

Dear Potential Resident

Mont Clair is a fine example of an Inter-war Functionalist-style apartment building. It was built between 1935 and 1938 as serviced apartments and incorporated many features that were considered innovative at the time. This included an intercom system and refrigerators to each apartment.

The building was designed by Esmond B Wiltshire and Hodges a firm of architects particularly active in Sydney in the 1930s.

Mont Clair is a company title building and is well known within Darlinghurst and is a sought after building due to its magnificent views from the rooftop and its carefully restored Art Deco restored finishing's.

The building is run by a Board of Directors who act on the behalf of the shareholders to keep the building in good working order.

People who have lived in the building or who currently still do are all proud of Mont Clair. The building has a community of residents who also share the same pride and respect of its heritage nature.

Part of the process before moving into Mont Clair is to meet with a company director(s) and they will give you a tour of the building so your time within the building runs smoothly.

Before you meet with a Director(s) you need to send to Mont Clair's managing agent the following documents:

- Completed Application Form (see the form on page 5 of this information pack)
- Written character reference (from last rental agency, employer).
- A copy of one form of Government issued Identification e.g. Medicare Card, driver's licence or photographic page of passport *(These documents are stored in accordance with the provisions of the Commonwealth Privacy Act 1998)*

What will happen next?

Once your forms are submitted to the building's managing agent a time and date will be arranged to meet with a director(s) and a tour of the building will take place.

The building has a set of rules that we all abide to. These rules are called **House Rules** and before moving in you will need to sign that you have read the house rules on page 5 of this information pack.

Meeting the director(s) and building tour:

Internal use please tick off when explained

Foyer & Ground floor

- Front door security & intercom system
- Where your letter box is located
- How to book the rooftop terrace
- Where the bins are located
Please call the council to remove any large items you need to dispose of. If left in the bin room the clean up will be charged to you. The council can be contacted on 265 9333
- Back fire escape door (door alarmed 24/7) please do not open unless there is an emergency
- Use of bike racks
- Where the back fire stairs are, please do not use these stairs unless there is an emergency.

Lift

- The lift motor has been replaced and is new however please be careful of the interior. Before moving in a photo of the lift will be taken before and after by a director. You will need to tell the building manager the date and time you will be moving in. **If there is any damage the repair will be charged to you.**

Hall way

- Hall lights are on a timer and will be turned off during the day
- Nothing is to be left outside your door in the hallway

- No smoking in Hallways
- Common property cleaning happens on a Monday & Thursday.

Laundry & Drying terrace

- The area can be used between 7am and 9pm.
- The washer and dryer take \$1 coins
- Any items left in the area after 1 week will be removed after and disposed of.
- No soaking in the laundry tub
- Communal pegs are available

The Violet Cowley roof terrace

- Must be booked using the notice board in the foyer and not used after 11pm.
- Please clean up after using. If any items are left the clean up will be charged to you.
- No more than 10 Guests, If you would like more than 10 you need the board's permission.

Noise

- No noise is to be made after 11pm

Fire safety

- The building has exit signs and maps on each level please make sure you take notice of your closest fire exit.
- Your unit door is a fire door and must be kept closed at all times.

Building notices affecting all residents

- An email will be sent to your email address provided on this application
- Signs will be placed on the notice board, inside the lift, door leading out to the garbage room.

Common area cleaning

- Cleaning takes place Monday & Thursday

Reminder

- Always carry your keys as all doors close behind you are locked
- Fire alarms are sensitive and if you set off an alarm and if the building is issued with a fine, the fine is paid by the unit occupier (tenant).
- No one can move into your apartment unless the board's permission is given. **Strictly no Airbnb.**

What will happen next

You will hear from the building's managing agent about your application and the next steps for your moving in.

Kind regards
The Board of Directors

**Mont Clair Home Units Pty Limited
347 Liverpool Street Darlinghurst NSW 2010
ABN 54 000 286 715**

Application Form for **Prospective Tenant(s)**

Unit no: _____

Full Name(s): _____

Current address:

Mobile: _____

Work phone number: _____

Email: _____

Occupation: _____

Name of real estate agency: _____

Name of property manager (agent): _____

Duration of lease: _____

Tenant House Rules Agreement

I _____ have read, understand and agree to be bound by the House Rules of Mont Clair Home Units as listed on the buildings website www.montclair.com.au

I agree not to sublease my unit out to an Airbnb.

I understand that if my unit triggers the fire alarm and if there is a cost charged to the building to pay the fine.

Signature: _____ Date: _____

Check List

Please return to Mont Clair's building manager:

- Full 6 pages of this information pack (check list will be used for building tour)
- Written character references (from last rental agency, employer).
- Government issued Identification (Stored in accordance with the privacy act 1998)

Internal use

Board decision:

Application **approved/not approved** (please circle)

Signed: Director _____ Date _____

Signed: Director _____ Date _____