

Checklist for Residential Landlords

- Conduct an inspection at the start of every new tenancy. Keep a detailed record of the condition of the property, including taking photographs which show the date if possible.
- Make sure you and the tenant sign a written tenancy agreement (preferably using the template provided by Tenancy Services) at the start of the tenancy. If you use the template, make sure you complete and sign the property inspection schedule together. If you don't use the template agreement, you and the tenant should both sign a written record of the property's condition to avoid disputes later.
- Use good tenant screening processes, including asking for and checking a variety of references (including from a previous landlord).
- Lodge any bond money received from the tenant with Tenancy Services within 23 days of receiving it, and provide the tenant with a receipt.
- Stay involved with the tenancy and conduct regular inspections (make sure you give appropriate notice before entering the property). Ask your tenant if they would like to be present at an inspection, as this can help to avoid disputes about the condition of the property later.
- Conduct an inspection at the end of every tenancy.
- Be very observant during an inspection.
- If you have a property manager, keep in regular contact with them. If you or they have any concerns about the tenancy, talk about what you would like them to look for during an inspection.
- Decontaminating a property that has been contaminated with methamphetamine can be complex and potentially costly. If you are worried that tenants might contaminate your rental property with methamphetamine, you could include a provision in a new residential tenancy agreement that allows you to carry out regular methamphetamine contamination testing during the course of the tenancy. Make sure your tenants are aware this provision has been inserted *before* signing. You will also need to stipulate what would happen if a test confirmed the presence of methamphetamine (for example would the tenancy be terminated?).
- Keep a record of your tenant's current full contact details, including when the tenancy ends in case you need to get in touch with them again.