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SUBMIT

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Tenancy Services

LANDLORD DETAILS

Name(s) _____

This section must be filled in. It is important to give good contact details.

Physical address for service

Email _____
This email address may be used as an address for service (strike out if not agreed)

Phone (house) _____ (mob) _____ (fax) _____

Other contact address(es) _____

Additional address for service (this may be a PO box) _____

If the landlord wishes to include the details of an agent in the agreement, please include the agent's contact details on a separate sheet.

TENANT DETAILS

Name(s) _____

Identification Drivers licence Passport Other ID number _____

This section must be filled in. It is important to give good contact details.

Physical address for service

Email _____
This email address may be used as an address for service (strike out if not agreed)

Phone (house) _____ (mob) _____ (fax) _____

Other contact address(es) _____

Additional address for service (this may be a PO box) _____

Is any tenant under the age of 18? (tick one)

Yes No

TENANCY DETAILS

Address of tenancy _____

Body Corporate rules must be attached if premises are Unit Title premises (strike out if not applicable)

Rent per week \$ _____ To be paid in advance Frequency of rent weekly fortnightly

Bond amount \$ _____

Rent to be paid at _____

Or into Bank Account No.

Account name _____

Bank _____ Branch _____

COPY 1 - EMPLOYEE

COIT agreement between client and independent contractor

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

IN THE PRESENCE OF WITNESSES (OPTIONAL)

Between:

CLIENT (NAME OR COMPANY) _____ **Client**

NAME _____

AGENT (NAME OF EMPLOYER) _____ **Employer**

NAME _____

WITNESSES (OPTIONAL)

NAME(S) ADDRESS _____

1. Employee

1.1 The agreement relates to the Client's (Name) and the Employer's (Name) being engaged upon the following:

2. Payment

2.1 The Employer shall, within a reasonable time, pay to the Client a sum of money (Contractual Value) (to be paid to the Client in accordance with the terms of the contract) in consideration of the Client's services. The sum of money shall be paid to the Client in accordance with the terms of the contract.

Witness _____

(Employee)

Employment Contract

This agreement is made on _____ at _____

Between _____ of _____

hereinafter referred to as the "Employer" and _____

hereinafter referred to as the "Employee". Both parties agree on the following:

1. Job assignment and wages

The Employer hereby engages the Employee and the Employee agrees to work for the Employer in the capacity of _____ at the rate of _____ per hour.

In case of wage earned on an hourly basis, the total monthly wage shall then be _____

(In case the Employee receives any special allowances, the amount and special allowances shall be indicated clearly together with the date of the payment in the regular payment schedule.)

2. Duration of Contract and work site

The duration of the contract shall be _____ months/years starting from the day of the Employee's (country) _____ and the work site is at _____

The Extension of the contract shall be mutually agreed upon between the Employer and the Employee.

3. Probation Period

The Employee shall work on probation for a period of _____ days (local labor law), starting from the first working day.

NON-DISCLOSURE AGREEMENT (NDA)

I. THE PARTIES. This Non-Disclosure Agreement, hereinafter known as the "Agreement", created on the _____ day of _____, 20____ is by and between _____, hereinafter known as "1st Party", and _____, hereinafter known as "2nd Party", and collectively known as the "Parties".

WHEREAS, this Agreement is created for the purpose of preventing the unauthorized disclosure of the confidential and proprietary information. The Parties agree as follows:

II. TYPE OF AGREEMENT. Check One (1)

- Unilateral – This Agreement shall be Unilateral, whereas, 1st Party shall have sole ownership of the Confidential Information with 2nd Party being prohibited from disclosing confidential and proprietary information that is to be released by the 1st Party.
- Mutual – This Agreement shall be Mutual, whereas, the Parties shall be prohibited from disclosing confidential and proprietary information that is to be shared between one another.

III. RELATIONSHIP. The Party A's relationship to Party B can be described as _____ and Party B's relationship to Party A can be described as _____.

IV. DEFINITION. For the purposes of this Agreement, the term "Confidential Information" shall include, but not be limited to, documents, records, information and data (whether verbal, electronic or written), drawings, models, apparatus, sketches, designs, schedules, product plans, marketing plans, technical procedures, manufacturing processes, analyses, compilations, studies, software, prototypes, samples, formulas, methodologies, formulations, product developments, patent applications, know-how, experimental results, specifications and other business information, relating to the Party's business, assets, operations or contracts, furnished to the other Party and/or the other Party's affiliates, employees, officers, owners, agents, consultants or representatives, in the course of their work contemplated in this Agreement, regardless of whether such Confidential Information has been expressly designated as confidential or proprietary. Confidential Information also includes any and all work products, studies and other material prepared by or in the possession or control of the other Party, which contain, include, refer to or otherwise reflect or are generated from any Confidential Information.

However, Confidential Information does not include:

- (a) information generally available to the public;
- (b) widely used programming practices or algorithms;
- (c) information rightfully in the possession of the Parties prior to signing this Agreement; and

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