

FOUND THE PLACE THAT'S RIGHT FOR YOU?

Make sure you and your new landlord:

- complete a thorough property inspection and write down any damage
- sign the property inspection report together
- check the tenancy agreement and write in any conditions that you both agree on and each keep a copy
- organise how you will pay the rent eg, automatic payment or direct debit
- complete and sign the bond lodgement form
- pay the bond to your landlord and receive confirmation of the payment from the Department of Building and Housing.

Before you move in:

- take out contents insurance that includes tenant liability
- find out when rubbish day is
- connect the gas, electricity and phone line
- tell your doctor, dentist, workplace, gym, bank, children's schools, friends and family that you are moving
- organise your mail to be redirected by the post office.

After you move in:

- know your rights and obligations – read the Department of Building and Housing tenant guide *What to do when you're renting*
- keep all records of payments such as rent receipts, bank statements, rent book and invoices, especially your tenancy agreement, inspection report and bond lodgement letter
- check that your bond has been lodged
- ask the Department of Building and Housing if you are unsure of anything – call 0800 83 62 62.

HOW WE CAN HELP

The Department of Building and Housing can:

- explain the law about renting to you
- help tenants and landlords sort out problems
- answer questions about bond money.

If you have any questions call 0800 83 62 62 or check out www.dbh.govt.nz



Department of
Building and Housing
Te Tari Kaupapa Whare

A new tenant's checklist

Welcome to renting!

When you are moving into a new flat or house there can be a lot to organise and remember. This checklist is designed to help you check out the properties on offer thoroughly and choose the place that's best for you, your budget and your lifestyle. It also includes information to help you get organised so you can get on with enjoying your home.



GETTING STARTED?

Think about what kind of place you want – a house, an apartment, or a flat to share with others? Where? What can you afford? Check with Inland Revenue and Work and Income to see if you are eligible for family support or an accommodation supplement. **Look at lots of properties** to see what is available. Check out the property carefully using the checklist. You might need to continue on another sheet of paper. You need to decide what is important to you. The checklist includes some suggestions. You can add to it and remove any that don't apply to you. For example, you may not need the property to have a garage or want to be able to have pets.

There are laws about your rights and obligations, so if you're not sure about anything check with the Department of Building and Housing. Call 0800 83 62 62, or check out www.dbh.govt.nz

	Property 1 address:		Property 2 address:		Property 3 address:	
Check item	OK?	Comments?	OK?	Comments?	OK?	Comments?
How many bedrooms does the place have? And how many people are allowed to live there?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
How close is it to transport? Shops? Schools?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
What's the kitchen like? Is the oven OK, reasonably clean? Is it gas or electric?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Is there a bath/shower or both? Is there a separate toilet?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Is there is a laundry tub and washing machine connections?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Are all the taps working?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Is there any heating? Is it gas or electric?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Is there any damage to lights or electrical fittings?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Do the windows open, shut and lock?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
How secure is the property? Are there deadlocks or an alarm?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Any signs of mould or pests?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
How big is the section? Is the garden tidy? Is there any rubbish or anything that might affect the health and safety of yourself or your family? Is there a shed?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Who mows the lawns?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Is there a clothesline?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Is there a garage or somewhere to park? Does the garage lock?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Are pets allowed?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Is it OK to smoke inside?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
How much rent and bond is required? Is there any letting fee to pay?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Who pays for the water?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Is the tenancy fixed term or periodic? Which do I want? (see page 3 of <i>What to do when you're renting</i>)	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Does the landlord have any references?	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	

