



Date In \_\_\_\_\_ Referred By \_\_\_\_\_

I AGREE EVICTION MEANS NO RENT REFUND  YES

I AGREE TO BE RANDOM DRUG TESTED & BREATHALISED  YES

Surname \_\_\_\_\_ Given Names \_\_\_\_\_ Age \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ Mobile \_\_\_\_\_

Children  YES Reformed Alcoholic  YES Reformed Drug Addict  YES

**Emergency Contact Details (must be completed)**

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mobile \_\_\_\_\_ Address \_\_\_\_\_

**Income Source**  DSP  Newstart  Pensioner  Youth Allowance  
 Workers Comp.  Employer Name \_\_\_\_\_

Next Benefit Payment Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NGO/Carer Details, NDIS Provider \_\_\_\_\_

Parole Officer | End Date \_\_\_\_\_

Parole/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.**

**Alcohol is forbidden at all houses.**

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

**MAYFIELD 86 Waratah Street  
(Under 30s)**

**CARRINGTON 85 Bourke Street**

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

**Youth Allowance - \$175 per week**

**JobSeeker - \$210 per week**

**DSP and Workers up to \$850 per week - \$230 per week**

**Workers over \$850 per week - \$280 per week**

[These amounts are after tax - for example \$850 after tax]

### WHAT YOUR RENT COVERS

Power | Gas | Water | Internet | Free phone to call anywhere in Australia | Furnished room (no TV) common room only. TV point in room | Linen & blankets | Plates, knives, forks | Cling Wrap and Foil | Tomato and BBQ Sauce | Washing Powder | Washing Machines are free of charge | Toilet paper | Dish washing liquid | Tea towels and dish cloths | Cleaning products | Body wash in showers | Coffee | Tea | Sugar | Bath Towel | Pots & Pans | 1 Pillow

## **Why live with us?**

1. **Affordable and Clean (see front page for inclusions) - 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. **We help you in any way we can. Each house has a live in House Manager.**
5. **Offers a friendly environment where you can make new friends or keep to yourself**
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.**

## **MENTAL HEALTH – Good Sleep – Early Rise, Healthy Mind**

- **Up by 8am – Monday to Friday**
- **No tenant will be allowed to sleep all day that has a mental issue unless a GP says so. An 8am wake up and out of bed policy is in place Monday to Friday, however, you are allowed to return to your room. We support a regular sleeping healthy routine.**
- **Tenants are not permitted to stay up all night playing games.**
- **See our sleep hygiene document.**
- **Smoking between midnight and 5am and going to the shops is frowned upon and a mental health assessment will be required.**

## **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.

The Landlord and House Manager 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, Centrelink or any other agencies that can help with your well-being.

Each resident is to be interviewed and this Residents Tenancy Agreement contract is then required to be agreed to and signed.

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 - See separate attachment for what the rent includes.

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 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.**

## **ENTRY REQUIREMENT AND RENT PAYMENTS**

- A. Upon moving into the house a payment of 2 weeks rent e.g. JobSeeker \$210 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 require 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 and Replacement Padlock \$50.
- 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.

## **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.

Don't sit out the front smoking or raising your voice. And never walk out the door with drinks in your hand or shirt off. Remember the community is watching and judging.

## **IDENTIFICATION AND RESIDENT INFORMATION**

All potential residents applying to live at the above named residences must produce:

1. Acceptable identification before residency can be approved including Centrelink I.D. with CRN number, Drivers Licence, Medicare card, Bank card, Birth Certificate or Passport.
2. An "Emergency Contact Person" must also be provided with full name, address and phone number.
3. If on parole, a resident must also give the name and phone number of the officer who is being reported to and keep this information current with the House Manager.

The above information will be provided to the appropriate authority if required to do so e.g. inappropriate behaviour, theft, violence, drugs etc.

### **1. RENT**

- a) On the due date of rent, if it is not paid by 5pm that day, a resident will be asked to leave immediately.
- b) If a resident breaks house rules to the extent he is asked to vacate the house, any ADVANCED RENT will NOT be refunded.
- c) Any damage to the house or its contents or any theft from the house property will result in the cost of repair or replacement being paid by the resident. The cost of repair or replacement of the damage will be determined by Aaron (owner).
- d) Rental ledger can be provided on request, however a rental reference will NEVER be given.

### **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 outside in the street or screaming down the phone will see you evicted
- c) Doing burnouts or driving under the influence or recklessly near our house will see you asked to leave and reported.
- d) Fighting at the local pub or being brought back to the house by the police will see you evicted.

### **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. A change in medication should always 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) A person who presents and fails a drug test and then wishes to come back and try again is permitted to do so, however, weekly testing will randomly be carried out. Failure at any time will lead to eviction for at least three months. Every test is \$10.
- d) Refusing a drug test is automatic eviction.
- e) All tenants will be randomly drug tested at No cost.
- f) All illegal or synthetic drugs, substances and implements are strictly prohibited on the premises. Any person under the influence of drugs or in possession of drugs or implements will be drug tested. A failed test or refusal to do so will lead to eviction.
- g) Anyone found with drugs will have their personal details provided directly to the police and Housing NSW will be advised.
- h) 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.
- i) 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, all residents on Parole MUST reside at the house every night unless parole has given permission otherwise.
- b) If a resident is to be absent for three (3) days or more 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.
- c) All guests/visitors must vacate the building by 10pm. No guests/visitors are allowed to stay overnight. The outdoor areas close 10pm or midnight Friday and Saturday.
- d) Women are welcome to visit and be in your room, however, they are still to leave the house by 10pm and never stay over. WOMEN ARE NOT PERMITTED TO SHOWER AT THE HOUSE.
- e) Visiting Brothers or mates that wish to stay over short term are welcome providing permission is given from the House Manager.
- f) Tenants that continually only stay a couple of nights a week will have their lease terminated.
- g) Some tenants are on curfew – 8pm to 8am.

## **8. CHILDREN – Only at Adamstown House**

- a) Children are permitted to stay with their fathers at any time and are welcome to stay as long as they wish. Please advise the House Manager. An additional mattress can be provided.
- b) Adamstown house has many rooms with double bunks where children can live with their father for an extra \$20 per week.
- c) Daughters 13 years and over are not permitted to live on site or stay over. And it is your responsibility to supervise your child when using bathrooms.
- d) Sons can live with their father until the age of 18 years, however, after that time he must take up a room of his own.

## **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 chose 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 will be stored by the house EVER; any abandoned room will have their belongings discarded immediately.
- e) A tenant is NOT to store belongings of others if they have been evicted.

## **10. YOUR ROOM**

- a) The House Manager and Aaron holds the right to enter any room at any time. An inspection will be done of the whole room weekly.
- b) Residents are asked to wash their sheets weekly and always make sure their bottom sheet covers their mattress.
- c) Eating meals in the room is prohibited. The designated outdoor eating area is for your enjoyment.
- d) Cooking in the room is prohibited.
- e) Only tin foods or food kept in sealed containers can be kept in rooms.
- f) Taping up a smoke alarm leads to immediate eviction. It is a reportable offence and you will receive a penalty notice.
- g) All heaters must be oil heaters, electric blankets and fan heaters are forbidden.
- h) Rooms are to be cleaned and vacuumed weekly.
- i) Furniture is not to be added to rooms without permission.
- j) Urinating in bottles and smoking in a room are cause for immediate eviction.
- k) Sugar and electrical appliances such as toaster, kettle, microwave are not permitted in room.
- l) No air conditioners.

## **11. SMOKING & VAPING**

- 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) Smoking is permitted outside in the designated area - this area is to be kept clean.
- c) Anyone seen throwing cigarette butts onto the ground will be asked to leave, especially at the front gate.
- d) Sourcing 'bumpers' at the house is forbidden and you will be asked to leave. If they are stored in your room they must be in a sealed container.
- e) Vaping is treated the same as smoking.

## **12. PETS**

- a) Pets are not permitted on the property at any time.

## **13. HEATING & COOLING**

- a) Oil heaters only.
- b) No portable Air Conditioners.
- c) No Candles.
- d) You can ask for as many blankets as you want.
- e) No electric blankets.

## **14. SHOWERING, PERSONAL HYGIENE & PRESENTATION**

- a) Residents are required to shower every day - no exceptions - body wash is provided.
- b) Residents are responsible for their own personal hygiene – wash, try to keep clean-shaven, beards neatly trimmed and keep hair neat and tidy.
- c) Anything left behind in the shower will be thrown out by the cleaner - daily.
- d) When leaving the house a shirt must be worn at all times.
- e) After four (4) weeks residents without a change of clothes and/or underwear will be required to purchase some.
- f) Men who let their appearance go - will be asked to get a haircut and/or have a shave.
- g) No rattails or mullets.

## **15. 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.

## **16. KITCHEN**

- a) When you have finished cooking all pots and pans, plates must be washed and not left for others, failure to do this is cause for eviction.
- b) Stoves, ovens and microwaves must be wiped down after each use.
- c) All meals MUST be eaten in the designated dining area.
- d) Tea towels and dish cloths are provided - please just use them and don't take them.
- e) Cover all items in the microwave with cling wrap provided.
- f) Kitchen is closed for cooking at 10pm every night of the week - shift workers only exception.



## **17. BIKES - Helmets must be worn whilst riding**

- a) Bikes are NOT to be kept in rooms or hallways.
- b) All bikes must go in the bike rack and not left anywhere else.
- c) Bikes that are not used or have not been repaired will be thrown out.
- d) Bike batteries must not be charged in rooms.

## **18. LAUNDRY**

- a) Please wash bedding weekly.
- b) Clothes left on the clothesline for longer than three (3) days will be discarded without notice.
- c) Clothes are not to be hung to dry in rooms.
- d) Clothes dryer on site - \$5 per load.

## **19. RUBBISH**

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

## **20. WOMEN / PARTNERS / GIRLFRIENDS**

- 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 or making themselves at home e.g. cooking in the kitchen, doing your washing – will not be tolerated.
- c) Mums are always welcome, controlling mums are not.
- d) Fighting/arguing outside the house in the street is domestic violence and you will be asked to leave immediately and reported.
- e) Screaming down the phone at your partner or mum will not be tolerated and will be reported to police.

## **21. TATTOOS**

- a) The house has the right to refuse entry of anyone with Facial and/or Neck Tattoos.
- b) Anyone with a body tattoo that has a threatening image will be refused entry.
- c) No tattooing on site.

## **22. PAROLEES - BAIL**

- a) Men who are on parole are not to discuss/glorify or promote their past in a public area or with other tenants.
- b) All parolees must seek permission to stay out of the house. Proof must be shown to the House Manager or Aaron.
- c) We don't believe grown men have sleepovers at a friend's place.
- d) Your kids coming to stay with you at the house is welcome.
- e) Those on bail must be at home every night by 8pm with no exceptions other than work.
- f) Sometimes we might disagree with parole and not support you being absent.

## **23. MENTAL HEALTH**

- a) 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.
- b) 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.

## **24. Coronavirus (COVID-19)**

- 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. If you refuse to adhere to and follow these instructions you will be asked to leave.
- c) If you are feeling unwell you must limit your movement within the house.

## **25. Cars**

**We only have street parking and consideration of our neighbours is our first priority.**

- a) You can only have a car if you work fulltime. Consideration of having a car for casual work can be discussed - number of days and location will be the deciding factors.
- b) No car pooling - it is your car, no other tenants are to ride with you.
- c) Never lend your car.
- d) Never work on, wash or clean your car at the house.
- e) If you lose your job the car must be parked off site – this does not mean around the corner.
- f) Anyone hiding a car around the corner and caught visiting it will be asked to vacate.
- g) It is suggested that you discuss anything about having a car, buying a car, wanting to take a bunch of blokes to the beach, be discussed with the House Manager.
- h) Doing burnouts, doughnuts, or driving recklessly anywhere near the house will see you evicted.
- i) Unregistered cars will be towed away immediately.



# sleep hygiene

## What is Sleep Hygiene?

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

There are many medications which are used to treat insomnia, but these tend to be only effective in the short-term. Ongoing use of sleeping pills may lead to dependence and interfere with developing good sleep habits independent of medication, thereby prolonging sleep difficulties. Talk to your health professional about what is right for you, but we recommend good sleep hygiene as an important part of treating insomnia, either with other strategies such as medication or cognitive therapy or alone.

## Sleep Hygiene Tips

- 1) **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.
- 2) **Sleep when sleepy.** Only try to sleep when you actually feel tired or sleepy, rather than spending too much time awake in bed.
- 3) **Get up & try again.** If you haven't been able to get to sleep after about 20 minutes or more, get up and do something calming or boring until you feel sleepy, then return to bed and try again. Sit quietly on the couch with the lights off (bright light will tell your brain that it is time to wake up), or read something boring like the phone book. Avoid doing anything that is too stimulating or interesting, as this will wake you up even more.
- 4) **Avoid caffeine & nicotine.** It is best to avoid consuming any caffeine (in coffee, tea, cola drinks, chocolate, and some medications) or nicotine (cigarettes) for at least 4-6 hours before going to bed. These substances act as stimulants and interfere with the ability to fall asleep.
- 5) **Avoid alcohol.** It is also best to avoid alcohol for at least 4-6 hours before going to bed. Many people believe that alcohol is relaxing and helps them to get to sleep at first, but it actually interrupts the quality of sleep.
- 6) **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.



- 7) **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.
- 8) **Sleep rituals.** You can develop your own rituals of things to remind your body that it is time to sleep - some people find it useful to do relaxing stretches or breathing exercises for 15 minutes before bed each night, or sit calmly with a cup of caffeine-free tea.
- 9) **Bathtime.** Having a hot bath 1-2 hours before bedtime can be useful, as it will raise your body temperature, causing you to feel sleepy as your body temperature drops again. Research shows that sleepiness is associated with a drop in body temperature.
- 10) **No clock-watching.** Many people who struggle with sleep tend to watch the clock too much. Frequently checking the clock during the night can wake you up (especially if you turn on the light to read the time) and reinforces negative thoughts such as "Oh no, look how late it is, I'll never get to sleep" or "it's so early, I have only slept for 5 hours, this is terrible."
- 11) **Use a sleep diary.** This worksheet can be a useful way of making sure you have the right facts about your sleep, rather than making assumptions. Because a diary involves watching the clock (see point 10) it is a good idea to only use it for two weeks to get an idea of what is going and then perhaps two months down the track to see how you are progressing.
- 12) **Exercise.** Regular exercise is a good idea to help with good sleep, but try not to do strenuous exercise in the 4 hours before bedtime. Morning walks are a great way to start the day feeling refreshed!
- 13) **Eat right.** A healthy, balanced diet will help you to sleep well, but timing is important. Some people find that a very empty stomach at bedtime is distracting, so it can be useful to have a light snack, but a heavy meal soon before bed can also interrupt sleep. Some people recommend a warm glass of milk, which contains tryptophan, which acts as a natural sleep inducer.
- 14) **The right space.** It is very important that your bed and bedroom are quiet and comfortable for sleeping. A cooler room with enough blankets to stay warm is best, and make sure you have curtains or an eyemask to block out early morning light and earplugs if there is noise outside your room.
- 15) **Keep 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.



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