

GENERAL RESPONSIBILITIES

As soon as you have signed the tenancy agreement and been given the keys, YOU are responsible for your house and for reporting any repairs or damage.

KEYS

Look after your keys. You will have to pay for any keys that you lose or become damaged. There is a spare key for your property at the office.



WHAT CONDITION SHOULD THE HOME BE IN?

Staff work hard to make sure the house you move into is clean, safe and liveable with all taps, power points and appliances working. You may need to light the pilot light on your hot water system. To do this, follow the instructions on the hot water system carefully.

WHO ASSESSES THE CONDITION OF THE HOME?

When you sign your tenancy agreement, you will also be given 2 copies of the property condition report. You need to check each item on the report and if you do not agree with what has been written, make your own notes on both copies and return one copy to your Housing Support Worker within 7 days.

Your Housing Support Worker will explain more about the Property Condition Report and can support you to go through it. It is always a good idea to take photos of the property when you first move in.

WHAT FEATURES SHOULD YOUR HOME HAVE?

All Indigo Junction homes should include:

- Working smoke alarm/s and 3 residual current devices (safety switches)
- A letterbox
- Council provided bin/s (if they are missing, contact the council)
- Boundary fencing that is safe and functional
- Locks on all external doors and lighting above the entry door

WHAT SHOULD YOU CHECK FOR WHEN YOU MOVE IN?

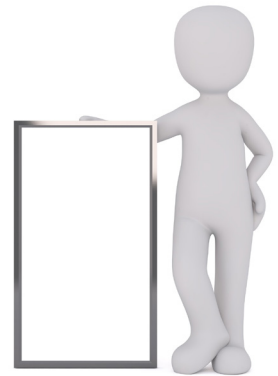
Go through your property condition report and mark down if you do not agree with what is written or notice something that has been missed.

When you move in, do a walk around the house and yard to make sure that:

- Everything is working properly;
- There are no health or safety risks;
- There is no damage to any part of the property both inside and out;
- The home is generally clean (remember to check the oven, stove, cupboards, shower and basins)

We recommend you check the following items:

- The smoke alarms work (press the 'test' button). Please refer to the fact sheet provided;
- If the power is connected, check that all the exhaust fans, appliances, power points and lights are working. All light bulbs should be working when you move in, however you will have to provide your own replacement light bulbs;
- Test the RCDs in the meter box. Please refer to the fact sheet provided;
- There are no water leaks or plumbing blockages;
- There are no gas leaks;
- The taps are working and the toilet flushes;
- There is no rubbish or dangerous items on the property;
- There are no signs of pests or vermin;
- The windows and doors (including any garage doors) open and shut properly;
- The locks on any doors or windows (if applicable) are working;
- There are no cracks or breaks in any glass items (mirrors, windows, doors, light fittings);
- Gates open and close properly and the latches are working;
- There are no dangerous structures, fixtures or additions to the property.



**ANY PROBLEMS?
CALL YOUR SUPPORT WORKER AND LET THEM KNOW!**

