

## How to secure a rental property



### Step 1 – Housing Plan

- **Price** – how much rent can you afford. The rent should not be more than 50% of your income.
- **Location** – certain suburbs are more expensive, especially closer to the city.
- **Health and safety standards** – properties need to meet the standards for your own good



### Step 2 – Save for a month rent

- In Australia, you need to pay your rent a month in advance.
- So, you need to save money to pay your first month **rent in advance**.



### Step 3 – Search for properties

#### a. Internet



## b. Signs



## c. Real estate agent



## d. Newspaper



## Step 4 – Inspect properties

- After finding properties, you need to inspect them.
- Look for “**open for inspection**” time or call agent to make an appointment
- You cannot apply for a property before inspecting it.



### Residential tenancy application

Each prospective tenant should complete a *Residential tenancy application form*.

#### Rental property details (to be completed by landlord/agent)

Address:	
Postcode:	
Property rental amount (\$):	
Per week:	
Per fortnight:	
Per calendar month:	
Property bond amount (\$):	
Tenancy start date:	/ /
Tenancy term:	
Periodic:	Fixed:
If fixed, specify term (months):	
Name of property manager:	
Telephone number:	
Fax number:	
Name of estate agency (if applicable):	

#### Applicant details (to be completed by applicant)

Full name:	
Current address:	
Postcode:	
Home telephone number:	
Work telephone number:	
Mobile telephone number:	
Date of birth (for rental check use):	/ /
How long at this address:	Years: Months:
Name of current landlord/agent:	
Telephone number of landlord/agent:	
Reason for leaving current address:	

Name of previous landlord/agent:	
Telephone number of landlord/agent:	
Reason for leaving previous address:	

#### Employment details

Occupation:		
Full time:	Part time:	Casual:
Salary income per week (\$):		
Other net income per week (e.g. investments) (\$):		

#### Name of current employer:

How long employed there:	
Years:	Months:
Position held:	

Address of current employer:	
Postcode:	

Name of contact person:	
Telephone number:	

#### Name of previous employer:

How long employed there:	
Years:	Months:

Address of previous employer:	
Postcode:	

Name of contact person:	
Telephone number:	

#### References

(If you have written references attach copies to this form)

1. Name:	
Relationship to applicant:	
Home telephone number:	
Work telephone number:	

## Step 5 – Apply for properties

- Complete an application form

Residential Tenancies Regulation 2010 Schedule 1 Standard Form Agreement (Clause 4(1))

### Standard form

### Residential tenancy agreement



Landlord Name (1):	Landlord Name (2):
Address for services of notices (can be an agent's address):	
Postcode:	
Telephone number (of landlord or agent):	
Tenant's Name (1):	Tenant's Name (2):
Tenant's Name (3):	Add all other tenants here:
Address for services of notices (if different to address of premises):	
Postcode:	
Telephone number/s:	
Landlord's agent:	
Address for services of notices:	
Postcode:	
Telephone number/s:	
Premises:	
(a) location	
(b) inclusions	
Insert inclusions, for example a common parking space or furniture provided. Attach a separate list if necessary.	
Term:	
The term of this agreement is weeks/months/years. For a fixed term agreement insert the term. Otherwise leave blank or enter "periodic".	
starting on / /	and ending on / /
Rent: a week fortnight payable in advance starting on / /	

## Step 6

### a. Sign lease/tenancy agreement

Make sure you understand the agreement before you sign. It is a legal document.



## Step 6

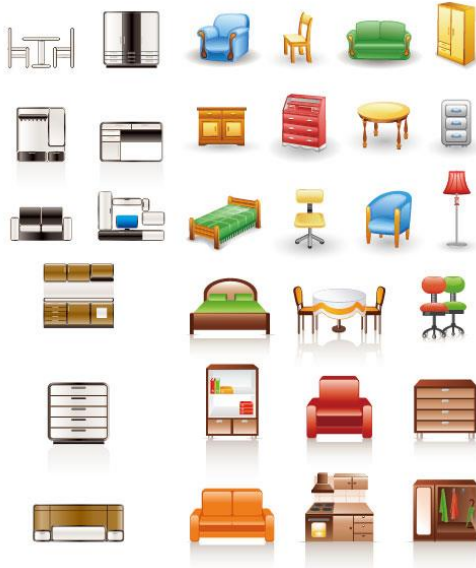
### b. Pay first month rent and bond

Check with your housing worker or case manager if you can get a **bond loan** from Rentstart.



## Step 7 – Complete a Condition Report

- Agent/owner will provide a report with notes of current condition of the property.
- Check the property before you move in and **add in any damage that is not on the report**.
- The condition report can be used as **evidence** as to who should pay for damage or cleaning



## Step 8 – Basic Furniture Package

- If you are a Humanitarian Settlement Program (HSP), you may be eligible to get the furniture package.
- Your rent must not be more than 50% of your income
- Your lease must be at least 6 months