

**Schedule of Fees, Payable by Tenant if required or applicable**

<b>Fee</b>	<b>Charge</b>	<b>Description</b>
Break Lease	1 weeks' rent + gst	Re-advertise the property for rent, handle the off-boarding and on-boarding process involved with a change of tenancy (ordinarily payable by the Owner) Nb. Process does not begin until fee has been paid
Change of Tenants; reasonable admin cost	\$75 +gst	Vet prospective tenant applications, consult Owner for approval, generate amendments to lease, bond, entry condition report, key register, T/A system, etc.
Locked Out	\$30 during business hours \$90 outside business hours +gst	Subject to being available, fee is to let you in if you forget or lose your keys (alternative option is for you to call a locksmith)
Replacement Keys, etc	\$30 +gst plus the cost of replacement keys/remotes/fobs/cards	Provide replacement keys from office set/order new remotes/program replacement fobs/swipe cards, etc. and amend key register.
Co-ordinate damage repairs from Tenant	\$150 +gst	Tenants are liable to have repaired any damage to the property whether accidental or wilful. If you cannot arrange for the repairs our office can do so for you. Nb. you must always notify our office of any damage
QCAT	\$300 +gst	If action is brought against you and the application is successful, costs will also be sought for the QCAT application fee + our fee to represent the Owner and handle the matter at the tribunal (otherwise paid for by the Owner)

Payments must be made via cash or direct credit to the following account:

REAL MGMT PTY LTD

BSB: 484-799 (Suncorp)

A/N: 561639765

REF: Suitable to identify your payment