



TENANCY INFORMATION PACK

AMES Long-Term Accommodation



Tenancy Training Checklist

Client Name	Case ID	Signature

Completed	Items explained and referred to in the Tenancy Information Pack
<input type="checkbox"/>	Emergencies: <ul style="list-style-type: none"> - Calling 000 (Police, Fire, Ambulance) (Emergency Response page 14) - Smoke Alarm (Schedule B: 4.3, page 11)
<input type="checkbox"/>	Understanding Rent and payment of rent <ul style="list-style-type: none"> - knowing how much per calendar month (Schedule A: 5.2, page 5) - paying rent on time (Schedule A: 5.3, page 6)
<input type="checkbox"/>	Understanding bond <ul style="list-style-type: none"> - Lodging the Bond (Schedule A: 5.1, page 5) - Obtaining Bond back (Schedule B: 1.1 and 1.3, page 7) - Goods Left Behind. Avoid damaging the property during and at the end of the lease agreement (Schedule B: 5, page 12)
<input type="checkbox"/>	Tenancy or Lease Agreement <ul style="list-style-type: none"> - The terms of the lease (6 or 12 month agreements) (Schedule A: 4, page 4) - Avoid the consequences of breaking the lease (Schedule B: 5.3, page 12)
<input type="checkbox"/>	Tenant Responsibility <ul style="list-style-type: none"> - e.g. when and how the agents conduct the leased property inspection - cleaning and maintaining the property (Schedule B: 4, page 9) - The rubbish system (Schedule B: 4.1, page 9)
<input type="checkbox"/>	Budgeting and utilities <ul style="list-style-type: none"> - How to pay the bills; direct debits, cheques, in person etc. (Schedule A: 2, page 3) - How to save energy and water (Schedule B: 2.1, page 8) - Dealing with door-to-door salespeople (Schedule B: 2.2 page 8) - Contact utility providers (gas, water, electricity) (Schedule B: 2.3, page 8)
<input type="checkbox"/>	Maintenance <ul style="list-style-type: none"> - Understand urgent and non-urgent maintenance process (Schedule B: 4, page 10) - Smoke alarms – maintenance and battery changes (Schedule B: 4.3, page 11)
<input type="checkbox"/>	Vacating the property <ul style="list-style-type: none"> - Notice to Vacate (Schedule B: 5, page 12) - Terminating lease (Schedule B: 5, page 12)