

Signing a tenancy agreement

A tenancy agreement is a legal document that you sign before you can move into your new home. It sets out the legal rights and responsibilities between a tenant and Wentworth Community Housing as per the *Residential Tenancies Act*.

Arranging a date and time to sign the agreement

Once you have accepted a property offered to you by Wentworth, Wentworth will contact you to arrange a convenient date and time to sign the agreement. We will try to make the appointment with you as soon as possible so you can move into your new home quickly.

The appointment will be held at the local Wentworth office who manages the property. However, in special circumstances, appointments can be arranged for other locations.

Please make sure you tell us in advance if you require Wentworth to arrange an interpreter to be present for the appointment.

What you need to provide before the appointment

- proof of income for yourself and other family members over 18 years who will be living with you in the property (e.g. an income statement from Centrelink or a pay slip)

What you will need to bring with you to the appointment

- two forms of identification (e.g. your driver's license, pensioner benefit card or Medicare card).
- two weeks rent, bond and water usage charges. We will tell you what the amount will be when you make the appointment

If you haven't already supplied this information and it is relevant to you, you should also bring written information about

- ongoing access to care
- management of affairs by the NSW Trustee and Guardian or the Public Guardian
- any type of support you are involved in or that you might need

What happens after you sign the agreement?

We will give you the keys to your property. Please make sure you keep the keys safe as we do not keep spare keys to our properties. If your keys are lost or stolen, you are responsible for organising and paying the cost to have your locks and keys changed.

We will give you your Property Condition Report and ask that you return it to your Client Service Officer within seven days.

You need to arrange to have the electricity and/or gas connected and the telephone connected if you require a landline. You are also responsible for arranging household contents insurance.

Are all your questions answered?

If all your questions have not been answered in this fact sheet you can visit your local office or phone your client service officer.