

## STARTING A TENANCY CHECKLIST

### The lessor must:

- If it is a written agreement, give you a copy of the agreement when you sign and then send you a copy of the agreement signed by both parties within 14 days. The lessor must also give you the “INFORMATION FOR TENANT” sheet.
- If it is a written agreement, it should be the standard “prescribed form”.
- If it is a verbal tenancy agreement, give you a copy of the information sheet ‘INFORMATION FOR THE TENANT WITH NON-WRITTEN RESIDENTIAL TENANCY AGREEMENT’ within 14 days of moving in. Your rights are better protected if you have a written agreement.
- Give you a property condition report to complete and sign within 7 days of moving in
- Complete the bond lodgement form and provide you with a receipt for your bond
- Give you a receipt for any money you pay in cash (e.g. 2 weeks’ rent)
- Ensure the place is available for you to move in on the day
- Ensure the premises are reasonably secure and provide you with keys
- Ensure at the start of the agreement the premises are clean and in good repair
- Credit any option fee paid to your rent or return it to you
- Provide you with the owner’s full name and address (and the address of property manager if applicable)
- Provide you with an after-hours or emergency contact telephone number

### Your responsibility:

- Sign and return a copy of the written agreement to the lessor
- Pay the bond and two weeks rent in advance, and sign the bond lodgement form
- Complete and return the property condition report within 7 days of receiving it
- Take photos and attach these to the property condition report
- Connect utilities – gas, electricity, internet and phone
- If applicable, apply for any Centrelink rent assistance or Department of Housing Bond Assistance Loan
- Set up a tenancy file to keep all of your tenancy related documents

### Handy tips!

- Get receipts or keep records of any money you pay to the lessor
- Keep copies of your agreement, property condition report, receipts and other tenancy documents in a safe place.
- If you have identified issues or problems, ask the lessor about them. If they agree to address these issues, get any agreement in writing

***Contact Tenancy WA on 9221 0088 for information or advice if you are unsure about your rights and responsibilities and how the Act applies to you***

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