



## Renters Guide

### Documents a tenant should receive before moving in

The documentation required to be given to you at the time of sign-up differs slightly from state to state and country. However, the following items are required in most jurisdictions:

- Information booklet relating to renting in your state
- Copy of the tenancy agreement
- Copy of the bond lodgement form
- Original and copies of the condition report - to be checked, completed and signed, then returned to the office in the required time frame
- Receipt for initial rent amount, lease fees and bond
- Photocopy of all keys and remote controls (if any)

### Routine Inspections and Checklists

The Property Manager will carry out a periodic inspections of the property to ensure it is being well cared for and any routine repairs are made. This inspection may include the following:

- The property is being maintained in a clean and tidy condition.
- The grounds are being maintained in a clean and tidy condition.
- The property is not being damaged in any way.
- There are no more than the number of people specified on the tenancy agreement are living at the property.
- No pets are housed at the property, unless otherwise agreed to.
- Any maintenance issues identified can be attended to.

A condition report or "inspection report" must be given to all tenants, prior to their moving into any rental premises, but should not be signed at this time. Legislation allows tenants a number of days to check the details completed by the agent/owner on the condition report, to confirm or disagree with those details.

Areas where the tenant does not agree with what is stated on the condition report should be noted on the appropriate section of the document. You must complete the inspection report and return it to the agent/owner within the specified number of days or the condition of the property is deemed to be accurate as at the agent's completion. If you do need additional assistance, help is also available from the RTA in Queensland or the Office of Fair Trading in New South Wales

## 3 Important Items a Tenant should consider

Moving into a new rental property is exciting, especially if you've found a dream apartment or house with friends. However, make sure you don't get caught up in the glow of a home and forget to ask the most important questions about the place! Here's some common queries that people should remember when they prepare to sign a lease.

### 1 Who should sign the lease?

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You need to clarify with your landlord exactly who is going to be on the lease, and what the process is when people move out or have others move in. Does the landlord want everyone under the roof to be on the lease? Or will one or two tenants suffice? Also keep your bond payments clear - document who has put how much into bond, and how much each person is entitled to when you leave the home. This will avoid the situation of people claiming they are owed bond money and no proof of original contributions when a lease ends

### 2 What are you responsible for?

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If the property is furnished there should have been an inventory organised before you move in - that furniture might look fantastic, but it could be an heirloom belonging to the owner of the home, and any damages could become a costly problem. If you wish to furnish a home yourself, discuss this with the Property Manager and work out how to change these items over. If the place is unfurnished, as is often the case, consider that other than buying appliances like fridges or washing machines, an option could be to organise rental appliances

### 3 What Utility and Internet Connections are available?

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The house might have an amazing outdoor area, great kitchen and cozy lounge room, but if you're someone who prefers to stay connected to the internet, then it is a necessity that you investigate the internet providers and service available in the area before putting your name on the lease. Is there a gas line or is the heating via air conditioning or electric heating? Make sure you know all the details about how your power and communications and that it suits the needs of all occupants before signing on.

It's important be fully informed when you are renting a home - once you sign a lease, you take on many responsibilities to the landlord and the home. Don't allow yourself to be distracted by one or two great features until you've seen every aspect of the property and make sure you know exactly what you're getting.

Further information for renters can be found at

NSW: [http://www.fairtrading.nsw.gov.au/ftw/Tenants and home owners/Renting a home.page](http://www.fairtrading.nsw.gov.au/ftw/Tenants_and_home_owners/Renting_a_home.page)

QLD: <https://www.rta.qld.gov.au/Resources/Forms/Forms-for-general-tenancies/Pocket-guide-for-tenants-houses-and-units-Form-17a>