

# Your Residential tenancy agreement

A guide for you



## How to use this guide



Consumer Affairs Victoria (CAV) wrote this guide. When you see the word 'we', it means CAV.



We have written this guide in an easy to read way.

We use pictures to explain some ideas.



We have written some words in **bold**.

We explain what these words mean.

There is a list of these words on page 22.



This Easy Read document is a guide to your Residential tenancy agreement.



You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

## What's in this guide?

What is a Residential tenancy agreement?	4
What's your Residential tenancy agreement about?	6
Things you must do	11
Things your landlord must do	14
What's in your Residential tenancy agreement?	15
Word list	22
Contact us	24

## What is a Residential tenancy agreement?



This document is about your **Residential tenancy agreement**.



Your Residential tenancy agreement is a written agreement between you – the **tenant** – and your **landlord**.



You are the tenant if you pay money to live in a home that someone else owns.



Your landlord is the person who owns the home you live in.



You need to read your agreement carefully.



You and your landlord both need to sign the agreement.

You need to keep a copy of the agreement.



It is a legal contract under the law.



The law is called the *Residential Tenancies Act 1997*.

This law protects the rights of:

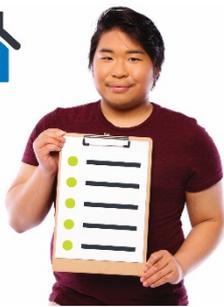
- tenants
- landlords.



When you move in, your landlord should give you a booklet called *Renting a home: a guide for tenants*.

## What's your Residential tenancy agreement about?

Your Residential tenancy agreement explains:



- everything you must do while you live in the home



- everything your landlord must do while you live in the home.

It talks about:



- the home you will live in



- you and any other people who will live in the home



- how long you will live in the home



- your **rent** – how much you must pay to live in the home and how often you must pay it



- your **bond** – money you pay before you can move in.



Your landlord must send your bond to the Residential Tenancies Bond Authority (RTBA).



The RTBA looks after bonds for all Victorian tenants.

You can get your bond back when you move out if you:



- keep the home clean



- don't cause any damage to the home



- have paid all your rent.

## Condition reports



**Condition report**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You and your landlord both need to fill out a **condition report** when you first move in.



A condition report has a list of all the different rooms in the home.

You write notes in the condition report about:



- how clean the home is



- any marks, stains, scratches or cracks in the:
  - walls
  - windows
  - floor
  - ceiling.



You need to keep a copy of the condition report.



Your landlord will do the condition report again after you move out.

## Things you must do



There are things you must do when you live in the home.



They are part of your agreement.



You must look after the home.



You must try not to cause any damage.



You must tell your landlord about any damage that happens.



You must keep the home clean.



You must not do anything in the home that is against the law.



You must not cause any problems for your neighbours.



You must respect your neighbours':

- comfort
- privacy.



You must get permission from the landlord if you want someone new to move into your home.

## Things your landlord must do



There are things your landlord must do while you live in their home.



They are part of your agreement.

Your landlord must make sure the home is:



- safe to live in



- clean before you move in.



Your landlord must make sure the home is a place where you can enjoy living.

## What's in your Residential tenancy agreement?



Your agreement will include lots of important information about:

- you
- your landlord
- the home you will live in.

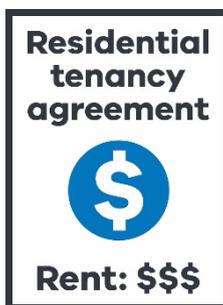
### Your new home



Your agreement will tell you the address of your new home.

### Your rent

Your agreement will tell you:



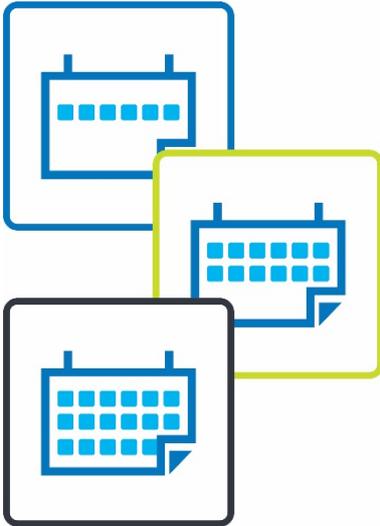
- how much your rent will cost



- the date your first rent payment is due on



- how often you must pay your rent.



You might have to pay your rent:

- each week
- every 2 weeks
- each month.



If you pay your rent each month, it must be paid on the same date.



Your agreement will tell you which day of the month your rent will be due.

## Your bond

Your agreement will tell you:



- how much your bond will cost



- the date your bond payment is due on.



Your landlord must send your bond to the RTBA within 10 days.



If other tenants will live with you in your home, you might each pay part of the bond.



You need to say how much each person will pay.

## Your tenancy period

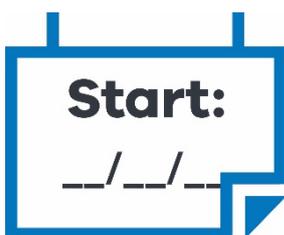


Your **tenancy period** is the total amount of time you will live in the home.

Your agreement will tell you:



- how long your tenancy period will be



- the date the agreement starts on



- the date the agreement ends on.

## Other people who will live in your home



Will anyone else live in your home with you?

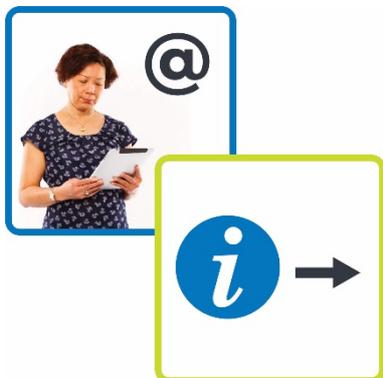


If other people will live in your home with you, their names must be in the agreement.



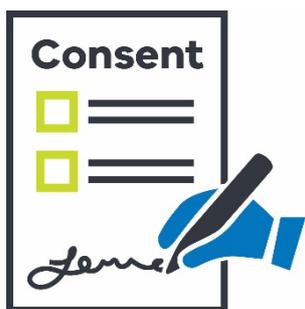
There will be space in the agreement to write the details of any other tenants.

## Contacting you



Your landlord might want to use email to:

- contact you
- send you information.



Your landlord needs your **consent** to do this.



When you give your consent, you say it is ok to do something.

## Urgent repairs



If there is a problem with your home and you need it fixed quickly your agreement will say who you must contact.

## Extras



You and your landlord might have extra things you want to include in your agreement.



There is space in your agreement where you can write anything extra.

## Word list



### **Bond**

Your bond is money you pay before you can move in.



### **Condition report**

A condition report has a list of all the different rooms in the home.

You write notes in the condition report about:

- how clean the home is
- any marks, stains, scratches or cracks in the:
  - walls
  - windows
  - floor
  - ceiling.



### **Consent**

When you give your consent, you say it is ok to do something.



## **Landlord**

Your landlord is the person who owns the home you live in.



## **Rent**

How much you must pay to live in the home and how often you must pay it.



## **Residential tenancy agreement**

Your Residential tenancy agreement is a written agreement between you – the tenant – and your landlord.



## **Tenancy period**

Your tenancy period is the total amount of time you will live in the home.



## **Tenant**

You are the tenant if you pay money to live in a home that someone else owns.

## Contact us



**1300 40 43 19**

The cost is the same as a local call.

If you speak a language other than English, please contact TIS – Translating and Interpreting Service.



**131 450**

Ask to talk to an Information Officer at Consumer Affairs Victoria on

**1300 40 43 19**

TTY

If you use textphone or modem, call the National Relay Service.



**133 677**

Give them our number – **1300 40 43 19**



If you use Speech to Speech Relay call

**1300 555 727**

Give them our number – **1300 40 43 19**



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