

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.



Property applied for: _____

Rent: \$ _____ per week (to be paid fortnightly in advance)

Bond: \$ _____ Own Funds / Housing Trust Guarantee
(Bond is equal to 4 x weekly rent if the weekly rent is \$250 or less or, 6 x weekly rent if the weekly rent is \$251 or more)

Term of Tenancy: 6 months / 12 months Tenancy commencement date: ____/____/____

Applicant 1		Applicant 2	
Full Name:		Full Name:	
Current Address:		Current Address:	
Length of time at address:		Length of time at address:	
Date of Birth: / /		Date of Birth: / /	
Drivers Licence Number:		Drivers Licence Number:	
Phone Work:		Phone Work:	
Phone Home:		Phone Home:	
Mobile:		Mobile:	
Email:		Email:	
Children who will be living with you		Children who will be living with you	
Childs Name:	Age:	Childs Name:	Age:
Childs Name:	Age:	Childs Name:	Age:
Childs Name:	Age:	Childs Name:	Age:
Childs Name:	Age:	Childs Name:	Age:
Pets that will be kept at the property		Pets that will be kept at the property	
Pets: Yes / No If yes: Inside / Outside		Pets: Yes / No If yes: Inside / Outside	
Types of pets:		Types of pets:	

Step 5 – Apply for properties

- Complete an application form

Consumer and Business Services

Fixed term – residential tenancy agreement

All parties to this agreement should consider seeking legal advice about their rights and obligations

Landlord: (Landlord details must be completed even if an agent is acting for the landlord)

Insert full name:

Address for service of documents (must not be agent's address):

Postcode:

Contact telephone number (only required if no agent is managing the property for the landlord):

Agent:

Insert name of registered agent or person managing the property for the landlord:

Address (for service of documents):

RLA:

Postcode:

Telephone: Mobile: Email address for service of notice or document:

Tenant:

Insert full name of tenant 1:

Contact telephone number: Email address for service of notice or document:

Insert full name of tenant 2:

Contact telephone number: Email address for service of notice or document:

Insert full name of tenant 3:

Contact telephone number: Email address for service of notice or document:

Address of premises:

Term of agreement:

Starting on: / / Ending on: / / Term of (e.g. 6 or 12 months):

Rent: Payment of rent will be made on: Bond amount:

Weekly amount: \$ Insert day of week rent is due: weekly/fortnightly/monthly \$

Does the property meet minimum housing standards? (see Housing Improvement Act 2016) Yes ☐ No ☐

Is there a rent control notice or order on the property? Yes ☐ No ☐

(If yes, provide details in 'Additional terms of agreement')

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