LANDLORDS' ASSOCIATION (S.A.) INC.

Notice 5 – Property Rental Action Sheet

1. Advertise property clearly stating important criteria eg amount per week, property amenities, pet preferences and your contact details. Advertise using the following methods;

   Newspaper LASA website Rental Agency Internet

2. Do you have sufficient copies of Residential Tenancy Application forms. Yes/No

3. Open inspection. Yes/No

4. Invite prospective tenant/s to complete Residential Tenancy Application form.

5. Vet applicants to form a short list.

6. Check with LASA if the prospective tenant is listed as a missing tenant on 08 8250 5503 or 0419 804 509.

7. Notify your selected tenant/s. Upon acceptance be aware that there is now a residential tenancy agreement in place, albeit only verbal, but still binding.

8. Negotiate the type of lease to be agreed upon.

   Short term Lease Form 1 Fixed Term Lease Periodic Lease

9. Negotiate additional conditions with particular attention to water supply and consumption charges.

10. Negotiate the rent payable conditions and the bond required. The maximum money that a landlord may ask for at the beginning of a tenancy is a security bond plus 2 weeks rent in advance The maximum bond payable is equivalent to 4 weeks rent if the rent is $250 per week or less. If the weekly rent is over $250, the equivalent to 6 weeks rent.

11. Receipt all monies received and always retain a copy for your records. On the bond receipt, record that the payment received is for a bond. On the rental receipt, record the date of payment, the tenant's name paying the rent, address of the rental property, the period for which the rent relates to, the amount due, the amount paid, the amount owing if applicable and, finally, signed by the recipient.

12. Complete a Bond Lodgement Form and lodge within 7 days for a private landlord or 30 days for a real estate agency.

13. Give the tenant/s a copy of the Residential Tenancies Act (1995) 'Information Brochure'.

14. Prepare 2 copies of the lease agreement for signing with 1 copy for the tenant/s and 1 for the landlord.

15. Prepare 2 copies of the inspection sheet for recording the condition of the premises at the time the tenant/s takes possession of the property. Both the tenant/s and the landlord should each retain a copy. If the inspection sheet is prepared in the tenant/s absence make 3 copies so that you have a copy should the tenant/s not return one of the partially filled sheets.