**Checklist for a tenant**

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| At the beginning of a tenancy | ✔ |
|  | Seek advice if any tenancy issue is unclear. |  |
|  | Read these guidelines before signing the Teacher’s Tenancy Agreement. |  |
|  | Read and sign the Teacher Tenancy Agreement. (Two copies of the Agreement will be witnessed by the host school representative and sent to the Infrastructure and Sustainability Division for signing by the delegated officer. One copy will be returned to you. |  |
|  | Thoroughly check that the premises are safe and clean. |  |
|  | Complete and sign the Condition Report and keep a copy. |  |
|  | Comply with all parts of the Teacher Tenancy Agreement. |  |
|  | To rectify any situation, contact your property manager before taking further action. |  |
|  | Notify all relevant parties of your changes of address, and organise service connections. This can be done by using the online forms available through Australia Post (at www.movingservices.com.au). |  |
| At the end of a tenancy | ✔ |
|  | The tenant must give 21 days’ notice of an intention to vacate the premises on the expiry date; should the notice not be given then the rent for the last two weeks will be withheld. If the tenancy has reverted to a monthly tenancy, notice must be given within 21 days in writing by using the Notice of Intention to Vacate or, in the event of a breach of the Agreement by you, at the end of 14 days’ notice from the Department |  |
|  | Ensure enough funds are in your account to pay the final month’s rent (the security deposit cannot be used). |  |
|  | Contact utility providers to get the telephone, gas, water and electricity disconnected and pay the final bills. |  |
|  | Leave the premises in good order and in the condition in which you found them, fair wear and tear excepted. |  |
|  | Take all your belongings with you. |  |
|  | Keep the Condition Report in case any disputes arise. |  |
|  | Reach Agreement with the property manager regarding the amount and return of the security deposit. |  |
|  | Leave a forwarding address with the school and the landlord’s officer within the Infrastructure and Sustainability Division. Provide details on the Notice of Intention to Vacate form available from the property manager or online at: http://www.education.vic.gov.au/teacherhousing |  |
|  | Notify all relevant parties of your new address, and organise service disconnections. This can be done by using the online forms available through Australia Post (at [www.movingservices.com.au](http://www.movingservices.com.au)). |  |