

# How to Use This Pack

In order to be a successful host, you need to follow these procedures to give your lodging arrangement the best chance of being a positive experience for both you and your lodger.

## Key Steps to Successful Lodging

- 1** Find a Lodger.
- 2** Interview and investigate their past and character to your satisfaction and ability.
- 3** Use the Lodging House Agreement to confirm the details of the arrangement and the House Rules etc. Both the host and the lodger must sign this **before** occupancy for it to be valid.
- 4** Carefully document what is to be provided by using the Property Inventory. Both parties must agree on the extent and standard of what is provided, upon Lodger entry and exit.
- 5** Follow the Checking In guide to avoid any confusion or disagreement as to the extent and standard of lodging provisions.
- 6** Once settled, both parties need to refer to their respective How to Be a Successful Host and Lodger forms.
- 7** When the lodger leaves, follow the Checking Out guide to ensure that this happens smoothly and correctly.
- 8** Issue a Notice to Remedy to the lodger if they breach the Lodging Agreement.
- 9** Issue a Notice to Quit to the lodger if they fail to remedy their behaviour after receiving a Notice to Remedy.

Remember, if you feel nervous about the process, or need some expert help, Braziers' professional management services are just a phone call away on 3777 477.