



**blackcommunity**  
HOUSING SERVICE (QLD.) LTD.

## Fact Sheet 3) Moving in checklist

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*Black Community Housing Service (QLD) Ltd. (BCHS) is committed to providing accessible and sustainable tenancy management and assistance services. We strive to provide access to affordable housing that will enable Aboriginal and Torres Strait Islander families to position themselves to transition over time into long-term and mainstream housing markets. Providing support and assistance to clients in understanding and meeting their tenancy obligations is a subsequent priority, to support current and future housing, social and economic aspirations for Indigenous individuals and families.*

### What to think about now you have secured a new rental property?

There are a number of things to think about when you are moving into a new property.

Here are some things to consider before commencing your move:

- If you are currently renting, it is important that you notify your current agent/lessor that you will be moving and when;
- Think about who you need to tell you are moving (i.e. electricity, insurance, care registration, Medicare, Centrelink, financial institution etc.) and what connections you might need to transfer or cancel.

### What do I need to do now that I am moving in?

It is very important that you complete the Entry Condition Report before you move any furniture or possessions in to the property. This lets you get a clear look at the entire property to let you record the state of the premises and any existing marks, scuffs, etc. Be very thorough and go room to room. Use extra pages if you have to.

If you identify that there is damage to the property that needs repair during the Entry Condition Report, you should notify Coulson's so they can coordinate with BCHS to have the problem(s) remedied. When you are doing the report, check that everything is working properly, including:

- Windows, doors, gates and locks
- Taps (including hot water)
- Shower
- Toilet
- Bath
- Sinks
- Oven, cooktop, grill and range hood
- Fans
- Lights
- PowerPoints

- TV points
- Smoke alarms
- Garage doors

You should also make note of the condition of any outdoor areas.

BCHS have photos on record of all properties. If you can, take photos of the property so you have a record of its condition when you first move in. This will be important in getting your bond back at the end of your tenancy.

Be sure to sign and return the completed Entry Condition Report to Coulson's within the advised timeframe.

## **I need further information**

If you require any further information advice on moving in to your new property, please contact Coulson's Real Estate.

Email)

[Kerry@coulsonrealestate.com.au](mailto:Kerry@coulsonrealestate.com.au)

Phone) 07 3372 9666

*Note: Other tenancy factsheets are available via the BCHS website ([www.blackcommunityhousingservice.org](http://www.blackcommunityhousingservice.org))*