



Newcastle Affordable Housing

TENANCY APPLICATION & LEASE AGREEMENT

Date In _____ Referred By _____

I AGREE EVICTION MEANS NO RENT REFUND ☐ YES

I AGREE TO BE RANDOM DRUG TESTED & BREATHALYSED ☐ YES

Surname _____ Given Names _____ Age _____

Date of Birth _____ Country of Birth _____ Mobile _____

Emergency Contact Details (must be completed)

Surname _____ First Name _____ Relationship _____

Mobile _____ Address _____

Income Source ☐ DSP ☐ JobSeeker ☐ Pensioner ☐ Youth Allowance
☐ Workers Comp. ☐ Employer Name _____

Next Benefit Payment Date ____ / ____ / ____

NDIS Provider _____

Parole Officer | End Date _____

Bail Condition/AVO _____

Medical Conditions _____

Current Medication & Plan _____

Notes: _____

I have read and understand the Tenancy Agreement. I agree to my leasing agreement and understand that this is a legal document and all information provided by me is honest and complete. I understand withholding information required by the lease document is grounds for this Tenancy Agreement to be terminated. I have read and understood the Tenancy Requirements. ☐ YES

Name _____ Signature _____ Date _____



Newcastle Affordable Housing

Co-Living For Men Only

REGISTRATION & TENANCY AGREEMENT

All Tenants must pass a Drug Test to move in, and stay Clean!

No Bond Required | No Medicinal Cannabis

Drugs and Alcohol is forbidden at all houses

No Pets

**ADAMSTOWN 67 Victoria Street
(Children can live with their father)**

**MAYFIELD 86 Waratah Street
(Under 35s)**

CARRINGTON 85 Bourke Street

8pm to 8am curfew for all tenants for the first 4 weeks

[Shift workers are exempt]

Cars are not permitted at any house unless working full-time hours

[Motorcycles are permitted]

Youth Allowance - \$200 per week

JobSeeker - \$240 per week

Age Pension, DSP and Workers up to \$850 per week - \$260 per week

Workers earning over \$850 per week - \$330 per week

The amounts are after tax – for example \$850 after tax

[Includes all utilities – Power, Gas, Water]

We are not NDIS registered, however clients and support workers can access houses

Why live with us?

1. **Affordable and Clean – professionally cleaned six days a week.**
2. **It is permanent living, you just need to live a good clean life. Most tenants have been with us for many years.**
3. **Drug Free and Alcohol Free.**
4. **Each house has a live in House Manager.**
5. **You will build the confidence to find work.**
6. **Safe and Secure with cameras throughout.**
7. **All rooms are furnished. (Television not included)**
8. **We find it important and ask you to present in a clean and tidy manner at all times.**
9. **You can be from 16 years to very old.**
10. **No Bond, just 2 weeks rent will get you started and into a house. Rent is payable on the day your benefit or wage is paid.**
11. **All houses are near public transport and shops.**

YOUR WELFARE

Our houses are an affordable, safe and clean place to live in a home-like environment where an individual can improve their way of life and find work.

The Landlord and Caretaker have a duty of care towards yourself and fellow residents. We have the right to contact family, case workers, welfare workers, mental health institutions, addiction institutions, police, parole board, Housing NSW.

The length of the tenancy is encouraged to be long term and be your home for as long as you want if you respect yourself, the house rules and your fellow residents.

No notice to vacate is required from the tenant.

Upon moving into the house a payment of 2 weeks rent is required – Housing NSW can assist.

All houses have a live in House Manager and all issues should be addressed to him. Aaron, the owner is available on 0411 248 934 should you prefer to contact him. Complaints to Aaron will be in confidence.

We take a ZERO tolerance approach to bad behaviour or breaking of rules. Our houses are all government registered, so before you read on, think clearly about living a good clean life with us.

NOTE: IF YOU ARE EVICTED, THERE IS NO RENT RETURNED.

SECURITY OF THE RESIDENCE

The buildings are to be kept secure at all times.

Please ensure the front gate is always locked. Never give the code or key to a non-resident, immediate eviction for anyone caught doing so. Never let anyone in – go and find the person the visitor is looking for.

Always allow access to Police, Fire and Ambulance personnel.

HOUSE REGULATIONS

1. ENTRY REQUIREMENT AND RENT

- a) Upon moving into the house a payment of 2 weeks rent eg JobSeeker \$350 must be paid. A Payment Plan can be arranged for those who don't comply with Housing NSW requirements.
- b) Housing NSW may pay two (2) weeks rent in advance to assist you to get settled until your next benefit payment. This is called RentStart Advance Rent (it is NOT a bond) this is rent to get you started. Rent must be paid by you on your next payment day.
- c) Rent must always be kept one (1) week in advance.
- d) Workers Rent must be paid by 5pm on the due day, if rent is not received you must vacate your room immediately, there are no exceptions.
- e) Rent monies must NEVER be paid to the House Manager. All manual rent payments must be banked directly into the given account and the receipt shown to the House Manager.
- f) THERE IS NO REFUND FOR ANYONE WHO GETS EVICTED DUE TO BAD BEHAVIOUR.
- g) For those moving on and requiring rent monies returned – you must text the bank details to Aaron, this process takes 48 hours (longer over weekends). Cash is never handed over.
- h) Replacement Room Key will be at a cost of \$10.
- i) One week rent is 7 days – e.g. if you stay 4 days that is considered to be a week and there will be no refund for the remaining 3 days.
- j) A rental ledger can be provided on request – a rental reference is only given after a 12 month stay.

2. VIOLENCE

- a) Violence or any form of aggression, (whether it be real, implied or threatened) toward the House Manager or any fellow resident, guest, mentor or volunteer will not be tolerated under any circumstances. Any resident displaying such behaviour will be asked to leave immediately.
- b) Arguing with ex-wives/partners/family in the street or screaming on the phone will see you evicted.
- c) Burnouts or driving under the influence/recklessly near the house – you will be asked to leave and reported.

3. WEAPONS / SHARPS / IMPLEMENTS

- a) If at any time a resident is in possession of an implement or weapon (such as knives, sharps, firearms, spear guns, imitation weapons etc.) police will be notified and called to collect such weapons. In this instance the resident will be asked to leave immediately.

4. ALCOHOL – NOT TO BE CONSUMED ON OR OFF THE PROPERTY AT ANY TIME

- a) Men who constantly stay out over night will be assumed to be drinking with others.
- b) We don't believe grown men have sleepovers at a friend's place.

5. DRUGS - ZERO TOLERANCE

- a) **All** medication must be proven with a script. Medication changes **must** be reported to the House Manager.
- b) **All** tenants must pass a drug test (urine test) to be able to reside at the house – the House Manager does the testing at each house. Failing for cannabis in some situations can still result in entry, however, weekly testing will be undertaken until cannabis is no longer present in your system, if it ever returns you will be evicted. The cost will be \$10
- c) All tenants will be randomly drug tested at NO cost – refusing is automatic eviction.

- d) Prescription Drugs are not to be sold, given, in possession of or taken by any person other than the person for whom they have been prescribed. Prescription drugs **MUST** be declared on the resident information form and changes to medication advised to the House Manager.
- e) If you are evicted you are not permitted to return to the house unless pre-arranged with express permission from the House Manager or Aaron.

6. COMPLIANCE WITH THE LAW

- a) The house will not continue to accommodate a resident once they have broken the house regulations or the law in any way.

7. CURFEW | ABSENCE | VISITORS

- a) There is no curfew for most residents (however some are at 8pm to 8am) however, all residents on Parole **MUST** reside at the house every night unless parole has given permission otherwise.
- b) All guests/visitors must vacate the building by 10pm.
- c) If a resident is to be absent from the house for the night he **MUST** inform the House Manager. This can be a simple text message. If an extended stay occurs you must also inform the House Manager.
- d) If you go away and do not let us know or go away and don't return on the day you said without contacting us or we ring/sms you and you don't answer, we will terminate your lease.

It is up to you to inform us you are alive and when you will return

- e) Tenants that continually have one or two days away (or more) will have their lease terminated after a period of 2 months – working away is exempt.
- f) Tenants that constantly come home after 10pm will have their behaviour questioned.

8. CHILDREN – Only at Adamstown House

- a) Children are permitted to stay or live with their fathers at any time and are welcome to stay as long as they wish. Please advise the House Manager.

9. PERSONAL BELONGINGS

- a) The house holds no responsibility for stolen goods.
- b) If a room has been abandoned or rent not paid a phone call and a text will be sent on the day. If you choose not to respond your belongings will be removed and dumped, no exceptions. They are your belongings and it is not our responsibility if you choose to ignore calls and not pay rent.
- c) Should a resident leave the house permanently all goods must be taken with them.
- d) No goods stored in house **EVER** – abandoned rooms will have belongings discarded immediately
- e) A tenant is **NOT** to store belongings of others if they have been evicted.
- f) No gym equipment is to be brought to the house.

10. YOUR ROOM – Make Your Bed & Open Your Window Every Day

- a) The House Manager and Aaron holds the right to enter any room at any time.
- b) Residents are asked to wash their sheets and mattress protector weekly and always make sure their bottom sheet covers their mattress – **the bed must be made.**
- c) Cooking and/or Eating meals in the room is prohibited.
- d) **Adamstown Only** - tin foods or food kept in sealed containers can be kept in rooms.
- e) Taping up a smoke alarm or smoking/vaping in your room leads to immediate eviction.
- f) Rooms are to be cleaned and vacuumed weekly.
- g) Furniture is not to be added to rooms without permission.

- h) Urinating in bottles in a room is cause for immediate eviction.
- i) Sugar and electrical appliances such as toasters, kettles, microwaves are not permitted in rooms.
- j) No hoarding/endless Temu Shopping. House Manager has the right to limit the amount of property in a room.
- k) Having your TV at the end of your bed is forbidden.
- l) **Please open your window daily.**
- m) Do not put hooks on the walls – any style.

11 SMOKING & VAPING – Only In Designated Area

- a) Smoking is not permitted anywhere in the building. Anyone caught smoking in the building, toilets or bedrooms will be asked to leave immediately.
- b) Sourcing “bumpers” at the house is forbidden and you will be asked to leave.
- c) “Bumpers” are not to be kept in your room.
- d) Men coming directly from prison will not be permitted to smoke.
- e) Smoking between midnight and 5am is forbidden.
- f) If you have serious health issues or return from hospital after having an operation that requires you to stop smoking and you smoke, we will not support you and you will have 2 weeks to vacate.

12. HEATING & COOLING – Oil Heaters Only

- a) No portable Air Conditioners. No fan or bar heaters. No Candles. No electric blankets. No Incense.

13. SHOWERING, PERSONAL HYGIENE & PRESENTATION

- a) Residents are required to shower every day - no exceptions.
- b) When leaving the house a shirt must be worn at all times.
- c) After 4 weeks residents with no change of clothes or underwear will be required to purchase some.
- d) Men who let their appearance go will be asked to get a haircut and/or have a shave.
- e) No rattails or mullets or long ponytails or dreadlocks.
- f) The hood of a hoodie is not to be worn in the house.
- g) Constantly wearing ear pods and/or sunglasses in common areas will be banned.

14. LENDING AND BORROWING MONEY

- a) Residents are NOT permitted to lend or borrow money from each other. Residents are also encouraged not to lend/borrow cigarettes.

15. KITCHEN

- a) When you have finished cooking all pots, pans, plates, stove tops, benches, etc. aka “everything” must be washed and not left for others - failure to do this is cause for eviction.
- b) All meals MUST be eaten in the designated dining area.
- c) Kitchen is closed for cooking at 10pm every night of the week – shift workers only exception.

16. BIKES – Helmets Must Be Worn Whilst Riding

- a) All bikes must go in the bike rack and not be left anywhere else – e.g. Room.
- b) Bikes that are not used or have not been repaired will be thrown out after 8 weeks.
- c) **Bikes batteries must not be charged in rooms – outside only!**

17. LAUNDRY – please wash bedding weekly

- a) Clothes left on the clothesline for longer than three (3) days will be discarded without notice.

- b) Clothes are not to be hung to dry in rooms.

18. RUBBISH – is to removed from your room

- a) Separate all rubbish into bins provided – eg General Waste, Recycling, 10c Return, etc.
- b) 10c Return bottles are not to be stored in your room.

19. WOMEN / PARTNERS / GIRLFRIENDS / MATES

- a) Are allowed to visit but must leave by 10pm, and not to enter property before 7am.
- b) Visiting every day, hanging around all day, making themselves at home (e.g. cooking in the kitchen, doing your washing, etc.) will not be tolerated.
- c) Fighting/arguing outside the house in the street is domestic violence and you will be asked to leave immediately and reported.
- d) All “regular” visitors will be drug tested.

20. TATTOOS & PIERCINGS

- a) The house has the right to refuse entry of anyone with Facial / Neck Tattoos or Facial Piercings.
- b) No new tattoos while living with us – No tattooing on site / No tattooing off site.
- c) No new facial piercings while living with us.

21. PAROLEES / BAIL – Men On Bail Have an 8pm Curfew

- a) Men on parole are not to discuss/glorify/promote their past in a public area or with other tenants.
- b) Parolees must get permission to stay out of the house – show proof to House Manager or Aaron.
- c) We don't believe grown men have sleepovers at a friend's place.
- d) Sometimes we might disagree with parole and not support you being absent.

22. MENTAL HEALTH (+ Good Sleep)

- a) Up by 8am – Monday to Friday – **This means we must see you.**
No going to the toilet at 6am and back to bed or making a coffee at 6:10am and back to bed.
- b) No tenant will be allowed to sleep all day. An 8am wake up and out of bed policy is in place Monday to Friday, however, you are allowed to return to your room, not bed – please sit in your chair. We support a regular sleeping routine – for improved mental health see our Sleep Hygiene section (25).
- c) Tenants are not permitted to stay up all night playing games.
- d) **No smoking** between midnight & 5am. And going to the shops or calling Uber Eats is frowned upon.
- e) You are encouraged to get up, breakfast, go for a walk, shower and get on with your day.
- f) You will get a mental health assessment if the owner and/or House Manager feel you need to – if your behaviour reflects the need to e.g. talking to yourself, spending all day in bed, etc. **If you refuse to get help the house may consider giving you notice to vacate.**
- g) If you have bipolar, schizophrenia, are on methadone or Bupe programme and you fail for THC (Pot) you will not be accepted into the house.
- h) Always report a change in medication to the House Manager.

23. FEELING UNWELL?

- a) If you have a cold/flu or a virus you must inform the House Manager.
- b) If you are considered contagious you must wear a mask and use hand gel (the house will supply this). Please restrict your movements. **Refusal to adhere to and follow these instructions you will be asked to leave.**

24. CARS & MOTORCYCLES

There is only street parking and consideration of our neighbours is our first priority.

- a) You can only have a car if you work full-time. Consideration of having a car for casual work can be discussed – number of days and location will be the deciding factors.
- b) Never work on, wash or clean your car at the house.
- c) If you lose your job the car must be parked up and not used where we can see it.
- d) Anyone hiding a car around the corner and caught visiting it will be asked to vacate.
- e) It is suggested that you discuss things to do with having a car with the House Manager – buying a car, wanting to take a bunch of blokes to the beach, etc.
- f) Doing burnouts, doughnuts, or driving recklessly anywhere near the house will see you evicted.
- g) Unregistered cars will be towed away immediately.

25. SLEEP HYGIENE – What is Sleep Hygiene?

'Sleep hygiene' is the term used to describe good sleep habits. Considerable research has gone into developing guidelines and tips which are designed to enhance good sleep, and there is much evidence to suggest that these strategies can provide long-term solutions to sleep difficulties.

Sleep Hygiene Tips

- a) **Get regular.** One of the best ways to train your body to sleep well is to go to bed and get up at more or less the same time every day, even on weekends and days off. This regular rhythm will make you feel better and will give your body something to work from.
- b) **Sleep when sleepy.** Only try to sleep when you actually feel tired or sleepy, rather than spending too much time awake in bed.
- c) **Avoid caffeine & nicotine.** It is best to avoid consuming any caffeine (in coffee, tea, cola drinks, chocolate, and some medications) or nicotine (cigarettes/vapes) for at least 4-6 hours before going to bed. These substances act as stimulants and interfere with the ability to fall asleep.
- d) **Bed is for sleeping.** Try not to use your bed for anything other than sleeping and sex, so that your body comes to associate bed with sleep. If you use bed as a place to watch TV, eat, read, work on your laptop, pay bills, and other things, your body will not learn this connection.
- e) **No naps.** It is best to avoid taking naps during the day, to make sure that you are tired at bedtime. If you can't make it through the day without a nap, make sure it is for less than an hour and before 3pm.
- f) **Keep your daytime routine the same.** Even if you have a bad night sleep and are tired it is important that you try to keep your daytime activities the same as you had planned. That is, don't avoid activities because you feel tired. This can reinforce the insomnia.