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
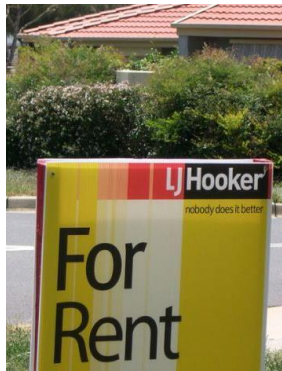

Step 2 – Save for a month rent

- 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 <u>cannot</u> apply for a property <u>before</u> 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:
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: / /

Residential tenancy agreement

Tenant's copy

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)

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
Fixed 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 5 – Apply for properties

- Complete an application form

Step 6

a. **Sign lease/tenancy agreement**

Make sure you <u>understand the agreement</u> before you sign. It is a legal document.

Step 6

b. Pay first month <u>rent</u> and <u>bond</u>

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 <u>current condition of the property</u>.
- 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