



Cherbourg aboriginal shire council

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Tenant Sign up Checklist

- Explain to tenants how to complete the Entry Condition Report.
- Then Entry Condition Report RTA (Form 1A) must be completed and signed by both tenant and lessor.
- Explain the Conditions of the tenancy agreement.
- The 2 copies of Tenancy Agreements signed by both the tenant and the lessor.
- Explain how rent is charged (give tenant factsheet) and how rent is change.
- Explain rent payment options.
- Advise tenant that Council will conduct a review of household income every 12 months. The rent will receive a letter requesting the relevant proof-of-income information at that time. The tenant will have to pay market rent if they do not provide proof-of-income as requested.
- Advise tenant rent can be reduced between rent reviews if household members leave or cease employment.
- Advise tenant rent can be increased between rent reviews if additional household members move in or a household member recommences work with the same employer within 8 weeks of ceasing work.
- Issue tenant with a key receipt (signed photocopy of keys)
- Advise tenant that lost keys are their responsibility and are replaced at their cost.
- Explain how to request repairs and maintenance.
- Advise the tenant that is their responsible for any damage cause to their property that is not attributed to fair wear and tear (includes broken glass, holes in wall etc.).
- Advise tenant if they want to make alterations to the property (e.g. Add cupboards, repaint, garden shed) they must advice the Council in writing of their plans and wait for written approval before commencing work.
- Advise the tenant that they must not cause a disturbance to the neighbourhood or use the premises for any illegal purposes. Tenants are responsible for visitors and it is the responsibility of the tenant to make sure that no disturbance occurs.