New Tenants Information Checklist

Property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenancy Officer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The following hard copy documents have been provided at the start of a new tenancy:*

|  |  |  |
| --- | --- | --- |
|  | *Tenancy Officer*  *Initials and Date* | *Tenant*  *Initials and Date* |
| Tenant Information Brochure |  |  |
| Tenancy Agreement |  |  |
| Inspection forms x 2 |  |  |
| Calculation and Payment of Rent information |  |  |
| MERZ Contact List |  |  |
| Emergency Maintenance Contact List |  |  |
| Maintenance Request Form |  |  |
| MERZ Rules |  |  |
| MERZ Policies |  |  |
| Cloud office address and login details |  |  |
|  |  |  |
|  |  |  |
| I understand that I am required to comply with MERZ’s Policies or my tenancy may be terminated. | |  |
| I understand that not all Tenants are invited to apply for membership of MERZ Housing Co-operative Inc. | |  |