**Checklist for a host school property manager**

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| At the beginning of a tenancy  | ✔ |
|  |  Give the tenant a copy of these guidelines or direct them to the website for an online version. |  |
|  |  Witness the tenant signing two copies of the Teacher Tenancy Agreement. Return both copies to the Infrastructure and Sustainability Division for signing by a designated officer. Both copies will be returned to you, with one copy to be forwarded to the tenant and the school keeping the second copy. |  |
|  |  Comply with all parts of the Teacher Tenancy Agreement. |  |
|  |  Thoroughly check that the premises are completely safe and clean. |  |
|  |  Complete and sign the Condition Report, give the tenant a copy to comment and sign and have them keep a copy and return one to you. Take photos of the residence to include with the report. |  |
|  |  To rectify any situation, contact your tenant before taking further action. |  |
| At the end of a tenancy  | ✔ |
|  |  Keep the Condition Report in case any disputes arise. |  |
|  |  Reach Agreement with the tenant regarding the security deposit money. |  |
|  |  Discuss any disputes with the Infrastructure and Sustainability Division. |  |