

## Property Management checklist NSW

# Before starting a tenancy

## 1. Property condition

A landlord must ensure that the property is safe, secure, reasonably clean and fit to live in. The landlord must maintain the property in a reasonable condition considering:

- ☐ the age of the property
- ☐ the amount of rent the tenant is paying, and
- ☐ the expected life of the property.

This does not mean that the property must be in a perfect condition.

The state of the property and level of repair expected should consider the property's age and the amount of rent being paid.

Choosing a property

When choosing a property, tenants should consider whether the property suits their needs.

Important points to consider when looking for or inspecting a property:

- ☐ How much is the rent and who pays for electricity, gas or water usage for the property? The rent cost will depend on the type of property and the location
- ☐ Is the property the right size, and is it suitable for children or elderly or disabled people?
- ☐ does the property have the necessary facilities or amenities (e.g. the type of internet connection available, storage, parking, air-conditioning)?
- ☐ Is the property in the right location for work, schools, medical centres, and is it close to public transport?
- ☐ Is the property suitable for pets (e.g. enough room, fencing for outdoor dogs)?

## What tenants must be told

Before signing a tenancy agreement, a landlord or agent must tell the tenant if the property is:

- ☐ planned to be sold
- ☐ subject to court action where the mortgagee is trying to take possession of the property
- ☐ in a strata scheme and a strata renewal committee is currently established for the strata scheme.

A landlord or agent must not persuade or influence a potential tenant to sign an agreement by making false or misleading representations or statements, or by knowingly hiding that the property:

- ☐ has been affected by flooding from a natural weather event or bushfire in the last five years
- ☐ has significant health or safety risks that would not be apparent to the tenant
- ☐ has been the scene of a serious violent crime (e.g. murder or aggravated assault) in the last five years
- ☐ is listed on the [loose-fill asbestos insulation register](#)

- ☐ has been used to manufacture or cultivate a prohibited drug or prohibited plant in the last two years
- ☐ is part of a building where a fire safety or building product rectification order (or a notice of intention to issue one of these orders) has been issued for external combustible cladding
- ☐ is part of a building where a development or complying development certificate application for rectification has been lodged for external combustible cladding
- ☐ is in a strata scheme where scheduled rectification work or major repairs will be done to common property during the fixed term of the agreement
- ☐ is affected by zoning or laws that will not allow a tenant to obtain a parking permit, and only paid parking is available in the area
- ☐ is provided with any council waste services that are different to other properties in the council area
- ☐ has a driveway or walkway that others can legally use.

A tenant can give a termination notice or apply to the [NSW Civil and Administrative Tribunal](#) (the Tribunal) to end the tenancy if landlords or agents don't follow these rules.

## Applying to rent a property

Potential tenants will normally be asked to fill out an application form. A landlord will then review all applications received.

Generally, landlords or agents are looking for a tenant who is able to pay the rent and has a good tenancy history.

Landlords or agents may use past rental records and [tenancy database](#) reports to check potential tenants.

They may also ask tenants to provide supporting information like payslips, proof of employment, copies of previous gas or electricity bills or references from previous landlords, agents or employers.

Landlords and agents can decide what information they ask tenants to support their application, but any information they request, and the way they assess a tenant's application, must not break anti-discrimination laws.

Agents also need to follow the [rules of conduct](#) of their licence, which includes behaving honestly, fairly and professionally.

If an application is successful, the landlord or agent will tell the potential tenant and take steps to sign a tenancy agreement.