## Moving in Checklist

Below is a checklist for the Local Accommodation Committee (LAC) representative or Principal to complete detailing the required forms and steps for inducting a new tenant. This includes departmental processes and legislative requirements. This form is to be filled out after notification has been received from the regional Human Resources team that the prospective tenant has applied and is eligible for teacher housing.

This should be read in conjunction with the [Teacher housing procedure](https://ppr.mpe.qed.qld.gov.au/pp/teacher-housing-procedure) and [Teacher housing policy](https://ppr.mpe.qed.qld.gov.au/pp/teacher-housing-policy). Refer to managing teacher housing in your location for support.

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| --- | --- |
| Name of tenant: |  |
| Property address: |  |

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| **No.**  | **Item** | **Completed (Date)** |
| **1.** | **Preparation of the property**Property is secure, clean, yard maintained, and smoke alarms installed, cleaned, tested and any flat or nearly flat batteries are replaced before the start of a tenancy. | [ ]  / / |
| **2.** | **State Tenancy Agreement** **(**[**Sole Tenancy**](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/SoleStateTenancyAgreementTemplate.doc) **or** [**Multi-Tenancy**](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/MultiStateTenancyAgreementTemplate.doc)**)** (DoE employees only)Provided to tenant.Received from tenant within five days of providing it or before tenancy.Return a copy of signed agreement to the tenant within 14 days. | [ ]  / /[ ]  / /[ ]  / /  |
| **3.** | [**Entry condition report**](https://www.rta.qld.gov.au/Forms-and-publications/Forms/Forms-for-general-tenancies/Entry-condition-report-Form-1a)Pre-populated entry condition report provided to tenant.Received from tenant (within three days of receipt).Return a copy of signed agreement to the tenant within 14 days.  | [ ]  / / [ ]  / / [ ]  / /  |
| **4.** | [**Pocket guide for tenants - houses and units RTA Form 17a**](https://www.rta.qld.gov.au/Forms-and-publications/Forms/Forms-for-general-tenancies/Pocket-guide-for-tenants-houses-and-units-Form-17a) provided to tenant. | [ ]  / /  |
| **5.** | **Copy of any Body Corporate rules and by-laws** (if applicable) provided to tenant. | [ ]  / / [ ]  N/A |
| **6.** | [**EA1 - Authority to start or cease rental payment by payroll deduction**](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/EA1-tenancyadviceandauthorityforrentalpaymentdeductions.docx) (DoE Employees only)Provided to tenant.Completed and signed form forwarded to Tenancy and Leasing (ISD). | [ ]  / / [ ]  / /  |
| **7.** | **Keys** provided to tenant.Tenant to sign a Key Register or a photocopy of the keys provided. | [ ]  / / [ ]  / /  |
| **8.** | **Utilities**Sole tenants informed of responsibility of starting own services.Electricity Request form submitted for multi-tenancies.Provide tenant a copy of [Electrical safety in rental properties guide](https://www.electricalsafety.qld.gov.au/sites/default/files/2020-09/electrical-safety-in-rental-properties-tenants.pdf#:~:text=Electrical%20safety%20in%20rental%20properties%20Tenants%20guide%20Don%E2%80%99t,so%20they%20can%20arrange%20a%20licensed%20electrical%20contractor.). | [ ]  / / [ ]  / / [ ]  / /  |

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| --- | --- |
| LAC Representative: |  |
| Date completed: |       **/      /** |
| Signature: |  |