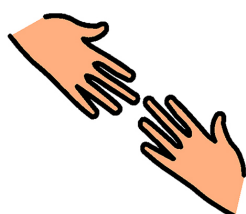


## **Renting - Ending a tenancy**



### **Easy English fact sheet**

2016



### **You might need help to read this fact sheet.**

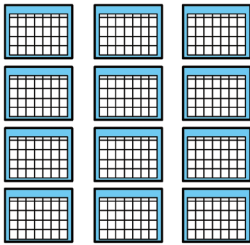
A friend, family member or support person can help you.



## What is a tenancy?

When you **rent** a home it is called a **tenancy**. You sign a **lease**.

Rent is the money you have to pay to live in the home.



A tenancy is the time you rent a home.  
For example, 12 months.

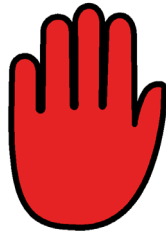
A lease is a contract. A lease says

- you have rented the home
- how long you will rent the home for
- other rules you must follow.



## What is a landlord or agent?

- A landlord owns the home you rent
- An agent
  - looks after the home while you rent it
  - works for a real estate company.



## How do you end a tenancy?

You can end a tenancy when your lease is finished. For example, after 12 months.



You write to the landlord or agent when you will move out. This is called giving notice.

When you want to move out **early** you may have to pay some costs.

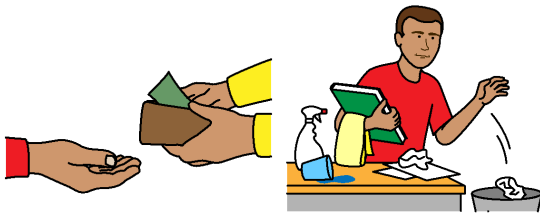
Early means before the lease ends.

Call Consumer Affairs Victoria to find out how much notice you need to give.

Phone 1300 55 81 81



## Before you move out



You must

- pay all bills and rent you owe
- clean the home
- take all your things with you
- get the carpets steam-cleaned if your lease says this
- give all the keys to the landlord or agent
- give your new address to your landlord or agent.



<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____

## Condition report

When you move out, the landlord or agent will do a condition report.

A condition report shows the **condition** of each room in the home. For example, the

- walls
- floors
- windows.

Condition tells us

- how something looks.
- how something works.

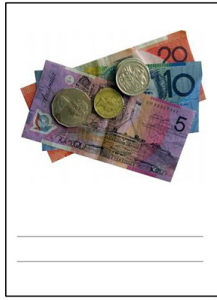
For example,

- broken
- dirty
- not working, needs batteries.



For help call Consumer Affairs Victoria

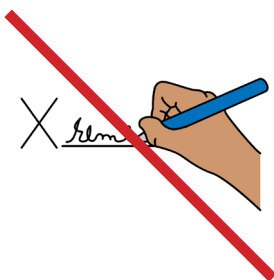
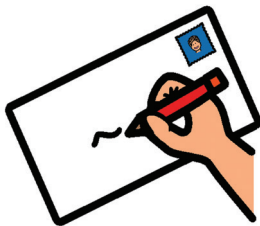
Phone 1300 55 81 81



## Your bond

To get your bond back

- give back the keys.
- get a **bond release form** from your landlord or agent.
- look at your bond receipt. Get your bond number.
- fill out the bond release form.
- get your landlord or agent to sign the bond release form.
- your landlord or agent will send the bond release form to the Residential Tenancies Bond Authority.



The landlord may want to keep some of the bond money.

If you do **not** agree, do **not** sign the bond release form.

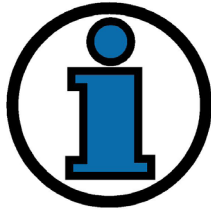


## Remember

- Only sign something when you understand it.
- Do **not** sign a blank bond release form.
- Use your **condition report** if there is a problem with the bond.
- You may **not** get all your bond money back.

This can happen when

- you owe rent
  - you leave the home dirty
  - there is damage to the home.
- Give your new address to your landlord or agent.



## **Consumer Affairs Victoria**

### **More fact sheets and information**

#### **List of fact sheets in Easy English**

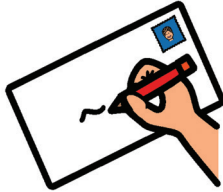
- Buying Furniture
- Contracts
- Lay-by
- Phone and door to door sales
- Renting - starting a tenancy
- Renting - during a tenancy
- Renting - ending a tenancy
- Refunds, replacements and repairs
- Scams
- Services
- Shopping tips





Phone

1300 55 81 81



Mail

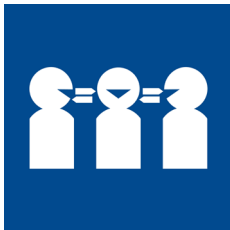
GPO Box 123

Melbourne Victoria 3001



Fax

03 8684 6295



Interpreter

131 450

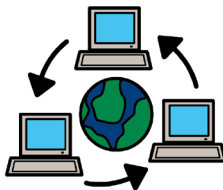


National Relay Service 133 677



Email

[consumer@dgs.vic.gov.au](mailto:consumer@dgs.vic.gov.au)



Website

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)



This information is written in **Easy English**.

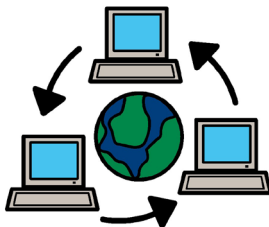
You might need more information about the law.

You can ask **Consumer Affairs Victoria**.

Updated August 2016.

Easy English fact sheet produced by Scope, July 2008.

Look at **Clear Written Communications - The Easy English Style Guide** for information about the format and writing style of this document.



You can find more information at

[www.scopevic.org.au](http://www.scopevic.org.au) or

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Scope's Communication and Inclusion Resource Centre  
wrote the Easy English. August 2016 [www.scopevic.org.au](http://www.scopevic.org.au)  
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