



Stephen Cooke &lt;stevecooke.c@gmail.com&gt;

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**Fwd: Application Approved for 29 Lawson Street, HAMILTON**

10 messages

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**Heather finn** <heather111finn@gmail.com>  
To: Stephen Cooke <stevecooke.c@gmail.com>

Fri, Dec 2, 2016 at 6:30 AM

----- Forwarded message -----

From: <AlanaS@leahjay.com.au>  
Date: Thu, Dec 1, 2016 at 4:16 PM  
Subject: Application Approved for 29 Lawson Street, HAMILTON  
To: heather111finn@gmail.com  
Cc: alanas@leahjay.com.au

Dear Heather,

We are pleased to confirm that you have been approved to lease 29 Lawson Street, HAMILTON.

We welcome you as a client of Leah Jay. Please be sure to read the following carefully.

**1. These are some of the key details of your lease:**Name/s on lease: **Stephen Christopher Cooke & Heather Anne Cooke**Rent per week: **\$700.00**Commencement date: **16 December 2016**Term: **52 weeks**Bond: **\$2800.00****-No smoking allowed at the premises****-Tenants are responsible for the maintenance of lawns and gardens**

Special conditions:

**- Protection pads to be used under furniture over floorboards**

## 2. A holding fee must be paid – this will become your first week's rent:

This is separate from the amount shown below at (3).

In order for us to hold the property for you and remove it from advertising you must pay **within 24 hours**, a holding fee of one week's rent; **\$700.00**.

BSB: 182-222

Account Number: 300550043

Account Name: Leah Jay

Reference: Cooke

## 3. Payments to be made before signing your lease.

This is on top of the holding deposit (2), which becomes the first week's rent.

Before signing the lease, you are required to pay the second week's rent of **\$700.00**.

You may elect to deposit the second week's rent at the same time as you pay your holding deposit – refer above (2). We cannot enforce this but many tenants prefer to, the choice is yours.

If not paid together with the first week's rent, then it must be paid and cleared 24 hours prior to your lease commencement date - **14 December 2016**.

- Direct Deposit to the bank account detailed above. If you choose this option please **allow 3 working days** for funds to clear.

## 4. Payment of Rental Bond:

The **Rental Bond of \$2800.00** is to be paid online direct to Rental Bonds Online.

Rental Bonds Online will email you a link, **valid for 7 days** which will provide instructions on how to create your account and pay your bond. Your bond can be paid using BPAY/Visa/Mastercard.

The Rental Bond must be paid and cleared **no later than 14 December 2016**.

We look forward to seeing you/all of you at our **Hamilton** office on **Friday 16 December**, at **4.00pm**. You will sign your lease and receive the keys to the property at this appointment.

Please note - Your Property Manager will be Jessica Dennis

Best regards,

**Alana Strickland**

Leasing Consultant

**Leah Jay Hamilton**

Suite 1, 74-84 Tudor Street,

Hamilton NSW 2303

Ph: 02 4965 3153



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**2 attachments**



**Tenant Fact Sheet.pdf**

345K



**noname**

387K

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**Stephen Cooke** <stevecooke.c@gmail.com>

Mon, Dec 5, 2016 at 11:44 AM

To: AlanaS@leahjay.com.au, Heather finn <heather111finn@gmail.com>

Hi Alana,

Trust all is well! (Heather husband here:)


I was hoping you could provide me with the current telephone number for this residence; 29 Lawson Street, Hamilton. I am trying to arrange internet service at the new property but the Internet company needs the phone number for the residence so that the tech can connect the service to the correct property.

Thank you Alana.

Stephen Cooke

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 **noname**  
387K

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**Alana Strickland** <AlanaS@leahjay.com.au>  
To: Stephen Cooke <stevecooke.c@gmail.com>

Mon, Dec 5, 2016 at 1:15 PM

Hi Stephen, I will see what I can find out for you.

Kind Regards,

Alana Strickland

**Leasing Consultant**



Suite 1, 74-84 Tudor Street, Hamilton NSW 2303 PO Box 106

Tel: 02 4965 3153

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**Stephen Cooke** <stevecooke.c@gmail.com>  
To: Alana Strickland <AlanaS@leahjay.com.au>, Heather Cooke <heather111finn@gmail.com>

Tue, Dec 6, 2016 at 8:46 AM

Thank you Alana.

Regards,

Stephen

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**Alana Strickland** <AlanaS@leahjay.com.au>  
To: Stephen Cooke <stevecooke.c@gmail.com>

Wed, Dec 14, 2016 at 10:33 AM

Hi Stephen

Hope all is well and you are looking forward to your move.

Sorry for the delay with regards to the phone connection, we have received the following information from the owner:

*We have never had a land line connected at the property. Telstra and their requirement for a 4 hour window of availability verses our availability has never aligned so we have only operated on WiFi. I have had our electrician ensure the wiring is in the place, I understand Telstra/NBN just need to connect a box (?) at the side of the house. The outlet inside the house is located above the built in desk.*

*If the tenant wants a land line connected to the house, we are happy to pay/reimburse the tenant for any costs over and above the usual new connection fee from moving house.*

Kind Regards,

Alana Strickland

**Leasing Consultant**



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**From:** Stephen Cooke [mailto:[stevecooke.c@gmail.com](mailto:stevecooke.c@gmail.com)]

**Sent:** Monday, 5 December 2016 11:44 AM

**To:** Alana Strickland <[AlanaS@leahjay.com.au](mailto:AlanaS@leahjay.com.au)>; Heather finn <[heather111finn@gmail.com](mailto:heather111finn@gmail.com)>

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**Stephen Cooke** <[stevecooke.c@gmail.com](mailto:stevecooke.c@gmail.com)>

Thu, Jan 12, 2017 at 2:56 PM

To: Alana Strickland <[AlanaS@leahjay.com.au](mailto:AlanaS@leahjay.com.au)>, Heather Cooke <[heather111finn@gmail.com](mailto:heather111finn@gmail.com)>

Hi Alana,

Happy new year! Trust all is well:)

Circling back on this email; we were able to get the internet up and running eventually but in addition to the typical internet connection costs for a new connection, we had to pay an independent electrician an additional \$100.00 cash to come to the house and actually connect the wires coming from the street to the wires coming out of the house. Unfortunately, I don't have a receipt for this, don't know if that poses a problem, let me know.

Also, the air conditioner in our bedroom, it leaks when in use. Can you arrange to have someone drop by to take a look at it?

Kind regards,

Stephen Cooke

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**Jessica Dennis** <[JessicaD@leahjay.com.au](mailto:JessicaD@leahjay.com.au)>

Mon, Jan 16, 2017 at 2:49 PM

To: "stevecooke.c@gmail.com" <[stevecooke.c@gmail.com](mailto:stevecooke.c@gmail.com)>

Cc: "heather111finn@gmail.com" <[heather111finn@gmail.com](mailto:heather111finn@gmail.com)>

Hi Stephen & Heather,

I hope you are both well.

Apologies for the delay in getting back to you on this one. Please ensure that you direct all future correspondence to me here, rather than Alana. Generally this wouldn't be an issue however she has been on annual leave and has only just returned today to forward this across.

Thanks for the update on the internet. I will let the landlord know this and also about the air conditioner to seek her instructions on having a technician attend.

Thanks.

Kind Regards,

Jess Dennis

**Property Manager**

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**Stephen Cooke** <stevecooke.c@gmail.com>  
To: Jessica Dennis <JessicaD@leahjay.com.au>  
Cc: "heather111finn@gmail.com" <heather111finn@gmail.com>

Tue, Jan 24, 2017 at 7:21 AM

Hi Jessica,

Trust all is well.

The air conditioner technician dropped by last Thursday and advised us that he was unable to repair the air conditioner because an additional part was required that he did not have on hand, do you have any update from your end?

Kind regards,

Stephen Cooke

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**Jessica Dennis** <JessicaD@leahjay.com.au>  
To: Stephen Cooke <stevecooke.c@gmail.com>  
Cc: "heather111finn@gmail.com" <heather111finn@gmail.com>

Tue, Jan 24, 2017 at 9:09 AM

Hi Stephen,

I have since approved a quote for the part to be replaced. They should be back in touch with you soon to arrange access.

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**Stephen Cooke** <stevecooke.c@gmail.com>  
To: Jessica Dennis <JessicaD@leahjay.com.au>  
Cc: Heather Cooke <heather111finn@gmail.com>

Tue, Jan 24, 2017 at 10:30 AM

Thank you for the update Jessica.

Kind regards,

**Stephen Cooke**

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