

Checklist for meeting a potential lodger



There are a lot of benefits to having a WeekDay lodger, but it's important to find the right person to share your home with.

Here are some suggested questions to ask prospective lodgers when they visit or to complete beforehand.

Important basic questions:

- Where do you live now and why do you want to rent a room?
- Where do you work? Do you work close by?
- What do you like to do in your spare time?
- Do you have any specific needs/requirements for your Monday to Friday room?
- Do you have friends in the area?

Some other potential areas to consider and agree on:

- What personal belongings will you bring with you each week? Will you want to store anything over weekends to use regularly?
- (If there is a shared bathroom) What is your schedule in the morning? What time would you need to use the bathroom to get ready?
- What time do you normally come home at night?
- Do you intend to have visitors, for example overnight visitors?

Don't forget to agree on and set expectations in relation to:

- Whether sheets and towels to be supplied and laundered
- Access to the spare room by the landlord at weekends
- Private and communal areas

- Parking and parking permits
- Locks and keys
- Charges for lost keys
- What will be provided in the room
- Use of laundry facilities including iron and ironing board
- Kitchen use, including space in freezer, fridge and kitchen cupboards
- Responsibility for any damages
- Levels of heating/cooling in the room/house

Important details to collect and include in a rental agreement:

- Mobile number
- Work number (and extension)
- Work address
- Email address
- Next of kin name and contact number
- Start date
- End date if known
- Notice period you or your lodger will provide to end the arrangement
- Weekly rent, on what day and how it will be paid
- Deposit, including when it will be returned and under what circumstances deductions will be made and how much
- Whether any bills are payable beyond the rent

Tenancy agreements and other forms and relevant information are also available on your state regulatory body website:

- **NSW Fair Trading** – Completing a Tenancy Agreement and checklist for landlords
- **Queensland Residential tenancies authority** – General tenancy agreement
- **Consumer Affairs Victoria** – Tenancy agreement for rented premises