

# Pre-Agreement Checklist



Visit [info.flatmates.com.au/pre-agreement-checklist](http://info.flatmates.com.au/pre-agreement-checklist) for more detailed legal information about share accommodation.

After completing this checklist, note the terms in a written agreement. Visit [info.flatmates.com.au/share-accommodation-legal-situations](http://info.flatmates.com.au/share-accommodation-legal-situations) to determine what type of agreement to use.

## What should I do before entering an agreement?

### 1. Meet all your potential flatmates

Meet all your potential flatmates before entering an agreement, preferably when you inspect the property

### 2. Exchange basic details of potential flatmates 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?

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 flatmate need to pay? (e.g. water, electricity, gas, phone, internet)

How much does the flatmate pay?

Are the bills divided equally?      **or**

Is usage separately metered?      **or**

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?

### 8. Which parts of the property can the new flatmates use?

Which parts of the property does the flatmate have exclusive use of? (e.g. bedroom)

Which parts of the property does the flatmate have shared access to? (e.g. bathrooms, laundry, kitchen)

Are there any parts of the property the flatmate cannot access?

### 9. Are there any house rules?

What is the new flatmate expected to do?

Is there anything that the flatmates is not allowed to do?

### 10. How does the agreement end?

How much notice does the flatmate need to give? (e.g. 2-4 weeks)

If the agreement is for a fixed term, is the flatmate expected to move out at the end?