

Cleaning/key/linen Bond

Policy

Lions Emergency Accommodation Centre Inc. (LEAC) aims to provide clients with a clean and safe standard of accommodation.

Procedure

On intake, clients will be informed of the ten-dollar (\$10) per week cleaning/key/linen bond. The bond is returned when the client leaves the accommodation provided that the unit/house is cleaned and all linen and keys are accounted for.

Clients are not required to clean carpets or organise pest control. However, if they have had pets in the accommodation in contravention of the lease, carpet cleaning and pest control will be organised at their expense.

The fee for accommodation and bond will be deducted as one payment under Centrepay. Rent certificates issued to clients must be for the fee for accommodation only.

When clients pay the fee for accommodation by cash, the bond is receipted separately in the bond receipt book, the original receipt given to the client and the details written in the bond form folder. The money is placed in the bond envelope in the safe.

When the tenancy is finalised, provided the accommodation is left clean and all keys and linen accounted for, the bond will be returned in full.

The co-ordinator is responsible for refunding the bond and ensuring the client signs a receipt for the refund. Bonds may be direct deposited into a client's bank account or the Treasurer will issue a cheque in the person's name.