

Pre-rental checklist

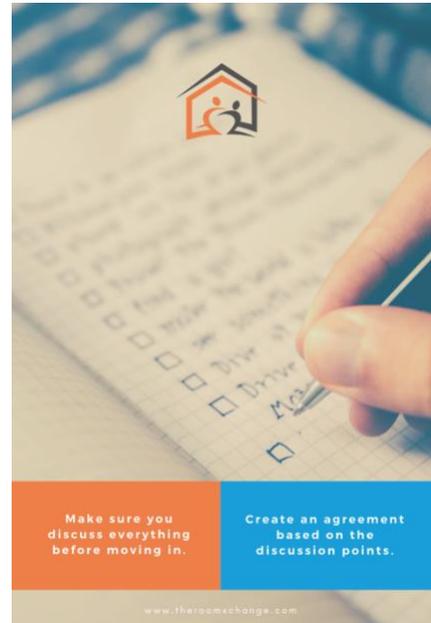
Moving into a new home is an exciting time in your life. However, you want to be very clear about the terms of your arrangement before moving in.

So we've created this checklist to help you be clear about your house share arrangement and understand the rules of the household you'll be renting with.

However, this is not a legal rental or lease agreement; it's a guideline for discussion only.

There are several other things you need to discuss such as rental term, bond, when the rent is paid, bills, food and so on.

Before you move into your new home, make sure the following has been done or discussed and agreed upon.



1. Meet everyone who lives in the home

- Make sure you meet all the people who are living in the house. This could be done when you first see the property. Or perhaps you could suggest another meeting where you get to meet all the household members. If a face-to-face meeting isn't possible, you could suggest a video meeting.
- It's reasonable to request to check the ID of each person living in the home. You would also offer your ID for them to check.
- Swap mobile numbers of each person living in the home if you agree to move in.

2. Decide on what type of agreement you want for your house share

- Residential Tenancy Agreement or Common Law (Flatmate) Agreement?
- How long is the agreement for? It can be a fixed term or left open until the tenant agrees to end it?
- If so, what are the terms upon ending it? How much notice is required? Are you expected to stay until the end of the fixed term? If you leave sooner, what are your financial obligations until another tenant is found? Is it your responsibility to find another tenant?

3. Is it a typical rental arrangement or are you offsetting your rent?

- If you have decided to accept a rent offset, then you need to be clear about what additional household support you'll be offering on top of what you would normally be expected to do as a tenant. Make sure you are very clear about this up front so as to not have any confusion once you've moved in. Things to consider are agreeing on the type of help, how many hours is expected and how much does that reduce your rent.
- If you are paying all or part rent, make sure you're clear about how often the rent is to be paid. Is it weekly or fortnightly? Is it cash or direct debit? Who is the person you pay the rent to? If you are paying in cash insist on a receipt.

4. Bond

- If you are accepting a rent offset, you could still be expected to pay a bond. The bond amount would be based on the full rental value.
- Agree on the amount of bond to be paid and get a receipt for it. Be sure you know who is holding the bond.

5. Household bills

- Does your rental arrangement include bills?
- If not, then when are the bills to be paid and what percentage are you expected to pay?
- Are the bills split equally by the number of people in the house?
- Who collects the money for the bills? Make sure you get a receipt if you are paying in cash.

6. Bedroom inclusions

- Does the room come furnished?
- Will you be bringing your own furniture and if so, what happens to the furniture in the room?
- Does the bedroom come with its own bathroom or are you sharing a bathroom? If so, who are you sharing it with?
- If there is no lock on the door, are you allowed to install one?

7. Access to areas of the house

- Are there any parts of the house that you are not allowed to use? Eg garage, other people's bedrooms.
- What parts of the house has shared usage?

8. House rules

- Are there any rules around having friends over?
- Noise late at night.
- Cleaning up after yourself etc.

9. Food

- Work out how the household manages food and mealtimes.
- Is it a shared food house where everyone pitches in for groceries and cooking?
- Or do you manage your own and cook for yourself?

10. Cleaning

- Do you clean as you go or at the end of the day?
- Are there allocated chores for each household member?
- Is there a big cleaning day once a week?

11. Emergency contacts

- Make sure you provide at least one emergency contact should something happen to you while you're living at the house. It's reasonable to ask the same of other people in the home.
- Let your housemates know if you have ambulance cover should the need arise.

12. Important household information

- Garbage day
- Parking permits
- Laundry use
- Alarm code

13. Resolving household disputes

- Should any issues arise, discuss the process of resolution. Every household has their own way of dealing with issues. It might be a household dinner each week or a household meeting as required.