

Moving in

There are a few things you need to do before you can move into your new rental property.

Complete the entry condition report

The entry condition report should be completed before you move in. This records any existing damage or problems in all rooms of the property.

It is an important document and requires attention to detail, so make sure you spend the time inspecting the property closely and filling out this report completely.

The lessor/real estate agent must sign both copies, one of which you need to keep in a safe place.

- a) The lessor/agent fills out and signs a copy of the Entry Condition Report (Form 1a).
- b) They must give you a copy of the filled out condition report for you to then fill in as well.
- c) You must fill out the 'tenant' section. If you do not agree with their comments, add your own comments in the tenant column of both copies, before you sign the report. It is important that you check and comment on what is on the form as this may be important if there is a dispute about the condition of the property at the end of the tenancy.
- d) You must sign and return the entry condition report to the lessor/agent within three days after the day you are allowed to move in.
- e) The lessor/agent must give you a copy of the completed report. Keep your copy safe with your General Tenancy Agreement and your bond and/or rent receipts.



Pay the rent

- Rent is usually paid weekly, fortnightly or monthly. You and the lessor should agree on how much rent you will pay, when you will pay and the method of payment before you sign the tenancy agreement.
- Most lessors require tenants to pay rent in advance, so you may need to make your first rent payment before you move in. You cannot be asked to pay any more rent until that rent in advance is used, and then you can be asked to pay for the next rent period in advance.
- Paying by direct debit through your bank, employer or Centrepay (a free direct bill-paying service for Centrelink customers) is one way to make sure your rent is paid on time. If paying by direct debit, make sure you have enough money in your account. You need to allow time for the processing of the fund transfers or you could end up in arrears or be charged fees by the bank.

- Ask for a copy of your rent payment record. Be clear about how often you want this record sent to you. If you pay your rent by cash or cheque, the lessor/agent must give you a receipt each time. Keep these receipts with your copy of the tenancy agreement, bond receipt and entry condition report.

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Once you have signed the tenancy agreement, paid the bond and rent in advance and received the keys, you are ready to move in.

You will need to have the gas and electricity connected in your name and pay deposits if required. You may be able to choose your preferred gas and electricity suppliers.

Read Renting a house or unit in Queensland (Form 17a) or Renting a caravan or moveable dwelling in Queensland (Form 17b). These documents contain information about what to do during your tenancy and should be given to you by the agent/lessor after you sign the tenancy agreement. You can also find a copy of these forms on the Residential Tenancies Authority website.

Visit www.rta.qld.gov.au.

Need more help?

Visit www.housing.qld.gov.au/contact/offices/index.htm for the contact details of your nearest Housing Service Centre or call 1300 880 882.

