



Application to Rent Fire Service Fund House

MEMBER NAME _____

FIRE SERVICE FUND MEMBER NO. (SAMFS Payroll No.) _____

I apply to rent the Fire Service Fund house at: Middleton / Normanville / Moonta Bay / Black Point

DATES REQUIRED: IN / / (after 2pm) OUT / / (by 12 noon)

No. nights required _____

The house will be occupied by _____ Relationship to FSF member _____

Contact telephone no. during occupancy _____

Home phone no. _____

I have read and understand the attached Rules for Rent and Occupation and undertake to comply with these rules:

SIGNATURE _____

DATE _____

Please note this form is an Application to Rent only and the Fire Service Fund Management accordingly reserve the right to reject the application and refund the rent within seven (7) days of payment of same.

SMOKING IS NOT PERMITTED IN FIRE SERVICE FUND HOUSES.

PETS ARE NOT ALLOWED IN FIRE SERVICE FUND HOUSES.

BOND: If the house is left in an unsatisfactory condition as reported by the following tenant or the caretaker the management reserves the right to deduct from the Bond sufficient money to rectify the problems which have been caused.

PAYMENT OF RENTAL

To: The Manager, Fire Service Credit Union, 22 Chancery Lane, Adelaide SA 5000

FSCU MEMBER NUMBER _____

MEMBER NAME _____

Please debit my Credit Union Account \$ _____ with \$ _____ being for rental of the Fire Service Fund house at Middleton / Normanville / Moonta Bay / Black Point

SIGNATURE _____

DATE _____

Please note that under instructions from Management of the Fire Service Fund, electronic applications received by Fire Service Credit Union outside normal business hours, will not be processed by FSCU staff until practicable after the Fire Service Credit Union has opened its doors for normal trading and will be processed in order of receipt.

Office Use Date and Time Received / / _____

☐ Booking successful / unsuccessful ☐ Reply sent to member ☐ Booking recorded ☐ Payment processed



FIRE SERVICE FUND FAMILY / REHABILITATION HOUSES

Rules for Rent and Occupation

1. All Bookings are to be made **by the member and in the member's name.**
2. The houses will be let to Fire Service Fund members or their immediate family. The house at Normanville will accommodate up to eight persons with Black Point and Middleton and Moonta Bay up to 10 persons.
3. Booking will be accepted no more than six (6) months in advance. A booking by fax or email will be deemed received when received by Fire Service Credit Union staff regardless of when sent.
4. Tariff **MUST** be paid in full when booking is made. Cancellations: Full refund with 2 weeks notice. Penalty for late cancellation: 10% of tariff. Bond **MUST** be paid when the key is collected.
5. Properties will be let for a **minimum of 1 nights and a maximum of 7 nights during peak periods.** No restriction at other times. The Committee of Management has the discretion to vary booking periods as it sees fit.
6. **PEAK PERIODS:** Peak periods are those times defined in the Fire Service calendar as Easter and School Holidays and Long Weekends..
7. **CHARGES** (from April 2017) for single nights.

House	Max. Capacity	Off Peak Mon to Thurs	Off peak weekend	Peak periods
Moonta Bay	10 persons	\$105	\$110	\$140
Normanville	8 persons	\$80	\$90	\$120
Black point	10 persons	\$80	\$90	\$120
Middleton	10 persons	\$105	\$110	\$140

Note: The houses will be let for a maximum of 7 nights during peak periods. During bookings for peak periods, bookings may not be changed for at least one week after initial booking made.

Single night weekends outside peak period are charged at peak period rate.

BOND/KEY DEPOSIT: The BOND/KEY DEPOSIT will be \$220.00 payable when keys to the property are collected and Refundable upon return of said keys (required within **TWO** working days of vacating property) and receipt of an Inspection report from the following occupant or Property Caretaker.

THE RATES HAVE BEEN KEPT AT THESE LOW RATES BECAUSE MEMBERS ARE REQUIRED TO CLEAN THE HOUSES DURING AND BEFORE DEPARTURE.

8. Keys can be collected from the Fire Service Credit Union up to two days prior to occupancy and are then to be returned within **TWO working days** of vacating the premises.
9. Members will need to provide own pillows, sheets, towels and tea towels.
10. Houses can be occupied from **NO EARLIER THAN 2.00PM** and **MUST BE VACATED BY 12 NOON.** This will enable an inspection to be carried out. *No variation to this will be allowed as Contract Cleaners may need to utilise this period and they will ask you to either leave or return later.*
11. **PETS**, particularly **dogs** are **NOT ALLOWED.**
12. On **ARRIVAL** complete an Inspection Report. This Inspection Report is to be returned with the Key.



13. **Daily** – ensure the House is maintained to a high standard and consideration and care is shown for furnishings and equipment as well as adjoining owners and occupiers.
14. Daily and / or on departure:
- Remove all surplus food from cupboards, refrigerator, stove and elsewhere
 - All household refuse to be placed in the external rubbish bins provided
 - Ensure BBQ cleaned of all grease and food stuffs
 - **Sanitary waste, including babies nappies, to be removed from the house by the tenant and NOT PLACED IN RUBBISH BINS – inside or outside.**
15. Throughout your stay and on departure, vacuum / sweep all floors. Wash all hard floors. Clean up all spills on floors, furniture and furnishings immediately. On departure ensure you have left the house clean in all respects.
- RATES HAVE BEEN KEPT LOW BECAUSE YOU AS MEMBERS ASSIST IN MAINTAINING AND CLEANING THE HOUSES.**
16. Keep outside areas neat and tidy, free from all wind-blown papers etc. During occupation in hot or dry conditions water the lawns/gardens occasionally as allowable under any water restrictions in force.
17. Respect the adjoining neighbours' rights. They should not have to be subjected to undue disturbances.
18. Limit car parking to the grounds of the house rented. Do not park on the grounds of other houses.
19. After usage, **clean the BBQ of all grease and food stuffs**. If you have to refill the gas bottle, produce a receipt for reimbursement.
20. Immediately report any damage to the units or the fittings, to the Manager of the Fire Service Fund at 20 Chancery Lane, Adelaide. After hours, report to a FSF Committee Member listed in the information book located in the house. This will enable the item or problem to be fixed or replaced promptly.
21. Please note during your stay, Committee person(s) may call to attend to maintenance / other issues. Normally they will try to contact prior to or upon arrival, however if house is un-occupied they do have a pass key and will enter house as necessary. If this is necessary they will leave a note that they have called and what they have done.
22. **Bond money will not be refunded for 7 days** or until the house has been inspected by the House Caretaker and /or the Inspection Report received from the next incoming tenant, and has been approved for payment by the manager of the Fund.
- NOTE:** Any breach of these Rules which incurs a cost to the Fund will be deducted from the Bond before refund is made, and recovery of any costs in excess of the bond will be sought.
23. Any enquiries regarding the above rules are to be directed to the Manager of the Fire Service Fund at the Fund Office, 20 Chancery Lane, ext 43851.

REMEMBER The way you leave the House, is the way the next Member will find it. This could happen to you at any time.

PETS ARE NOT PERMITTED at Fire Service Fund properties and SMOKING IS PROHIBITED

Remember the Fire Service Credit Union is the booking agent ONLY.
It is the Committee of Management of the Fire Service Fund which makes and administers these Rules