

**Stone Real Estate**

1/75 Church Street,  
Whittlesea, VIC 3757

P: 97162000

E: whittlesea@stonerealestate.com.au

ABN: 26 650 581 310



## Owner Instruction

for

7 Lunan Street, Mernda VIC 3754

This agreement is between **Stone Real Estate**  
and **Melinda Pomella**.

## Proof of Ownership

Please provide a copy of one of the following documents to demonstrate ownership of the property.

### Water Rates

Please see *Lunan Rates Notice.pdf* in APPENDIX.

### Driver License

Please see *Melinda Licence and medicare card.pdf* in APPENDIX.

## Emergency Contact

Please provide an alternate contact for instruction in the event of an emergency, ideally someone not within your household.

### Contact 1:

<b>Contact Name</b>	Nick Pomella
<b>Mobile</b>	0409141188
<b>Email</b>	nick.pomella@gmail.com
<b>Relationship</b>	Husband
<b>Work Phone</b>	
<b>Home Phone</b>	

### Contact 2:

<b>Contact Name</b>	Madision Reaby
<b>Mobile</b>	0401489455
<b>Email</b>	madisionreaby@hotmail.com
<b>Relationship</b>	Daughter
<b>Work Phone</b>	
<b>Home Phone</b>	

## Bank Account Details

Please provide your bank details for us to deposit your payments to. You can specify multiple accounts and a split based on percentage or dollar amount if you wish.

Statements will be emailed to you automatically, please indicate which email addresses you would like to receive and include any additional parties to receive a copy (e.g. Accountant).

Bank	Payee	BSB	Account NO.	Split
ANZ	Melinda Pomella	013-292	4785-47304	100 %

Please select one of the options below for rent disbursements

Weekly

Fortnightly

Monthly

Please select your preferred method of delivery. Note - Postage will incur a cost of \$1.5 per statement.

Email

mel.harrap@hotmail.com




Post

Other Bank Account Instructions

-

## Insurance

Please provide details of any insurance policies that you possess in relation to this property.

Insurer	Policy Number	Cover	Expiry
GIO	HGL001461665  See attachment GIO - HGL001461665 in APPENDIX	<input checked="" type="checkbox"/> Building,Contents	Sat 06/12/2025
GIO	HGL001461665  See attachment GIO - HGL001461665 in APPENDIX	<input checked="" type="checkbox"/> Public Liability	Sat 06/12/2025
GIO	HGL001461665  See attachment GIO - HGL001461665 in APPENDIX	<input checked="" type="checkbox"/> Landlord Protection	Sat 06/12/2025
		<input type="checkbox"/> Other	--NA--

## Repairs & Tradespeople

We have licensed and insured tradespeople that we use to carry out maintenance and repairs on our managed properties, but if you have your own tradespeople you would prefer we use instead, please provide their details below.

The Tenancies Act stipulates that the agent/tenant can carry out urgent repairs on behalf of the landlord up to a value of \$1800.00.

**Please select a limit for general repairs and maintenance or select \$0 if you would prefer we refer all repairs to you first.**

\$0.00

\$300.00

\$600.00

\$1000.00

**Please specify a limit for urgent repairs. \$2500 is the minimum amount in line with legislation.**

\$2500.00

\$3000.00

Tradesperson Type	Name	Phone
All	Nick Pomella	0409141188

## Leasing Instructions

### Authority to Sign Lease Agreements on your behalf

As your managing agent, we can sign the tenancy agreement on your behalf if you wish.  
Please indicate your preference below:

Yes, please sign tenancy agreements on my behalf.

No, I wish to sign all tenancy agreements.

Rental Provider Instructions

-

### Re-Lease Option

Please indicate your preference for re-leasing a property in the event of a vacancy.

Please re-lease the property as soon as you can.

Please contact me for instructions should this occur.

Please specify your own instructions

-

## Preferred Length of Tenancy

Please indicate your preference below for the initial tenancy at your property.

6 months

12 months

## Invite to Routine Inspections

Please indicate your preference regarding attending Routine Inspections.

Yes, please invite me to all Routine Inspections.

No, I do not wish to attend.

Please specify your own instructions

-

## Owners Corporation

Please advise if your property is subject to an Owner's Corporation or Strata.

Does this property belong to an Owners Corporation or Strata?  Yes  No

## Miscellaneous Items

### Keys

We require a set of keys for all locks at the property to be stored at the office and a set for each tenant listed on the tenancy agreement.

Please advise if you would like us to organise copies of the keys or you will provide.

Yes, please organise copies of the keys to be cut at cost.

No, I will provide a sufficient number of keys.

Rental Provider Instructions

-

## Car Spaces

Are there any car spaces that are included in the tenancy?

Yes (Please provide details below under Landlord Instructions)

No

Rental Provider Instructions

-

## Broken Appliances & Chattels

Please advise the details of any fittings and fixtures that are not working, or will not be working at the time of the tenancy so that we can advertise the property accurately.

If there are any goods or chattels that will not be included in the rental

There are fixtures or fittings that are not in working condition and/or chattels to be excluded from the rental (Please list below under Landlord Instructions)

All fixtures or fittings are in working condition and all goods and chattels at the property are included in the rental.

## Alarm/Security System

Is the property equipped with an alarm/security system? If so, please specify the location and code used.

Yes, the property has an alarm/security system.

No, the property does not have an alarm/security system.

The alarm code is

**3756**

## Swimming Pool

Do you have a swimming pool? If yes, is it registered with a valid certificate of compliance/occupation?

- No swimming pool
- Yes, but it is not registered
- Yes, it is registered, however I do not have a certificate to upload
- Yes, it is registered and I have a certificate to upload

## Disclosures

### Embedded Electricity Network

Is the electricity supplied to the property from an embedded electricity network?

(An embedded electricity network is a privately owned and managed electricity network that may often supply all premises within a specific area or building and connect to the national electric grid through a parent connection point.)

If electricity is supplied to the premises via an embedded electricity network, you must provide further information below about the network operator as it is required to be provided to the Renter.

Please provide the trading name, ABN and contact details (including phone number and website) of any embedded electricity network provider that is applicable to this property.

- Yes
- No

### Intention to Sell

Has an agent been engaged to sell the property, a contract of sale prepared or an ongoing proposal to sell the property?

If yes, please provide details below.

- Yes
- No

### Homicide

Are the premises or common property known to have been the location of a homicide in the last 5 years?

Yes No

Comments

-

## Drug Contamination

Are the premises known to be contaminated because of prior use of the premises for the trafficking or cultivation of a drug of dependence in the last 5 years?

 Yes No

Comments

-

## Mould or Dampness

In the last 3 years, has the premises been subject to a repair notice relating to mould or damp in the premises caused by or related to the building structure?

 Yes No

Comments

-

## Safety Checks

Has the premises had the required gas safety check, electrical safety check and pool barrier compliance check (if applicable) carried out?

If they have been carried out, you must provide the dates of the latest applicable checks below.

 Yes No

## Safety Check Recommendations

Are there any outstanding recommendations for work to be completed at the premises from a gas safety check and electrical safety check?

If the answer is yes, a description of the outstanding recommendations is to be provided in 'Further information' below.

Yes

No

## Asbestos

Are the premises known to have friable or non-friable asbestos based on an inspection by a suitably qualified person?

Yes

No

Comments

-

## Building/Planning Permit

Are the premises known to be affected by a building or planning application that has been lodged with the relevant authority?

Yes

No

Comments

-

## Building Work Dispute

Is there a current domestic building work dispute under the Domestic Building Contracts Act 1995 which applies to or affects the premises?

Yes

No

Comments

-

## OC Dispute

Is there a current dispute under Part 10 of the Owners Corporations Act 2006 which applies to or affects the premises?

 Yes No

Comments

-

## Building Defects/Safety Concerns

Are the premises or common property the subject of any notice, order, declaration, report or recommendation issued by a relevant building surveyor, municipal building surveyor, public authority or government department relating to any building defects or safety concerns associated with the rented premises or common property at the time of disclosure?

If the answer is yes, a description of the notice, order, declaration, report or recommendation must be provided in 'Further Information' below

 Yes No

## Heritage Register

Are the premises a heritage listed place on the Heritage Register?

A place included in the Heritage Register within the meaning of section 3(1) of the Heritage Act 2017.

 Yes No

Comments

-

## Minimum Standards

Do the premises meet the rental minimum standards?

The rental minimum standards are new regulations that came into effect on the 29th March 2021 and all rented premises must comply with important requirements relating to amenity, safety and privacy. Rental providers have a duty to ensure their property meets these standards.

Information on the specific requirements of the minimum standards can be found on the Consumer Affairs website (<https://www.consumer.vic.gov.au/rentalstandards>).

If the premises does not meet any of the requirements, please provide details below.

Yes

No

## Right To Let the Premises

Are you the owner of the property?

If you are not, please advise the specifics of your rights to rent the property out on the owners behalf.

Yes

No

## Compliance & Servicing

### Gas Safety Testing

It is recommend that Landlords engage licensed contractors to carry out regular carbon monoxide testing and servicing of gas appliances in rental properties to ensure they are safe to use.

We can organise this service on your behalf, please indicate your preference below.

Yes, please organise testing of gas appliances at my property.

No, I don't want to use this service.

Rental Provider : **Melinda Pomella**

*Melinda Pomella*

Signed at Tue, 02/12/2025 07:09 AM , from device: Windows 10 Other Edge 142.0.0

## Gutter and Garden

Allow Agents to offer garden maintenance and gutter cleaning services.

- Yes, I agree to use garden maintenance and gutter cleaning services
- No, I don't want to use this service. Please provide your signature if you choose this option.

## Smoke Alarm Service

It is a requirement that smoke alarms must be installed in all homes, units, flats and townhouses. Landlords are responsible for fitting and maintaining smoke alarms in rental properties.

We can organise annual smoke alarm servicing for your property to ensure they are maintained in working order.

If you do not wish to proceed with the offered smoke alarm servicing, you do so at your own risk.

- Yes, I agree to use smoke alarm inspection service and incur the costs associated.
- No, I don't want to use this service. I understand that the servicing of smoke alarms will be my legal responsibility.

Rental Provider : **Melinda Pomella**

*Melinda Pomella*

*Signed at Tue, 02/12/2025 07:09 AM , from device: Windows 10 Other Edge 142.0.0*

## Electrical Safety Testing

The Residential Tenancies Act requires landlords to ensure rental properties are maintained in good repair. This includes ensuring the safe working and proper maintenance of all electrical appliances provided by the landlord.

We can organise servicing by our qualified suppliers on your behalf.

- Yes, please organise electric safety testing for my property.
- No, I don't want to use this service.

Rental Provider : **Melinda Pomella**

*Melinda Pomella*

Signed at Tue, 02/12/2025 07:10 AM , from device: Windows 10 Other Edge 142.0.0

## Payments & Outgoings

Please indicate if there are any outgoings or regular payments you wish for us to pay on your behalf. To provide this service we must be provided with the details of the relevant account. Please notify the providers in writing to instruct them to forward accounts to our office for payment.

**Council Rates**

Provider Name:

Account Number:

**Water Rates**

Provider Name:

Account Number:

**Owner's Corporation**

Provider Name:

Account Number:

**Maintenance**

Provider Name:

Account Number:

**Other**

Provider Name:

Account Number:

## Minimum Standards

Rental providers (landlords) must make sure a property meets minimum standards on or before the day a renter moves in.

The minimum standards apply to rental agreements that:

- started after 29 March 2021
- started before 29 March 2021 and roll over into periodic agreements on or after 29 March 2021.

Rolling over to a periodic agreement is considered starting a new agreement, even if occupancy began before 29 March 2021.

If the property does not meet minimum standards, the renter can request that the rental provider make repairs or changes before signing the agreement or before they move in.

If a rental agreement has been signed but the renter has not moved in yet, and the property does not meet minimum standards, the renter can:

- end the rental agreement immediately without fees by notifying the rental provider that the property does not meet minimum standards.
- move in anyway, then make a request for urgent repairs.

If a property falls below minimum standards any time during a rental agreement, the renter can make a request for urgent repairs to meet the standards.

The minimum standards are divided into 14 categories. All rental properties must meet the standards for each category.

## Locks

The property's external entry doors must have functioning deadlatches or be fitted with locks that can be unlocked with a key from the outside but can be unlocked without one from the inside. The only cases where a deadlatch doesn't have to be fitted to a door are when:

- a door cannot be secured with a deadlatch - for example, because of its position
- it is a screen door in the same door frame as an external door
- a different type of lock or device is required under another Act or law
- the door is not directly accessible because there is another type of security barrier, such as a locked door to an apartment building, or a locked gate
- the property is registered under the Heritage Act 2017 and has an approved exemption from the standard.

Does your property meet the minimum standards for locks?

Yes

No

Unsure

Not applicable

Comments

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## Vermin Proof Bins

Rental Providers must supply a rubbish bin and a recycling bin for the renter to use. The bins can be provided by the local council or purchased elsewhere, as long as they are vermin (for example, rats and mice) proof and meet council collection standards.

Does your property include the required bins to meet the minimum standards?

Yes

No

Unsure

Not applicable

Comments

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## Toilets

The property's toilet must be in good working order and connected to either:

- pipes that carry the sewage to a treatment plant (a reticulated sewerage system)
- a wastewater treatment system permitted under the Code of practice – Onsite wastewater management at EPA Victoria
- any other system approved by the local council. The toilet must be in a separate room in the property, either by itself, or in an appropriate room like a bathroom or in a combined bathroom-laundry.

Does your property meet the minimum standards for toilets?

Yes

No

Unsure

Not applicable

Comments

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## Bathroom

A rental property's bathroom must have a washbasin and a shower or bath, and be connected to a reasonable supply of hot and cold water. Showers must have a shower head with a 3-star water efficiency rating. If one cannot be installed, for example because of the property's age, then a shower head with a 1- or 2-star rating is acceptable.

Does your property meet the minimum standards for bathrooms?

Yes

No

Unsure

Not applicable

Comments

-

## Kitchen

The property must have a kitchen with:

- a dedicated cooking and food preparation area
- a sink in good working order connected to a reasonable supply of hot and cold water
- a stovetop in good working order that has two or more burners. If there is an oven, it needs to be in good working order. These requirements do not apply if the property is listed in the heritage register at Heritage Council Victoria and has an approved exemption from the standard.

Does your property meet the minimum standards for kitchens?

Yes

No

Unsure

Not applicable

Comments

-

## Laundry

If there is a laundry on the property, it must be connected to a reasonable supply of hot and cold water.

Does your property meet the minimum standards for laundries?

Yes No Unsure Not applicable

Comments

-

## Structural soundness

The property must be structurally sound and weatherproof.

Does your property meet the minimum standards for structural soundness?

 Yes No Unsure Not applicable

Comments

-

## Mould and damp

All rooms must be free from mould and damp caused by or related to the building structure.

Does your property meet the minimum standards to be free from mould or damp?

 Yes No Unsure Not applicable

Comments

-

## Electrical safety

The electrical safety rental minimum standard commenced on 29 March 2023.

Rental properties must have modern switchboards, with circuit breakers and electrical safety switches installed. Electrical safety switches are known as residual current devices (RCD, RCCB or RCBO).

Rental providers are responsible for engaging an electrician to ensure their rental property complies with the electrical safety standard.

From 29 March 2023, all power outlets and lighting circuits in a rental property must be connected to:

- a switchboard type circuit breaker that complies with AS/NZS 3000 for wiring, and
- a switchboard type residual current device that complies with AS/NZS 3190 or AS/NZS 61008.1 or AS/NZS 61009.1.

Does your property meet the minimum standards for electrical safety?

Yes

No

Unsure

Not applicable

Comments

-

## Window Coverings

From 29 March 2022, windows in rooms likely to be used as bedrooms or living areas must be fitted with curtains or blinds that can be closed, block light and provide privacy.

Does your property meet the minimum standards for window coverings?

Yes

No

Unsure

Not applicable

Comments

-

## Windows

All external windows in the rented premises which are capable of opening must have a functioning latch to secure the windows against external entry.

Openable windows must also be able to be left in the open or closed position.

Does your property meet the minimum standards for windows?

Yes

No

Unsure

Not applicable

Comments

-

## Lighting

Inside rooms, corridors and hallways must have access to light to make the areas functional. During the day, natural light can include light borrowed from an adjoining room and at night, renters should have access to artificial light.

These requirements do not apply if the property is registered under the Heritage Act 2017 and has an approved exemption from the standard.

Does your property meet the minimum standards for lighting?

Yes

No

Unsure

Not applicable

Comments

-

## Ventilation

Rental properties must have adequate ventilation in all rooms including the bathroom, shower, toilet and laundry.

The property must meet the appropriate ventilation requirements of the Building Code of Australia, which are different for different kinds of properties. You can search resources in the Australian Building Codes Board resources library (<https://www.abcb.gov.au/Resources/All-Resources>).

Does your property meet the minimum standards for ventilation?

Yes

No

Unsure

Not applicable

Comments

-

## Heating

All rental properties must have a fixed heater (not portable) in good working order in the main living area. For rental agreements entered into from 29 March 2023, this must be an energy efficient fixed heater in the main living area. If there is an existing fixed heater that is not energy efficient, the rental provider must upgrade it.

An energy efficient fixed heater must be one of the following:

- a non-ducted air conditioner or heat pump with a 2 star or above energy rating
- a gas space heater with a 2 star or above energy rating
- a ducted heating or hydronic heating system with an outlet in the main living area
- a domestic solid fuel burning appliance, such as a fireplace or wood burning stove.

In some apartment blocks it may not be practical to install an energy efficient heater - because of owner's corporation rules, or costs, for example.

It may be unreasonable to install an energy efficient heater because:

- the cost of installation would be significantly higher than the average cost in a domestic apartment building
- owners corporation rules prohibit it
- compliance with any other Act or local law makes the installation cost prohibitive.

If this is the case, the rental provider must still install a fixed heater in the main living area.

If a rental provider considers that it would be unreasonable to install an energy efficient fixed heater, they should:

- have evidence to show that it is unreasonable, and
- let the renter know before they enter into a rental agreement.

You can download our guide for more information: <https://www.consumer.vic.gov.au/library/publications/housing-and-accommodation/renting/minimum-rental-standards-for-heating--residential-tenancies-regulations-2021.docx>.

Does your property meet the minimum standards for heating?

Yes

No

Unsure

Not applicable

Comments

-

## Corded Internal Window Coverings

Unsecured blind or curtain cords pose a serious risk to children, who can get tangled in loose cords.

From 1 December 2025, all corded internal window coverings in residential rental properties must have an anchor installed to ensure the cords are secured or tensioned and can't form a loose loop.

On and from 1 December 2025, the standard for corded internal window coverings installed at the rented premises is that—

- a. a loose cord that is part of the window covering cannot form a loop of 220 mm or longer that is less than 1600 mm above floor level, and is secured by either—
  - i. a cord guide, no part of which is installed lower than 1600 mm above floor level, unless—
    - A. the cord guide will remain firmly attached to a wall or other structure specified in the installation instructions for the corded internal window covering when subjected to a tension force of 70 Newtons applied in any direction for 10 seconds; and
    - B. the cord is sufficiently secured or tensioned to prevent the formation of a loop 220 mm or longer; or
  - ii. a cleat that is installed against a wall or structure at least 1600 mm above floor level; and
- b. the cord guide or cleat in paragraph (a) is to be installed in a way that—
  - i. uses any components specified in the installation instructions for the corded internal window covering as necessary to meet requirements for cord safety; and
  - ii. is in accordance with the installation instructions for the corded internal window covering for the purpose of ensuring that a loose cord cannot form a loop as described in paragraph (a).

Does your property meet the minimum standard for corded internal window coverings?

Yes

No

Unsure

Not applicable

Comments

-

## Rental Provider Signature

Rental Provider : **Melinda Pomella**

*Melinda Pomella*

Signed at Tue, 02/12/2025 07:16 AM , from device: Windows 10 Other Edge 142.0.0

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## AUDIT TRAIL

### Melinda Pomella (Rental Provider)

- Thu, 27/11/2025 02:00 PM - Melinda Pomella clicked 'start' button to view the Owner Instruction (*Windows 10 Other Chrome 142.0.0, IP: 175.37.225.163*)
- Tue, 02/12/2025 06:53 AM - Melinda Pomella clicked 'start' button to view the Owner Instruction (*Windows 10 Other Edge 142.0.0, IP: 106.70.157.211*)
- Tue, 02/12/2025 07:16 AM - Melinda Pomella stamped saved signature the Owner Instruction (*Windows 10 Other Edge 142.0.0, IP: 106.70.157.211*)
- Tue, 02/12/2025 07:16 AM - Melinda Pomella submitted the Owner Instruction (*Windows 10 Other Edge 142.0.0, IP: 106.70.157.211*)

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DOCUMENT END

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**Rental Provider Insurance Attachment -  
GIO-HGL001461665-Building\_Content**

*Link:*

<https://admin.ipropertyexpress.com/doc/attachments/408dba34-6d95-4f00-b38a-f45370adda7a>



**Rental Provider Insurance Attachment - GIO-HGL001461665-PublicLiability**

*Link:*

<https://admin.ipropertyexpress.com/doc/attachments/a53f7ec5-001b-43f5-9644-77560081ca48>



**Rental Provider Insurance Attachment -  
GIO-HGL001461665-LandlordProtection**

*Link:*

<https://admin.ipropertyexpress.com/doc/attachments/9092c7fd-946d-44bd-9772-ccfd4a004cab>



**WaterRates - Lunan Rates Notice.pdf**

*Link:*

<https://admin.ipropertyexpress.com/doc/attachments/2155de21-71c3-4822-86cd-e002fcd6b8c1>



**DriverLicense - Melinda Licence and medicare card.pdf**

*Link:*

<https://admin.ipropertyexpress.com/doc/attachments/d1a45c58-ed19-47e8-af25-cd597ff1df47>

