

Welcome to the UniCentral Family!

Office Hours and Contact Information Office Hours: Monday to Friday, 9:00 AM - 5:00 PM Office
Contact: 07 5373 0000 | office@unicentral.net.au STG Security: 0400 136 006 After-Hours
Management: 0408 702 172 (These numbers are also on the back of the front unit door)

Wifi Unlimited WIFI is included in your rent.

Keys You've been provided with a set of keys (unit/room key, gate key, and letterbox key).
Replacement Cost: \$490.00 for the full set.

Decorating Your Room Make your room feel like home, but do NOT use LED strips, Blu Tack, or stick-on hooks as they may damage the paint.

Mail Letters are delivered to your unit's letterbox, and parcels go to the office and are stored in pigeonhole cubes according to last name. Management are not responsible for lost or stolen parcels, if you would rather pick up your mail from the post office, please arrange directly. Address Format: Unit ___/7 Varsityview Court, Sippy Downs 4556. Replace the blank with your unit and room number (e.g., 54B). Without the unit number, mail won't be delivered.

Paying Rent Rent can be paid via bank transfer or by card (surcharge applies). Two weeks' rent is due every payment cycle. Avoid arrears to maintain a good rental record. Bank Details: BSB: 034676 Account: 434234 Reference: Your last name and room number (e.g., Smith54B). Set up recurring payments via your banking app for convenience.

Entry Condition Report & Lease Documents Inspect your unit and document any damages or wear & tear in the entry condition report. Return it within 3 days. Lease documents and bond lodgement will be emailed as PDFs. Complete and return them digitally within 7 days.

Maintenance Report issues by visiting the office or emailing maintenance@unicentral.net.au. Provide a preferred 2-hour window and day for the repair. Non-urgent issues may require a 24-hour notice entry.

Harmonious Living with Roommates Communicate respectfully with roommates to address concerns. Management intervenes only after all other means of resolving disputes are exhausted. House Rules are available at our website under FAQ > House Rules.

Cleaning Keep common areas (lounge, kitchen, outdoor) clean and free of rubbish. Prevent mould in bathrooms with regular cleaning. Optional cleaning services are available through the office. A cleaning calendar on the fridge indicates common area cleaning days. Assist cleaners by: Clearing floors and benches. Removing rubbish and personal belongings. Washing and putting away dishes.

Rubbish Only recycling should go into recycling bins. If bins are absent from enclosures, take your rubbish to the street for collection. Do not leave bags on the ground, as birds may scatter the rubbish.

Lockouts During office hours, spare keys are available free of charge (ID required). After-hours lockouts incur a fee.

Security & Noise Parties are not permitted in units. Use the pavilion for gatherings. Observe the 10:00 PM noise curfew. Report noise or security issues to STG Security (0400 136 006) and follow up with an email. Keep doors and windows secure. Smoking inside units is prohibited. Overnight guests are allowed one night per week for \$25/night (notify roommates first).

Departure Complete a bond clean or pay for professional cleaning (bond and carpet cleaning, mattress sanitisation). Organise cleaning services through the office at competitive rates. Bonds will be refunded after the unit passes inspection with no damages noted.
