

## **Renting - Starting a tenancy**



### **Easy English fact sheet**

2016



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

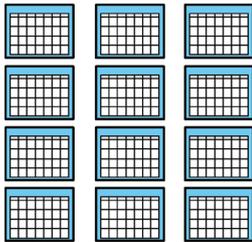
A friend, family member or support person can help you.



## What is a tenancy?

When you **rent** a home it is called a **tenancy**.

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.



## 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.



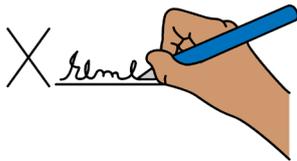
## What is a lease?

A lease is a contract.

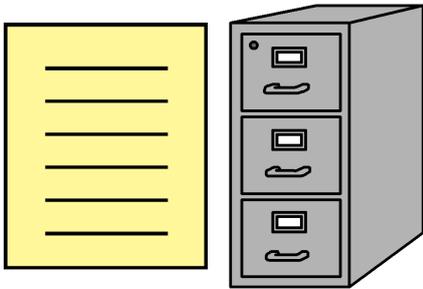
It is also called a tenancy agreement.

A lease says

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



You must sign a lease before you can move in to a home.



Only sign a lease when you understand it.

- Ask someone to help you understand the lease before you sign.
- Keep a copy of the lease you signed in a safe place.



## What is rent?

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



## What is a bond?

Bond is money you pay before you can move in to a home.

When you pay a bond you say you will **not damage** the home while you live there.

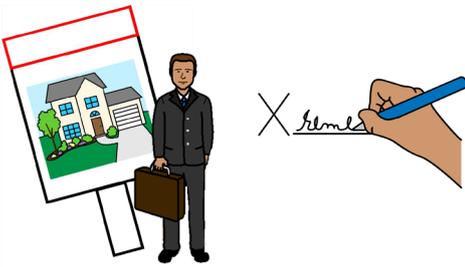
Examples of damage are

- a stain on the carpet
- a hole in the wall.



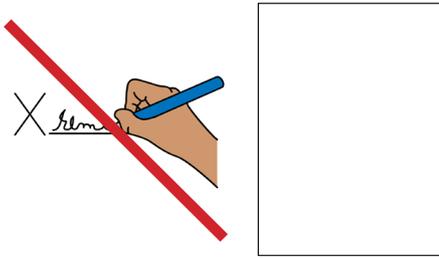
You may lose your bond money if you

- do **not** pay your rent
- damage the home.



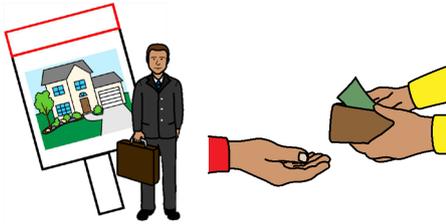
You

- give the bond money to the landlord or agent
- and**
- sign a form called a **Bond Lodgement Form**.



Do **not** sign the form if it is **blank**.

Blank means nothing on the form.



The bond goes to the landlord.

The landlord must send the money to the

**Residential Tenancies Bond Authority.**

The landlord has 10 working days to do this.



The Residential Tenancies Bond Authority

- keeps the bond safe in a special account.
- sends you a receipt in the mail. Tell them if you do **not** receive the receipt.

Keep the receipt in a safe place.

✓	_____
✓	_____
✓	_____
✓	_____
✓	_____

## What is 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.

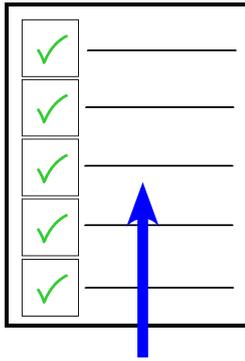
For example,

- broken
- dirty
- not working, needs batteries.

✓	_____
✓	_____
✓	_____
✓	_____
✓	_____

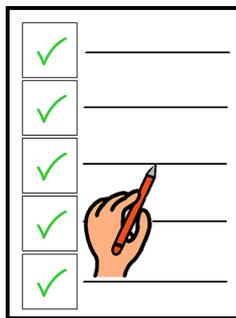
✓	_____
✓	_____
✓	_____
✓	_____
✓	_____

The landlord or agent must give you 2 copies of the condition report before you move in.



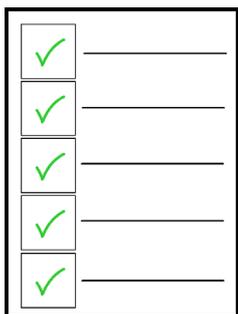
### Check the report is right

The report must say if something is broken or dirty. For example, the mirror in the bathroom is cracked.



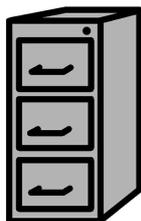
If the report is wrong, you can change it. For example, the report says the mirror condition is good but the mirror is cracked.

- **Cross out** - Mirror is in good condition.
- **Write** - Mirror is cracked.
- Make changes on the 2 copies of the report.
- Sign the 2 copies.



Give 1 copy to the landlord or agent.

You must give the copy to the landlord **within 3 days.**



Keep your copy in a safe place.



## Remember

- Only sign something when you understand it.
- Do **not** sign a blank form.
- Keep a copy of what you sign.
- Ask for a receipt when you pay for something.
- Keep receipts in a safe place.
- Get contact details for the landlord or agent.

## More information or help about renting



Consumer Affairs Victoria  
Phone 1300 55 81 81



## **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

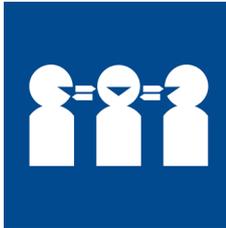
GPO Box 123

Melbourne Victoria 3001



Fax

03 8684 6295



Interpreter

131 450



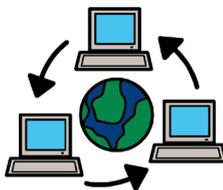
National Relay Service

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**.

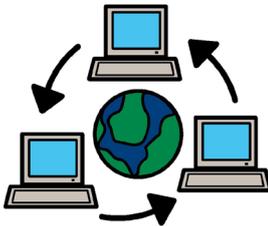
You might need more information about the law.

You can ask **Consumer Affairs Victoria**.

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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

phone 03 9843 2000.

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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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