

## Starting a Tenancy

### **Offer of Accommodation**

When Women's Housing Ltd offers tenants a property, a meeting to sign the lease will be arranged at the earliest possible date.

We will also advise you of what the rent and bond is likely to be and any particular rules attached to the property e.g. if you are allowed a pet.

### **Signing of Lease**

You will be asked to attend a meeting with your Tenancy Worker to sign the lease. This meeting will allow you to familiarise yourself with the Tenancy Agreement in detail. Please allow at least one hour for this meeting.

### **Tenancy Agreement**

Your Tenancy Agreement is a legal document. It is very important that you keep to the conditions of your Tenancy Agreement. If you need any clarification on your Tenancy Agreement please speak to your Tenancy Worker. If your property is a strata property you will also be advised of the strata bylaws.

### **Property Condition Report**

You will be provided with a report detailing the condition of your property. You will be asked to review this report and return it to WHL within seven (7) days. It is critical that should you disagree with anything on the report that you return the condition report with your comments within 7 days.

Your Ingoing Property Condition Report is important as we will expect your property to be returned to us at the same standard as when you moved in. We do allow for normal wear and tear but any damage to the property will be your responsibility to repair prior to moving out.

### **Rent**

Your rent is due each fortnight and must be paid two weeks in advance.

It is your responsibility to make sure your payments are up to date. If you experience difficulties paying your rent you should always contact your Tenancy Worker.

Your rent is based on your household income and will be explained to you prior to you signing the Tenancy Agreement. The rent will be reviewed annually but if your household income changes you must inform us of the changes within 14 days so we can recalculate your rent.

We will discuss how you are going to pay your rent and assist you with setting up direct payments from Centrelink (if applicable).

### **Utilities**

We can assist you with getting your home utility services such as water, electricity and gas connected by helping you complete forms. You are responsible for the payment of your utilities and will need to register your details and apply for any concessions you may be entitled to.