



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?