

Residential Tenancies and Rooming Accommodation Act 2008 (QLD) Residential Tenancies and Rooming Accommodation Regulation 2009

<input type="checkbox"/>	Sign	Tenancy Agreement s. 61 of the Act	<input type="checkbox"/>	Record	File Note
		Bond lodgement form s. 116 of the Act	<input type="checkbox"/>	Record	File Note
<input type="checkbox"/>	Check	Tenancy period is correct (it is always 1 day less, example: 1 January 2019 to 31 December 2019)			
<input type="checkbox"/>	Check	Choice of two approved ways to pay rent s. 84 of the Act	The lessor must offer the tenant two approved ways of paying rent in accordance to s. 83(4) of the Act and the tenant must agree in writing if a "rent agreement" is arranged to pay rent differently.	<input type="checkbox"/>	Record File Note
<input type="checkbox"/>	Check	Agreed issues / repairs have been remedied			
<input type="checkbox"/>	Pay	Holding Deposit s. 161 of the Act (may require up to 2 week's rent as the fee however there are no restrictions on how much can be charged)	<input type="checkbox"/>	Receive	Receipt s. 160 of the Act (immediately) Record File Note
<input type="checkbox"/>	Pay	Rental bond s. 112 of the Act (immediately)	<input type="checkbox"/>	Receive	Receipt s. 145 of the Act (immediately when rental bond is received) Record File Note
<input type="checkbox"/>	Pay	Rent in advance s. 87 of the Act (not more than 1 months rent)	<input type="checkbox"/>	Receive	Receipt s. 88 of the Act (immediately and ask for one) Record File Note
			<input type="checkbox"/>	Receive	Copy of Tenancy Agreement s. 62 of the Act (immediately) Record File Note
			<input type="checkbox"/>	Receive	Information Statement s. 67 of the Act (immediately) Record File Note
			<input type="checkbox"/>	Receive	Body Corporate By-Laws s. 69 of the Act (immediately, if applicable) Record File Note
			<input type="checkbox"/>	Receive	Entry Condition Report (Form 1a) s. 65 of the Act (One copy of the report immediately) Record File Note
<input type="checkbox"/>	Take a picture	Keys and Devices	<input type="checkbox"/>	Receive	Keys and Devices s. 210 of the Act (immediately) Record File Note
<input type="checkbox"/>	Return	One copy of the entry condition report (form 1a) signed by all tenants s. 65 of the Act (within 3 days)	<input type="checkbox"/>	Receive	Entry Condition Report (Form 1a) signed by landlord s. 65 of the Act (within 14 days) Record File Note
<input type="checkbox"/>	Request	Rent payment record s. 88(7) of the Act (check all entries are correct)	<input type="checkbox"/>	Receive	Rent payment record s. 88(7) of the Act (within 7 days) Record File Note
<input type="checkbox"/>	Scan	All documents and save them electronically (on your computer - use our TERMS folders) Link all scanned or electronically received documents to your master File Note Register Record File Note			

Holding Deposit

The rental bond must be paid either before or after the agreement has been signed. If it is before the agreement is signed, you have an option period of 48 hours where you can advise the landlord you do not wish to take the property and request a full refund to be paid within three (3) days. However, if you do not advise them, do not expect your money to be refunded. The holding deposit must be applied to the rental bond however if the bond has been paid, the deposit must be paid towards rent.

Tenancy agreement

Section 62 of the Act states the lessor or lessor's agent must prepare the agreement before or on the day the premises becomes occupied and the tenant must sign this document within 5 days after receiving it and return it to the lessor. If the lessor has not signed the document, then a copy must be signed and a copy given to the tenant within 14 days showing all signatures.

Rental bond

Rental bond has been paid and is 'intended to be available for financial protection of the lessor against the tenant breaching the agreement' in accordance to s. 111 of the Act. A receipt is to be written immediately when rental bond is received. The signed (or lodged) bond lodgement (form 2) and money must be lodged within 10 days with the Residential Tenancies Authority and as soon as practicable after receiving a rental bond, the authority will issue a receipt. The maximum amount that required is 4 weeks rent and it is an offence to request or take more.

Entry Condition Report (Form 1a)

The lessor or lessor's agent is required to complete and sign the report then you complete your section and sign it returning it to the lessor or lessor's agent not later than 3 days after receiving it. Both the lessor and the tenant must retain a copy of the report. The lessor has 14 days to sign the amended copy you supplied and return a copy of the report showing all signatures.