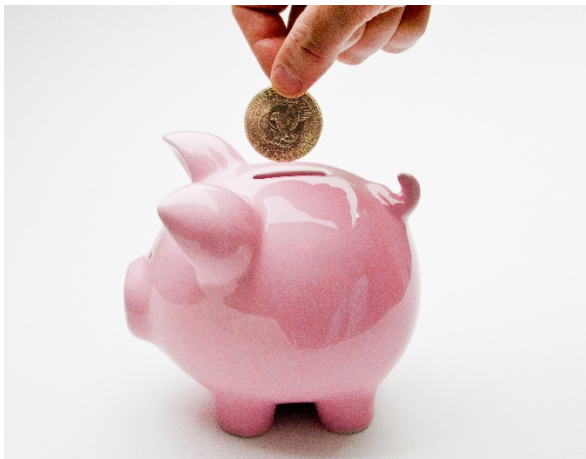


## How to secure a rental property



### 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	
Period:	<input type="checkbox"/> Fixed <input type="checkbox"/>
If fixed, specify term (months)	
Name of property manager	
Telephone number	
Email address	
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	
Email address of landlord/agent	
Reason for leaving current address	
Previous address:	
Postcode	
How long at this address	
Years	Months
Name of previous landlord/agent	
Telephone number of landlord/agent	
Email address 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		
2. Name		
Relationship to applicant		
Home telephone number		
Work telephone number		
Pets		
No	Yes	
If yes, number and type of pets:		
Declaration I declare that the information given on this form is true and correct to the best of my knowledge. Applicant's signature		
Date	/ /	

## Step 5 – Apply for properties

- Complete an application form

## Residential tenancy agreement

*Residential Tenancies Act 1997 Section 26*

This agreement is made on the day of

Date	/ /
This agreement is between	
LANDLORD	
Name	
Address	
Postcode	
ACN (if applicable)	
whose agent is (if applicable)	
Name	
Business address	
Postcode	
Telephone number	
ACN (if applicable)	
and TENANT(S)	
Name of TENANT 1	
Current address	
Postcode	
ACN (if applicable)	
Name of TENANT 2	
Current address	
Postcode	
Name of TENANT 3	
Current address	
Postcode	
Name of TENANT 4	
Current address	
Postcode	
1. Premises	
The landlord lets the premises known as	
Address	
Postcode	
together with those items indicated in the Schedule (strike out if not applicable)	

Tenant's copy

### 2. Rent

The rent amount is (\$)	
Date first rent payment due:	/ /
Pay period	
Weekly	
Fortnightly	
Monthly	
Day of each month (e.g. 15th)	
Place of payment	

### 3. Bond

- The TENANT must pay the bond of \$ amount specified below.
- In accordance with the Residential Tenancies Act 1997, the LANDLORD/agent must lodge the bond with the Residential Tenancies Bond Authority (RTBA) within 10 business days after receiving the bond.
- If the TENANT does not receive a bond receipt from the RTBA within 15 business days of handing over the bond money, they should telephone the RTBA on 1300 13 71 64.

Bond amount (\$)	
Date bond payment due:	/ /
If there is more than one TENANT and they do not contribute equally to the total bond, the amounts they each contribute must be listed here.	
(This list is for reference only and will not be recognised by the RTBA.)	
Name of TENANT	Bond amount (\$)

### 4. Period

First period	
The period of the agreement commences on	/ /
and ends on	/ /
unless the agreement terminates in accordance with the Residential Tenancies Act 1997, the agreement will continue as a periodic tenancy	
OR Periodic:	
The agreement will commence on	/ /
and continue until terminated in accordance with the Residential Tenancies Act 1997.	
4A. Consent to electronic service	
(1) Express Consent	
The TENANT	
(Check one box only)	
Consents to the electronic service of notices and other documents in accordance with the requirements of the Electronic Transactions (Victoria) Act 2000 at this email address.	
Email address	
Or	
Does Not Consent to the electronic service of notices and other documents	

## 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 RentAssist.



## 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