Circle Green
Community Legal

Starting a Tenancy Checklist

THE LESSOR MUST :

- ☐ If you have 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 – form 1AC.
- ☐ If you have a written agreement, it must be in the approved form – the residential tenancy agreement Form 1AA. Check the front page of the lease agreement to see if your agreement is in the approved form. It is the lessors responsibility to ensure your agreement is in the approved form.
- ☐ If you have a verbal tenancy agreement, give you a copy of the Information for Tenant with Non-written Residential Tenancy agreement – Form 1AD within 14 days of moving in. Your rights are better protected if you have a written agreement.

Within 7 days of you moving in, give you a property condition report for you to to complete and sign

Complete the bond lodgement form and provide you with a receipt for your bond or arrange lodgement of the bond via bondsonline

- ☐ 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 commencement 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 (or the owner's name and address of property manager if applicable)

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 where necessary
- ☐ Connect utilities – gas, electricity, internet and phone

If applicable, apply for any Centrelink rent assistance or Department of Communities (Housing) Bond Assistance Loan

HANDY TIPS:

- ☐ Get receipts and 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

Set up a tenancy file (hard copy or virtual) to store all of your tenancy related documents

FURTHER HELP – TENANTS ADVICE AND ADVOCACY

Circle Green Community Legal
(08) 6148 3636
www.circlegreen.org.au

Consumer Protection for consumer and tenancy related matters
commerce.wa.gov.au/consumer-protection | 1300 304 054

To find a tenant advocate in your area, visit our website or use the QR code →

https://circlegreen.org.au/resource/find-a-tenant-advocate

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