CONTACT THE PROPERTY CONSULTANT AS SOON AS POSSIBLE?

PLEASE NOTE THAT ITC's (INSTRUCTION TO CONTRACTORS) WILL BE FAXED IF REQUIRED ONCE THE TECHNICAL OFFICER VISITS THE VACANT ON THE DAY AFTER THE TENANT VACATES, LISTING ANY

Att: Lia

7.

ORIGINAL COPY

**TAX INVOICE/STATEMENT**

O/NO

DATE 27-11-04

313222

TO Strata Plan No. 270363  
Attention: D.M.  
Tel: 02 9630 7500 Fax: 02 9630 1915  
P.O. Box 3030 PARRAMATTA NSW 2124  
A.B.N. 60 056 277 215  
Premier Strata Management Pty Ltd  
(Of Recipient)

FROM  
**JAMES GILL & SONS PTY LTD**  
Licensed Builder, License No. 37348  
A.C.N. 002 847 841 A.B.N. 27 002 847 841  
PO Box 418, ST MARYS, NSW 1790  
Mob: 0419 292 582 Fax: 02 9833 1517  
A.B.N. (Of Supplier)

QTY	DESCRIPTION	EACH	G.S.T.	TOTAL
	JOB: [REDACTED]			
	REPORT:			
	There's an approx. 16 meters of slipping stencil concrete, the only safe idea for the safety of tenants would be to install 16 meters of handrail in pipe and post construction. Pipe diameter approx. 40 mm, post is 60x50 of R4S. Approx cost \$1500 plus GST			
	Cost of Report (60.00)	60.00	6.00	66.00
	[REDACTED]			
	This will not resolve the issue it requires a non-slip coating to the surface of the driveway. Thanks Lia.			
	SUB TOTAL		66.00	66.00
	G.S.T.		6.00	72.00
	TOTAL INCLUSIVE OF G.S.T.		72.00	72.00



# LEASED PROPERTY INSPECTION REPORT

Inspection Date: 29 November 2004

8.



Address of Property: [REDACTED]		Lessor: [REDACTED]	
Inspected by: KIA MOLYNEUX	Lease: Lease 96	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Occupied by Defence Tenant
		<input type="checkbox"/> Occupied by Private Tenant	

CONDITION				COMMENTS	ACTION
	GOOD	ACCEPTABLE	WORK REQUIRED		
Bedroom 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bedroom 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	very small hole in flywire to window	noted only at this time
Bedroom 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bathroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	resecure 2 x towel rails to wall that are loose	work order raised
Toilet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Living Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dining Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Family Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rumpus Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kitchen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	water sprays from spout at sink, 2 igniters on cook top not working	work orders raised
Laundry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ext. Front	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	door chime working intermittently	work order raised
Ext. Rear	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Garage/Cpt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	service garage door not opening all the way up	work order raised
Shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Grounds Front	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Grounds Rear	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	railing on left hand side is loose and wiggles, approx 4 dead shrubs	work orders raised
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Common Area :** We are currently having discussions with the strata regarding a rectification to the driveway being slippery when wet.

**COMMENTS:** The property has been well maintained by the tenants





2 December 2004



Dear Sir/Madam,

Re: 

In accordance with the terms of your lease agreement with the Defence Housing Authority (DHA), I am writing to advise that a periodic inspection of the above property was undertaken on 29 November 2004. At the time of the inspection the property was occupied by a Defence Tenant. The current tenant will be vacating the property on 17/12/04, please advise if you would like to take this opportunity to inspect the property.

During the inspection we identified a few minor repairs, and have raised work orders for these repairs to be undertaken immediately.

DHA is keen to ensure that its lessor records are up to date and that new information such as changes to work phone numbers, mobile phone numbers and email addresses are recorded. I have therefore attached an 'Advice of Change of Details' form which we would like you to complete and return if your information has changed since you last advised us. If you have not already authorized DHA to arrange regular termite inspections on your behalf we also invite you to complete and return the termite inspection authorization on this form. You can either return this by fax on 02 4588 1060 or post to 14 McNamara Ave RAAF Base Richmond NSW 2755.

If you have queries about any items raised in this inspection report or would like to discuss the management of your property, please do not hesitate to contact me on 02 4588 1012 or by email on [kia.molyneux@dha.gov.au](mailto:kia.molyneux@dha.gov.au).

Yours sincerely



Kia Molyneux  
Property Consultant  
Richmond Regional Office

Encl.  
Advice of Change of Details  
Leased Property Inspection Report.

**Advise of Change of Details**

(Please complete relevant section details only)

Leased property address: .....

Lessor Name: .....

Home Address: .....

.....

Mailing Address: .....

.....

Telephone No. (w)..... (h) .....

(mobile) ..... (fax) .....

(e-mail) .....

**Bank Details:**

Account Name: .....

Organisation Name: .....

Branch: .....

Account Number: ..... BSB .....

**Insurance Details:**

**Building**

**Contents**

Company .....

Policy No.....

Due Date .....

Would you like DHA to pay Insurance on your behalf? Yes / No

If Yes, please advise your insurance company to send future accounts to DHA at:  
Accounts Payable, Defence Housing Authority, 26 Brisbane Ave Barton ACT 2600.

**Instructions for termite inspections:**

Do you wish regular termite inspections to be carried out: Yes / No

If Yes, would you like DHA to arrange a regular inspection for you and deduct this from your rent: Yes / No





29 September 2004

[Redacted]

Dear Sir/Madam

**RE: ANNUAL INSPECTION**

Defence Housing Authority is conducting annual inspections of all properties. The annual inspection is designed to ensure all properties are in a satisfactory condition, but is also an opportunity for you to meet with your DHA Representative to discuss any housing concern you may have.

It would be appreciated if you could contact our office to arrange a suitable time for this inspection to occur. Note that the times for the inspection are booked on a first in basis. It is therefore recommended that you contact us as soon as possible to arrange a time on 4588 1000 to arrange a suitable time for this inspection to occur. Inspections will be conducted between 8.30am and 4.30pm Monday to Thursday and 8.30am and 12.00pm Fridays.

The tenancy agreement (Section 7(I)) outlines your obligation to allow access for a Defence Housing Authority Representative to conduct such an inspection, given a reasonable amount of notice.

Thanking you for your cooperation.

Yours sincerely

[Redacted Signature]

Kia Molynieux  
Property Consultant  
Richmond



# WORK ORDER

(RE-PRINT)

V-TBC001

T & B CLEANING SERVICES PTY LT

53 THE NORTHERN ROAD  
LONDONDERRY  
NSW 2753

Order No: 1307588  
Raised By: Kia Molyneaux  
Charge Type: Tenant Charges  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(s): [REDACTED]

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE CL

## COMMENT:

Item No QUO-CL001 CLEANING - CARPET 130.00  
1 CARPET - ROOM ALL SIZES - Machine clean & deodorize  
carpet using an approved machine method as per  
AS/NZA 3733.  
No.  
to be completed 31/12/04

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:





# WORK ORDER

(RE-PRINT)

V-TBC001

T & B CLEANING SERVICES PTY LT

53 THE NORTHERN ROAD  
LONDONDERRY  
NSW 2753

Order No: 1307589  
Raised By: Kia Molyneaux  
Charge Type: Halcyon  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(s):

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE CL

## COMMENT:

Item No QUO-CL008 CLEANING

680.00

- 1 INTERNAL & EXTERNAL - ALL HOUSE SIZES -  
Standard clean as per specification.  
No.  
start 29/12/04 finish 30/12/04

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:



Defence Housing  
AUTHORITY

# WORK ORDER

(RE-PRINT)

V-REI001

REID P J & S D  
P J & S D REID  
31 RIVERSIDE DRIVE  
YARRAMUNDI  
NSW 2753

Order No: 1307576  
Raised By: Kia Molyneaux  
Charge Type: Ready House Standard  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(s):

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE CA

## COMMENT:

Item No DAY-CA1 CARPENTRY

- 1 inspect/repair railing to patio area at left hand side. Rail  
ing moves when leant on needs to be resecured  
Resecure towel rail to wall x 2 in main bathroom  
start 21/12/04 finish 24/12/04

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:





# WORK ORDER

(RE-PRINT)

V-BEL032

BELFOR AYLINE

PO BOX 319  
ERMINGTON  
NSW 1700

Order No: 1307578  
Raised By: Kia Molyneux  
Charge Type: Ready House Standard  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(s):

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE GD

## COMMENT:

Item No DAY-GD1 GARAGE DOOR RERPAIRS  
1 service/repair pannel lift garage door, does not open all the way  
start 21/12/04 finish 24/12/04

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:



# WORK ORDER

(RE-PRINT)

V-DOM001

DOMESTIC AUTOMATICS

37 CEDAR RIDGE ROAD  
KURRAJONG  
NSW 2758

Order No: 1307570  
Raised By: Kia Molyneaux  
Charge Type: Ready House Standard  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(s):

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE AR

## COMMENT:

Item No DAY-AR1 APPLIANCE REPAIRS

1 right front and rear left igniter not working on cooktop  
start 21/12/04 finish 24/12/04

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:



## WORK ORDER

(RE-PRINT)

V-BEL032

BELFOR AYLINE

PO BOX 319  
ERMINGTON  
NSW 1700

Order No: 1307566  
Raised By: Kia Molyneaux  
Charge Type: Ready House Standard  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(s): [REDACTED]

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE SP

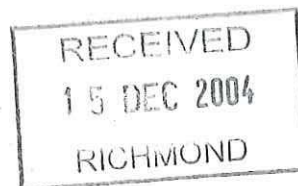
### COMMENT:

Item No DAY-SP1 SANITARY PLUMBING

- 1 repair spout at kitchen sink, when turned on water sprays  
all directions  
start 21/12/04 finish 24/12/04

TENANT SIGNATURE: \_\_\_\_\_

TIME IN:  
TIME OUT:  
DATE:



**Advise of Change of Details**  
(Please complete relevant section details only)

Leased property address: .....

Lessor Name: .....

Home Address: .....

Mailing Address: .....

Telephone No. (w) .....

(h) .....

(mobile) .....

(fax) .....

(e-mail) .....

**Bank Details:**

Account Name: .....

Organisation Name: .....

Branch: .....

Account Number: .....

BSB .....

**Insurance Details:**

Building

*No change*

Contents

Company .....

Policy No. ....

Due Date .....

*Aug 2005*

Would you like DHA to pay Insurance on your behalf?

☒ Yes / No

If Yes, please advise your insurance company to send future accounts to DHA at:  
Accounts Payable, Defence Housing Authority, 26 Brisbane Ave Barton ACT 2600.

*I will write and request this.*

**Instructions for termite inspections:**

Do you wish regular termite inspections to be carried out:

☒ Yes / No

If Yes, would you like DHA to arrange a regular inspection for you and deduct this from your rent:

☒ Yes / No





RECEIVED  
1 DEC 2004  
HAWAII

To Kia Molyneux

From

Fax

Re :







# WORK ORDER

(RE-PRINT)

V-ESS004

ESSENTIAL LOCKSMITHS

PO BOX 6010  
PARRAMATTA  
NSW 2150

Order No: 1320918  
Raised By: George Nastou  
Charge Type: Vacancy Management  
Date Raised: 20/12/2004  
Urgency: 7 DAYS  
Due By: 27/12/2004

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(s):

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE SP,AR,EL,CA,LA,GD

## COMMENT:

Item No DAY-LO1 LOCKSMITH  
1 CUT TWO PATIO BOLTS KEYS AND PLACE ON KEY TAG.  
COMMENCE-21/12/04-FINISH-24/12/04  
KIA MOLYNEUX PH:0421 041087

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:

**Defence Housing**  
AUTHORITY  
*the home of service*

Address of Property:				Unit No:	261194
Consultant:	Kia	Lock Box/Other:	24570		

Ownership (circle one): 17 DHA PRE 96 POST 96 ONBASE Property identified for (circle one): Retaining ☐ Handing back ☐

Confirmed Uplift Date: 12/1/04 C Reinspection Date (if required): ...../...../.....

Location Code	FLOOR COVERINGS	PAINT	STRUCTURE	Circle: Heating Cooling Dishwasher Microwave Dryer Washing Machine		Charge	Trade EL - Elect. PL - Plumber CA - Carpenter PA - Painter	Work Order Raised ✓
				Model / Make:				
					header exclosure bngadier			
				✓ if work required	COMMENTS			
X1					Water splashes from Spout	P	SP	✓
K1					RH Front igniter not working on cooktop as well as Arg Regs 1ca	P	AP	✓
E					Door Chime works intermittent	P	EL	✓
CA					LHS Railing moves - loose	P	CA	✓
CA					Replace Cronvillea grand cover Shrub approx 4 LHS	P	LA	✓
G5					Service Garage door, not always goes fully up when opened	P	CD	✓
B1								
B2								
B3					corner of Flywire hole			
S1								
B8					Resecure towel Rail towel x2	P	CA	✓
B5					Small gauge Rhs			
D1					<del>check patio door keyhole internal garage or at 2 keys</del>			

# PROPERTY INSPECTION REPORT



<b>GROUNDS &amp; GARDENS:</b> <i>well maintained - weeding Regd.</i>
<b>GENERAL COMMENTS:</b> <i>well maintained</i>
<b>ADVICE TO LESSOR:</b> <i>A/M.</i>
<b>ADVICE TO STRATA MANAGER:</b> <i>Driveway Slipping</i>

TRADE	CONTRACTOR DETAILS	SCHEDULED DATE	COMPLETED DATE

Turnaround Estimate (Circle A, B or C)		
A	=	5 working days
B	=	6-10 working days
C	=	10+ working days
Ready Date:     /     /		

Office Use Only:	Date of Inspection:	/ /	Orders Raised:	/ /	Call Reference:	
------------------	---------------------	-----	----------------	-----	-----------------	--

.....(Perforated).....

## Feedback to Tenant on Property Inspection

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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

Property Address: \_\_\_\_\_

General comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any potential charges identified? NO / YES (see Tenant Acknowledgement Form attached).

Comments: \_\_\_\_\_

\_\_\_\_\_

Reinspection Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Relocation Consultant Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_





# WORK ORDER

(RE-PRINT)

V-MYJ001

MYJEN ELECTRICS

4/51 YORK ROAD  
PENRITH  
NSW 2750

Order No: 1307573  
Raised By: Kia Molyneaux  
Charge Type: Ready House Standard  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

Tel No(s):

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE EL

## COMMENT:

Item No DAY-EL1 ELECTRICAL  
1 repair door bell, working intermittently  
start 21/12/04 finish 24/12/04

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:

# CONTRACTORS WORKS PROGRAMME

DUE COMPLETION DATE: 4/1/05

PROPERTY CONSULTANT: Kia Molyneux  
PHONE : 0421 041 087

ADDRESS: [REDACTED]

LOCK BOX : 24570

TRADE	CONTRACTOR	START DATE	FINISH DATE	COMMENTS
Plumber	Belfor	21/12/04	24/12/4	
Appliance	Domestic automatics	21/12/04	24/12/04	
Electrician	Myjen	21/12/04	24/12/04	
Landscaper	GSM	21/12/04	24/12/04	
Garage Door	Belfor	21/12/04	24/12/04	
Carpenter	Peter Reid	21/12/04	24/12/04	
Cleaner	T&B Cleaning	29/12/04	31/12/04	
Locksmith	essential	21/12/04	24/12/04	

THE PROGRAMME ABOVE SHOWS FIRM DATES

SHOULD YOU FORSEE ANY PROBLEMS IN EXECUTING THE ORDERED WORK WITHIN THE TIME FRAME GIVEN, PLEASE CONTACT THE PROPERTY CONSULTANT AS SOON AS POSSIBLE?

PLEASE NOTE THAT ITC's (INSTRUCTION TO CONTRACTORS) WILL BE FAXED IF REQUIRED ONCE THE TECHNICAL OFFICER VISITS THE VACANT ON THE DAY AFTER THE TENANT VACATES, LISTING ANY



22. 93  
FAXED  
05 JAN 2005

## WORK ORDER

(RE-PRINT)

V-GLE005

GSM FAMILY BUSINESS HOLDING PT

PO BOX 293

EMU PLAINS

NSW 2750

Order No: 1307581  
Raised By: Kia Molyneux  
Charge Type: Planned Maintenance  
Date Raised: 02/12/2004  
Urgency: 42 DAYS  
Due By: 13/01/2005

Int. Held: LEASC>1996 - 9YR  
Ref. No: 261194  
Patch: SA  
Maint.Area: SA37  
Officer: KIA MOLYNEUX

[REDACTED]  
Tel No(s): [REDACTED]

ACCESS ARRANGEMENTS: PROPERTY ON LOCK BOX, COMBINATION 24570

PROBLEM: PVI MAINTENANCE SP,AR,EL,CA,LA,GD

### COMMENT:

Item No DAY-LA1 LANDSCAPING

- 1 replace dead shrubs in rear yard (4) with gravillia ground cover shrubs LHS  
start 21/12/04 finish 24/12/04  
updated 5/1/05  
fill in two small holes in rear yard  
lock box is 24570  
complete by 14/1/05

TENANT SIGNATURE:

TIME IN:  
TIME OUT:  
DATE:



# DEFENCE HOUSING AUTHORITY

## HOUSING CONDITION REPORT



Address: ..... [REDACTED] .....

Name: .....

### Contact Details:

Phone Numbers: (H) ..... (W) ..... (M) .....

Email Address: (H) ..... (W) .....

### How to Complete:

Your house has been inspected for cleanliness and any urgent repairs have been scheduled.

You should now:

1. Complete and sign **CONDITION REPORT** (including personal details above)
2. Complete **MAINTENANCE REQUEST FORM**, if necessary.

The next step is:

1. If you require an inspection by a consultant, phone the HMC.
2. If you do not require an inspection-return the **GREEN** copies of the forms as instructed in the Welcome Kit.

**\*NOTE: bedrooms are numbered from entry going clockwise through home.**

**Example — Condition of property at occupancy**

	Condition		Comments
<b>Entrance/Hall</b>	<b>A</b>	<b>Tenant</b>	
Walls/Ceiling	Y	N	Cluster of nine hooks
Floor/Coverings	Y		Carpet stain near window
Door	Y		
Windows/Screens	Y		
Blinds/Drapes	Y		Stained in corners
Light Fittings/GPO's	N		Light fitting need new

Please indicate **Y** for Yes

**N** for No

Office Use Only

Entered: ...../...../20

## HOUSING CONDITION REPORT

\*NOTE: THIS IS A CONDITION REPORT ONLY. NO MAINTENANCE IS ACTIONED FROM THIS REPORT

Address of Property .....

A=ACCEPTABLE

ENTRANCE/HALL	A	Tenant	COMMENTS
Walls/Ceiling	Y		
Floor/Coverings	Y		Tiles
Doors	Y		
Windows/Screens	N		
Blinds/Drapes	N		
Light Fittings/GPO's	Y		1x GY Ster.
LOUNGE	A	Tenant	COMMENTS
Walls/Ceiling	Y		
Floor/Coverings	Y		Tiles
Doors	Y		SL Glass
Windows/Screens	N		
Blinds/Drapes	Y		1x Vertical
Light Fittings/GPO's	Y		3x Oyster, 2x DCRP, 1x TV Outlet, 1x Smoke alarm
Fan	N		
Heater/Air Con	N		
DINING ROOM	A	Tenant	COMMENTS
Walls/Ceiling	Y		
Floor/Coverings	Y		Tiles
Doors	Y		2x SL Glass Doors
Windows/Screens	N		
Blinds/Drapes	Y		2x Verticals
Light Fittings/GPO's	Y		1x Oyster, 2x DCRP, 1x Door Chime, 1
Fan	N		
Heater/Air Con	Y		everdure biggler N/A
FAMILY	A	Tenant	COMMENTS
Walls/Ceiling			
Floor/Coverings			
Doors			N/A
Windows/Screens			
Blinds/Drapes			
Light Fittings/GPO's			
Fan			
Heater/Air Con			
KITCHEN	A	Tenant	COMMENTS
Walls/Ceiling	Y		
Floor/Coverings	Y		Tiles
Doors	N		
Windows/Screens	Y		4x Screens
Blinds/Drapes	Y		3x Verticals
Light Fittings/GPO's	Y		1x Oyster, 1x phone point, 3x DCRP, 3x S&PO
Cupboards/Drawers	Y		
Sink & Taps	Y		1.5 SS Bowl
Benchtops/Tiling	Y		Granite
Oven/C-Top/Griller	Y		DOLCE SS <sup>electric</sup> N/A, DOLCE SS N/A 4 burner
Range Hood	Y		SS
Dishwasher	N		Cavity
Microwave	N		
RUMPUS	A	Tenant	COMMENTS
Walls/Ceiling			
Floor/Coverings			N/A
Doors			
Windows/Screens			
Blinds/Drapes			
Light Fittings/GPO's			
Heater/Fan			
STUDY	A	Tenant	COMMENTS
Walls/Ceiling			
Floor/Coverings			N/A
Doors			
Windows/Screens			
Fan/Air Con			
Blinds/Drapes			



Address of Property			
<b>PASSAGE/STAIRS</b>	A	Tenant	<b>COMMENTS</b>
Walls/Ceiling	Y		Scuffs Rms stairs.
Floor/Coverings	Y		Carpet minor stains on stair treads
Doors	Y		
Windows/Screens	N		
Blinds/Drapes	N		
Light Fitting/GPO's	Y		1x Smoke alarm, 2x Oyster, 1x Dado
Cupboards	Y		2x Single Door, 1x 3 Door linen
<b>LAUNDRY</b>	A	Tenant	<b>COMMENTS</b>
Walls/Ceiling	Y		
Floor/Coverings	Y		Tiles.
Doors	Y		1x external
Windows/Screens	Y		1x Screen
Blinds/Drapes	Y		1x vertical
Tubs	Y		1x SS
Cupboards	Y		1x Broom Single door
Dryer	N		Timber Bath 1x Dope, 1x Dope
<b>BATHROOM</b>	A	Tenant	<b>COMMENTS</b>
Walls/Ceiling	Y		
Floor/Coverings	Y		Tiles
Doors	Y		
Windows/Screens	Y		1x Screen
Light Fittings/GPO's	Y		1x Oyster, 1x Dado
Exhaust Fan/Tastic	Y		
Taps	Y		SS
Towel Rail	Y		1x 2 rails 1x 1 rail
Mirrors	Y		
Shower/screen	Y		
Bath	Y		
Vanity	Y		
Blinds	N		Toilet in Bathroom
<b>TOILET</b>	A	Tenant	<b>COMMENTS</b>
Walls/Ceiling	Y		marks on wall under window
Floor/Coverings	Y		Tiles
Doors	Y		
Windows/Screens	Y		1x Screen
Pedestal	Y		
Cistern	Y		
Toilet Paper Holder	Y		1x hand towel Ring, 1x Oyster, 1x Dado
<b>ELECTRICITY</b>	A	Tenant	<b>COMMENTS</b>
Walls/Ceiling	Y		
Floor/Coverings	Y		Tiles
Doors	Y		
Windows/Screens	Y		1x 3 Screen
Light Fittings/GPO's	Y		1x Oyster
Exhaust Fan/Tastic	Y		
Taps	Y		SS
Towel Rail	Y		1x Rail
Vanity/Mirrors	Y		
Toilet	Y		
Toilet Roll Holder	Y		
<b>BEDROOM 1</b>	A	Tenant	<b>COMMENTS</b>
Walls/Ceiling	Y		
Floor/Coverings	Y		carpet good
Doors	Y		
Windows/Screens	Y		2x Screens
Fan/Air Con	N		
Blinds/Drapes	Y		1x vertical
Light Fittings/GPO's	Y		1x Oyster, 3x Dado, 1x phone point, 1x TV outlet.
Robes	Y		3x SL Mirror Door BIR
<b>BEDROOM 2</b>	A	Tenant	<b>COMMENTS</b>
Walls/Ceiling	Y		
Floor/Coverings	Y		Carpet very minor staining throughout
Doors	Y		
Windows/Screens	Y		4x Screens.
Fan/Air Con	N		
Blinds/Drapes	Y		3x Verticals
Light Fittings/GPO's	Y		2x Dado 1x Oyster



Address of Property			
<b>BEDROOM 3</b>	A	Tenant	COMMENTS
Walls/Ceiling	Y		
Floor/Coverings	Y		
Doors	Y		
Windows/Screens	Y		1x Screen - Small tear Bottom RHS
Fan/Air Con	N		
Blinds/Drapes	Y		1x Vertical
Light Fittings/GPO's	Y		1x Oyster, 2x GCPD
Robes	Y		2x S/L mirror Door B/R
<b>BEDROOM 4</b>	A	Tenant	COMMENTS
Walls/Ceiling	Y		2x large Gauges on RHS wall
Floor/Coverings	Y		Carpet - Dark patch near window
Doors	Y		
Windows/Screens	Y		1x Screen
Fan/Air Con	N		
Blinds/Drapes	Y		1x vertical
Light Fittings/GPO's	Y		1x Oyster, 2x DAPD, 1x Phone Point
Robes	Y		2x Sliding mirror Doors B/R
<b>OTHER Bed 5</b>	A	Tenant	COMMENTS
Walls/Ceiling	Y		4 marks/chips on far wall, 1x Gauge RHS entry
Floor/Coverings	Y		carpet
Doors	Y		
Windows/Screens	Y		2x Screens
Fan/Air Con	N		
Blinds/Drapes	Y		2x verticals
Light Fittings/GPO's	Y		1x Oyster, 2x DAPD
Robes	Y		3x S/L mirror Door B/R
<b>EXTERIOR GROUNDS</b>	A	Tenant	COMMENTS
Shed	N		
Clothes Hoist	Y		
Paths/Driveway	Y		
Fences/Gates	Y		Gate RHS.
Garden/Lawns/Edges	Y		
External Lights	Y		3x oyster at rear 1x oyster at front
Letter-Box	Y		
Pergola	N		
TV Aerial	Y		
Hot Water System	Y		Rheem - N/A
<b>EXTRA</b>	A	Tenant	COMMENTS
P	Y		1x Kitchen, Bed 1 and Bed 4
Smoke Detectors	Y		1x in hall 1x in hall
Bins	Y		2 in Garage.
<b>GARAGE/CARPORT</b>	A	Tenant	COMMENTS
Walls/Ceiling	Y		
Floor	Y		Carriage markings
Doors	Y		1x panel lift Remote Control
Windows/Screens	N		
Blinds	N		
Remote Control	Y		3
Light Fittings/GPO's	Y		2x Fluoro, 1x GCPD, 1x DAPD
Bench/Shelving	N		

## GENERAL COMMENTS

Near new 5bed room Townhouse, Remote control garage  
Door. 1x N/C Heater. Tenant hand book placed in  
Welcome Kit.



**Defence Housing  
AUTHORITY**

**Receipt of Keys Form**

The following keys have been provided for this residence at

(Insert address)...



LOCK	ID NUMBER	NUMBER OF KEYS
Front Door	Silver	7 ✓
Front Deadlock	same as front door	1 ✓
Front Security Door	27116	14 ✓
Rear Door <small>Internal Garage</small>	Deadlock - same as front door Passage - Silver	3 ✓
Rear Security Door	same as front security door	
Sliding Doors	same as front security door	
Other Security Doors	same as front security door	
Window Locks	32339	33 ✓
Garage Roller Door	same as front door	2 ✓
Shed <small>External Laundry</small> Patio Bolts	LW4	2 ✓
Letter Box	60174	2 ✓
Remote	Steel line	3 ✓
Other (specify) <small>meter box</small>	E-1363	1 ✓

Recycled water tap fittings in top kitchen Draw

**DHA Representative**

.....  
Signature

Kia Molynaux  
Printed Name

20/12/04  
Date

**Incoming Tenant**

I acknowledge receipt of the listed keys on occupation of the above residence

.....  
Signature

.....  
Printed Name

19/01/05  
Date





9 March 2005



Dear

**RETURN OF CONDITION REPORT**

Defence Housing Authority has received notice that you have now occupied the above-mentioned property.

As mentioned in the information enclosed in the Welcome Pack at your property, you are required to forward to us the completed signed green copy of your Condition Report.

Could you please forward them to 14 McNamara Avenue, RAAF Base Richmond 2755. If you have returned these items previously, please contact our office on 4588 1000.

Thank you for your prompt attention to this matter.

Yours faithfully



Kia Molyneux  
Property Consultant  
Richmond Regional Office