

NEW TENANT CHECKLIST

Note: If you cannot tick 'yes' to any of the items in this checklist you may need to ask further questions or [seek legal advice](#). If you need further information about what to do, consult the relevant section in the Renting Book.

- I have been given a copy of my residential tenancy agreement
- > I have read the agreement and asked questions if I didn't understand it
 - > I know whether my agreement has a [break lease fee clause](#)
 - > I know whether my agreement has a [posting termination clause](#)
 - > I know whether my agreement contains the [community housing provider termination clause](#)
 - > I know whether my agreement contains the [subsidised accommodation clauses](#)
 - > If my agreement *does* contain the [subsidised accommodation clauses](#), I have *also* been given a copy of any [subsidised accommodation eligibility requirements](#) that apply to my tenancy agreement
 - > If my tenancy agreement is [crisis accommodation](#) provided by a declared crisis accommodation provider, I have received a statement which explains that the landlord can end the agreement with 4 weeks notice if the provider needs the premises for someone else
 - > I know whether my tenancy agreement includes any [additional terms to the standard terms](#) (and the landlord has pointed out if any of the terms are inconsistent with the Standard Terms)
 - > If the landlord *has* proposed [a term inconsistent with the standard terms](#), I have agreed to the term(s) and have also agreed to make a joint application to ACAT to have the inconsistent term(s) endorsed. I understand that if inconsistent terms are not endorsed by ACAT they are unenforceable.
- If [renting an apartment or unit](#), I have been given a copy of the owners corporation rules.
- I have been given two copies of the [condition report](#).
- > I have made any necessary changes to the condition report and returned my signed copy within two weeks. I have also taken photos of the property so I have a record of the condition it is in at the start of the tenancy.
- I have been given a copy of the [energy efficiency rating](#) (EER) statement for the property (if one exists) or been told that there is no EER statement for the property.
- I have received a written statement in relation to the [ceiling insulation standard](#) which indicates:
- > The rental property meets the ceiling insulation standard; OR
 - > The rental property does not meet the ceiling insulation standard but indicates a date by when the property must meet the standard; OR
 - > The rental property is exempt from complying with the ceiling insulation standard, and the reason for the exemption.
- I have requested and received a copy of my landlord's records about the property's compliance with, or exemption from the [ceiling insulation standard](#) from my

landlord. (**Note:** This is optional – you do not have to make this request but you can if you want a copy of the records).

I have received an asbestos assessment report for the property or an [asbestos advice notice](#) for the premises, indicating where asbestos may be found at the property.

I have a [receipt](#) as proof that my bond will be lodged with the ACT Revenue Office

I have provided my email address so the ACT Revenue Office can send me the bond lodgment receipt

I am not being required to pay more than two weeks' [rent](#) in advance (unless I have chosen to pay more)

If required to pay a [bond](#) I have:

- > Paid the bond (after ensuring I am not being charged more than 4 weeks' rent for bond) AND
- > Received a receipt for the bond.

I am not being charged for the initial supply of keys and security devices.

I know the [rules on pets](#) for my new home:

- > I am allowed to keep a pet if my agreement does not state that the landlord's consent is required and I do not need permission from the owners corporation of my unit complex OR
- > I must seek the [landlord's written consent for my pet](#) (if my agreement states that consent is required. Landlords cannot refuse consent without the approval of ACAT) AND/OR
- > I am aware that if I am in an apartment building or unit complex, I may also require [permission from the owners corporation](#) as well as from my landlord.

There are [smoke alarms](#) in my new home and they work.

I know which [utilities bills](#) I have to pay.

I have the contact details for my landlord or real estate agent, including an address (physical or email address) where I can send notices to them (such as a notice to remedy if they have not conducted repairs or a notice that I intend to vacate the property).

I have provided my landlord or real estate agent with my contact details, including an address where they can send or serve notices on me.

- > I understand that while some notices (such as notices for inspections or rent increases) can be sent by email, [notices to vacate \(eviction notices\) can only be posted or delivered personally to a physical or postal address.](#)