

☐ Pre-Agreement Checklist

Before you enter any agreement or pay any money, it's important to know exactly what you are agreeing to. Use the pre-agreement checklist to make sure you discuss the most important matters before you make any commitments. After completing this checklist, note the terms in a written agreement.

What should I do before entering an agreement?

1. Meet all your potential housemates ☐

☐ Meet all your potential housemates before entering an agreement, preferably when you inspect the property. First impressions matter — trust your gut.

2. Exchange basic details of potential housemates and the property ☐

- ☐ Name
- ☐ Current address
- ☐ Contact details: mobile phone number, email, etc.
- ☐ Check other person's ID

3. What type of agreement? ☐ ☐

- ☐ Residential Tenancy Agreement or common law agreement? Check out the residential agreements for each state.
- ☐ Is the agreement for a fixed term (e.g. 6 months) or periodic (continues indefinitely until terminated)?

4. Bond (Security Deposit) ☐

- ☐ Is a bond required?
- ☐ How much is the bond?
- ☐ Who holds the bond during the tenancy?

5. Rent ☐

- ☐ How much is the rent? & who is the rent paid to?
- ☐ How regularly is rent paid? Weekly, fortnightly, monthly?
- ☐ On what day should rent be paid?
- ☐ How will rent and other amounts be paid? Cash, bank transfer, cheque?
- ☐ How are receipts given? (receipts should always be given, especially for cash payments)

6. How are bills paid? ☐ ☐ ☐ ☐

- ☐ What kind of bills does the housemate need to pay? (e.g. water, electricity, gas, phone, internet, TV subscriptions)
- ☐ How much does the housemate pay?
- ☐ Are the bills divided equally?
- ☐ Is usage separately metered?
- ☐ Are the bills included in the rent?
- ☐ How are bills paid? Directly to the company/government or to the landlord?

7. Is the room furnished? ☐

- ☐ Does the room come with a bed and/or other furniture?
- ☐ Is there anything else provided with the room or property?
- ☐ Take photos of the original state of the room & furniture included.
- ☐ Replacement Policy for lost items (e.g keys) or broken furniture?

8. Which parts of the property can the new housemate use? ☐ ☐

- ☐ Which parts of the property does the housemate have exclusive use of? (e.g. bedroom)
- ☐ Which parts of the property does the housemate have shared access to? (e.g. bathrooms, laundry, kitchen)
- ☐ Are there any parts of the property the housemate cannot access?

9. Are there any house rules? ☐ ☐

- ☐ What is the new housemate expected to do?

- ☐ Is there anything that the housemate is not allowed to do?
- ☐ Make sure you discuss a cleaning roster, party policy, guest policy & pet policy.



10. How does the agreement end? ☐ ☐

- ☐ How much notice does the housemate need to give? (e.g. 2-4 weeks)
- ☐ If the agreement is for a fixed term, is the housemate expected to move out at the end
- ☐ Are there any associated costs or conditions for leaving before the agreement ends?