

Fact sheet 8: Moving in

Complete the entry condition report

The entry condition report should be completed before you move in. It is an important document and requires attention to detail. The document records existing imperfections in each room of the house. Ensure you spend the time completing this document and have the real estate agent sign both copies, one of which you need to keep on file.

- a) The lessor/agent fills out and signs a copy of the [Entry Condition Report](#) (General Tenancies Form 1a).
- b) They must give you a copy of the filled out condition report for you to then fill in as well.
- c) You must fill out the 'tenant' section. If you do not agree with their comments, add your own comments in the tenant column of **both** copies, before you sign the report. It is important that you check and comment on what is on the form as this may be important if there is a dispute about the condition of the property at the end of the tenancy.
- d) You must sign and return the entry condition report to the lessor/agent **within three days** after the day you are allowed to move in. You should take a copy of the report for your own records.
- e) The lessor/agent must give you a copy of the completed report. Keep your copy safe with your residential tenancy agreement and your bond and/or rent receipts.

Pay the rent

- Rent is usually paid weekly, fortnightly or monthly. You and the lessor should agree on how much rent you will pay, when you will pay and the method of payment **before** you sign the tenancy agreement.
- Most lessors require tenants to pay **rent in advance**. You will need to make your first rent payment before you move in. This means, for example, you would have to make a pre-payment of 2 weeks rent so you can live in the premises for the next two weeks. You cannot be asked to pay any more rent until the rent in advance is used up, that is until the end of the two weeks you have already paid for. You can then be asked to pay for more rent, in advance.
- Paying by direct debit through your bank, employer or Centrepay (a free direct bill-paying service for Centrelink customers) is one way to make sure your rent is paid on time. If paying by direct debit, make sure you have enough money in your account. You need to allow time for the processing of the fund transfers or you could end up in arrears or be charged fees by the bank.
- If you deposit the money into a bank account or pay by direct debit or Centrepay, write to the lessor/agent and ask for a copy of your rent payment record. Be clear about how often you want this record sent to you, for example monthly or three monthly. If you pay your rent by cash or cheque, the lessor/agent must give you a receipt. Keep these receipts with your copy of the tenancy agreement, bond receipt and entry condition report.

Moving in

Once you have signed the tenancy agreement, paid the bond and rent in advance and received the keys, you are ready to move in.

You will need to have the gas, electricity and telephone connected in your name and pay deposits if required. You may be able to choose your gas and electricity suppliers.

[Read *Renting a house or unit in Queensland \(Form 17a\)* and *Renting a caravan or moveable dwelling in Queensland \(Form 17b\)*. *A tenant's guide to the rules for renting in Queensland* has information about what to do during your tenancy. This guide should be given to you by the agent/lessor after you sign the tenancy agreement.](#)

For more information

This fact sheet is part of a series of fact sheets, including:

- Fact sheet 1 – [*Identifying your housing needs*](#)
- Fact sheet 2 – [*Documents you need to rent a property*](#)
- Fact sheet 3 – [*Finding a property to rent*](#)
- Fact Sheet 4 – [*Making a good impression*](#)
- Fact Sheet 5 – [*Inspecting a property to rent*](#)
- Fact Sheet 6 – [*Applying for a tenancy*](#)
- Fact Sheet 7 – [*Starting a tenancy*](#)
- Fact Sheet 8 – [*Moving In*](#)
- Fact Sheet 9 – [*Where to get help when renting*](#)
- Fact Sheet 10 – [*Tenancy databases*](#)

Contact us

Visit <http://www.housing.qld.gov.au/contact/offices/index.htm> for the contact details of your nearest Department of Communities office.