



# Renting an apartment?

*Be aware and take care*

## TOP 5 DOS AND DON'TS

### THE 'DOS'

#### 1 SEE AN ACCOMMODATION OFFICER

We work closely with local accommodation providers so we can give you useful information and good advice.

#### 2 KEEP PAYMENT RECEIPTS

Always keep payment receipts for every payment you make. This will prove you have paid for everything.

#### 3 SIGN A LEASE CONTRACT

A Written Lease Contract will protect you.

Contracts must include rent cost, contract date, security deposit (Bond), and Cancellation details.

**NOTE: No changes should be made after you sign a Lease Contract.**

#### 4 GET YOUR LANDLORD'S CONTACT DETAILS

Always get your Landlords contact details including full name, mobile number and address.

**NOTE: Not just a WeChat contact, it needs to be official contact details.**

#### 5 CHECK INSIDE THE PROPERTY

It is very important to go inside of the property to look and not only to view from outside!

**NOTE: Pictures on a website can be misleading.**

### THE 'DON'TS'

#### 1 DON'T USE UNREGULATED WEBSITES

Be aware, scammers use unregulated websites like WeChat, Gumtree and Facebook.

If you choose to use one of these sites, be careful and follow all the 5 'Dos'.

#### 2 DON'T SEND MONEY OR CREDIT CARD DETAILS

Never send money or supply credit card details in advance. *You may lose your money.* Always see inside the property first and have all Landlord contact details before making a payment.

#### 3 DON'T RUSH WHEN RENTING

Don't be pressured into paying money or signing the agreement immediately, always take your time and make the best choice.

#### 4 DON'T PAY FOR EXTRAS

Never pay for anything extra that is not in your written Lease Contract. If your Landlord asks you to pay an extra fee, refer to your contract or check with an Accommodation Officer.

#### 5 DON'T PAY MORE THAN 2 WEEKS RENT

Legally you don't need to pay more than 2 weeks in advance. If you wish, you can, but this is not required.

If you are ever unsure, please ask an Accommodation Officer. We are here to support you and are always available to answer any questions. To speak to us please email: [accommodation@unswglobal.unsw.edu.au](mailto:accommodation@unswglobal.unsw.edu.au)