



## Room Rental Providers



The University of WA Housing Service is an information service only. University staff do not interview students or make any assessment of a student's character or financial means etc. prior to allowing the student to access the Housing Listings. Each individual listing their property with the University Housing Service must make their own assessment of a student's character and/or suitability as a tenant. Any lease arrangement negotiated between a student and landlord is the responsibility of the parties involved.

Thank you for offering to accommodate a student from UWA. If you are living in rented premises, your offer of accommodation may be considered to be a sub-let and as such is not necessarily covered by the Residential Tenancies Act (1987). The following information will provide you with the terms and conditions that you are legally obliged to follow. "Boarders" and "Lodgers" are not covered by the RTA.

### CONDITIONS OF TENANCY

#### Bond

Bond money (no more than 4 weeks rent) should be placed into a "Tenancy Bond Account" with the accommodation provider and the tenant as joint signatories. This may be lodged with the Bond Administrator (Dept. of Fair Trading) or with a participating bank and must be done within 14 days of payment. A "Record of Payment of Security Bond" should be completed, with a copy given to the tenant within 28 days.

At the end of the tenancy both parties must sign a Joint Application for the Disposal of Bond Form. Forms are available from large stationers, or DOCEP ([www.docep.wa.gov.au](http://www.docep.wa.gov.au)) or 1300 305 054.

#### Rent

You may only request up to two weeks rent in advance. Rent receipts must be issued within three days of payment. The receipt must state the name of the tenant, the amount paid, the rental period and the address of the premises.

*Please note that under a fixed term tenancy, the rent can only be increased if there is a specific clause in your agreement which allows for an increase. Under no circumstances can the rent be increased more than once every six months. Sixty days written notice must be given.*

We cannot advise you what rent to charge. The amount charged should cover your costs. You can look on our housing database to gauge what others are charging.

#### Tenancy Agreement

It is good practice to put in writing clear expectations of both the accommodation provider and tenant. A suggested agreement is attached.

#### Ending the Agreement

Tenancy agreements may be ended by mutual consent in writing or a fixed term can be agreed to at the beginning of the tenancy. If this issue is not agreed upon at the commencement of the tenancy and you wish the student to leave and if the student has not breached any of the conditions of the agreement (e.g. payment of rent), you must give 60 days notice in writing. If the student wishes to vacate, 21 days written notice must be given. If the student has breached the agreement, action may be taken to terminate the lease. Contact the Department of Consumer and Employment and Protection (DOCEP) for advice, Ph: 1300 30 40 54

## Penalties

Substantial penalties/fines apply for failure to comply with the Residential Tenancies Act (1987).

## Property Condition Report

It is a good idea to provide a Property Condition Report to the student showing the contents of the premises and their condition. It should indicate if anything is broken or in poor condition e.g. cracked wall or stained carpet. This report will allow you, at the end of the tenancy, to discuss with the student any damages that have occurred during the student's tenancy. You cannot charge a tenant for normal wear and tear.

## Bill Paying

At the start of the tenancy mutually agree how bills such as gas, electricity, telephone and water will be paid. For example, how many \$'s per week will the student be charged, or alternatively what % of the account will the student be liable to pay.

Student tenants are not responsible for rates and taxes.

## Roster/Cleaning

Establishing a roster system is a good way to ensure that household jobs are equally shared. All parties should however be involved in the drafting of the roster.

## Vacation Costs

If you are the homeowner, during vacation time if a student is not occupying a room it is possible to mutually agree to charge a nominal holding/retaining fee (i.e. \$5-\$10 per week). If however you are renting the property yourself, it is probably reasonable to charge the student their full share of rent, but this is of course negotiable.

## How The Listings Work

The information you have provided will be placed on the Student Services Housing Database use by UWA students and staff.

We rely on feedback from accommodation providers to keep our listings up to date. If the room is taken by a student or any details change please inform the Housing Officer. Your listing will remain **current for 60 days**. If you have not found a suitable tenant by that time, you may re-submit your property listing online by accessing our website at:

[http://www.studentservices.uwa.edu.au/ss/housing/accommodation\\_providers/list\\_your\\_property](http://www.studentservices.uwa.edu.au/ss/housing/accommodation_providers/list_your_property)

You are welcome to contact the Housing Officer if you have any difficulties with any aspect of your accommodation, or just want more information.

Where to find us:

**Student Services**  
**2<sup>nd</sup> Floor, South Wing, Guild Village**  
Telephone: +61 8 6488 3547

Please do not hesitate to come and see us to find out more about any of our services

To make an appointment  
please call **08 6488 2423**  
email: [housing@uwa.edu.au](mailto:housing@uwa.edu.au) or [finance@uwa.edu.au](mailto:finance@uwa.edu.au)  
Visit our website  
<http://www.studentservices.uwa.edu.au/>

# Accommodation Agreement

## Full Board / Room Only

### An agreement to rent accommodation

at \_\_\_\_\_ (the premises)

made on (date) \_\_\_\_\_ 20\_\_\_\_\_

Name of Tenant : \_\_\_\_\_  
Family Name Given Names

Name of Accommodation Provider: \_\_\_\_\_  
Family Name Given Names

#### The Accommodation Provider Agrees To:

- Pay rates, taxes, telephone rental and maintenance (if the home owner)
- Provide and maintain the premises in good order and condition

#### **Allow the student access to and use of the bedroom (as inspected) and:**

(tick if applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> Kitchen                | <input type="checkbox"/> Family Room     |
| <input type="checkbox"/> Laundry                | <input type="checkbox"/> Bathroom/toilet |
| <input type="checkbox"/> Garage                 | <input type="checkbox"/> Pool/Garden     |
| <input type="checkbox"/> Other (describe) _____ |  |

#### **Provide the following additional services at no extra charge: (tick if applicable)**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Breakfast              | <input type="checkbox"/> Lunch    |
| <input type="checkbox"/> Dinner                 | <input type="checkbox"/> Ironing  |
| <input type="checkbox"/> Laundry                | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Other (describe) _____ |                                   |

#### **Allow the student:**

- Privacy and unconditional access to the room and described facilities.

#### **Provide: (tick as appropriate)**

- Room key N° of keys: \_\_\_\_\_  House key N° of keys: \_\_\_\_\_

#### The Student Agrees To Pay:

- Bond of \$ \_\_\_\_\_ on \_\_\_\_\_ (date)
- Rent of \$ \_\_\_\_\_ commencing on \_\_\_\_\_ (date) and each \_\_\_\_\_ (week/fortnight) thereafter.
- The cost of telephone calls made by the student.
- Gas, electricity and water charges if renting room only (normally inclusive in full board arrangements). \_\_\_\_\_% of the account; or \$ \_\_\_\_\_ per week.

**The student also agrees to:**

- Provide \_\_\_\_\_ weeks notice when vacating the property; **or** will vacate the property on \_\_\_\_\_ (date).
- Respect the rights of the accommodation provider by:
  - Not damaging the room or the premises
  - Using the room for personal use only
  - Maintaining own bedroom in a reasonably clean and orderly state

**The Accommodation Provider and Student each agree:**

1. A property inspection report on the premises shall be compiled by the accommodation provider and signed by both parties.
2. To inspect the premises on the day that the student moves out.
3. The bond will be placed into a “Tenancy Bond Account”, with the Bond Administrator (at the Ministry of Fair Trading), or an authorised financial institution. The bond money shall be lodged in a joint account in the name of the accommodation provider and the student in accordance with the Residential Tenancies Act, 1987.
4. Permission will be obtained before entering rooms designated for the exclusive use of the accommodation provider or student.
5. The house and the property of other housemates will be treated with appropriate care.
6. Illegal, unlawful or unsociable activities will not be undertaken on the premises.
7. All common areas will be kept in a reasonably clean and orderly state.
8. Excessive noise and other disturbances will not be created.
9. All difficulties in the house will be openly discussed to try and reach a mutually satisfactory resolution.
10. To abide by any other conditions as attached. (Signed and dated by all parties).

**Any unresolvable dispute shall be referred to:  
The University of W.A. Housing Officer or The Ministry of Fair Trading**

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Accommodation Provider \_\_\_\_\_ Date \_\_\_\_\_

**A copy of the agreement must be provided to all signatories.**