



Starting a Tenancy Agreement

You are about to move into your new home and may have some questions about the Tenancy Agreement. What is a Tenancy Agreement? What is a bond? Where can I find more information?

What is a Tenancy Agreement?

A Tenancy Agreement or Lease is a written or verbal agreement between you and your landlord or agent¹. It includes information about how much rent you will pay and when the agreement will end.

If the Tenancy Agreement is in writing, you will need to sign and return a copy to your landlord or agent. They will also sign the agreement and send you a copy within 14 days.

If you have a verbal Tenancy Agreement, within 14 days of moving in, your landlord or agent is required to give you Form 1AD. This form includes information for tenants with a non-written residential tenancy agreement.

Your rights are usually better protected if you have a written agreement.

What is a bond?

A bond is a payment you pay before you move in. You should get the bond back at the end of the tenancy if there is no damage to the home and you are up to date with your rent payments.

¹ Agents include real estate property managers, public housing managers and community housing managers. Another name for a 'landlord' is a 'lessor'.

The landlord or agent will send you a form to sign and return. They will give you a receipt for your bond. The bond is held by Consumer Protection and not by the landlord or agent.

If you rent privately, the bond will usually be the same as 4 weeks' rent.

If pets are allowed, you may be asked to pay a Pet Bond. The Pet Bond should not exceed \$260.

Property Condition Report

The Property Condition Report is your chance to list anything in the home that is broken or in poor condition when you move in.

You can add photos to the Property Condition Report and will need to return one copy to the landlord or agent within 7 days of receiving it.

You can find out more about the **Property Condition Report** on our Website www.circlegreen.org.au.

What about gas and electricity?

It will usually be your responsibility to set up an account to pay for the gas, electricity, phone and internet.

Moving in day

The landlord or agent should make sure the property is clean and tidy before giving you the keys to your new home.

Helpful tips

- Ask the landlord or agent if you have any questions.
- Set up a file to store all of your tenancy information.
- Keep receipts of any money you pay to the landlord or agent.
- Check if you can get Rent Assistance
www.servicesaustralia.gov.au/rent-assistance
- Check if you can get a Bond Assistance Loan
www.housing.wa.gov.au/housingoptions/rentaloptions/bondassistance

Who can help?

Our Tenant Advocates help people who rent their homes to resolve tenancy problems. They may do this by helping you to understand your rights, and by giving advice and guidance.

If you would like to speak to a Tenant Advocate, you can call us on **(08) 6148 3636** or visit www.circlegreen.org.au.

Further information

Please contact us if you would like this fact sheet in a different format such as large print or braille.

If you are Deaf, hard of hearing or have a speech impairment, you can contact us through the National Relay Service www.relayservice.gov.au.

If you are a non-English speaker and require a language interpreter, please contact TIS National on **131 450**.

For more information visit www.circlegreen.org.au or phone us on **(08) 6148 3636**.



Co-designed by the Building Tenancy Skills Project

