



The 7 Tips

To make your Rental Application
Stand Out

Contents.

Introduction.....	3
Tip 1 : Set Up Property Alerts On Our Website.	4
Tip 2: Collect Rental Applications.....	5
Tip 3: Check Your Current Rental History.	6
Tip 4: Assemble Your Identification.....	7
Tip 5 : Collect Your Supporting Documents.....	8
Tip 6: Attending Rental Inspections.	10
Tip 7: Submitting Your Application.....	11
Thank You!.....	12

Introduction.

It's hard finding a rental property, we know. Often it feels like agents won't give you a chance, or it feels like you only just see a property for lease and 10 second later it's gone! So that's why we've prepared this short eBook for you to help you prepare your rental application so it really stands out.



We know that our business wouldn't exist if we didn't have tenants, so we'd love to secure as many good quality tenants as possible – and if you're one of them, we want you!

Tip 1: Set Up Property Alerts On Our Website.

The best way to become familiar with the newest rental properties is to set up property alerts using these main websites; www.YourAgencyWebsite.com.au, www.RealEstate.com.au and www.Domain.com.au. These alerts allow you to specify the type of property you're looking for, the budget you're searching within, and the suburbs you're interested in. The alerts will then come to your inbox on the days/times that you select and you'll be notified of new properties for rent the moment they appear online. This will keep you ahead of the market, allow you to become familiar with your local rental market and avoid you having to log onto each website daily (or several times each day) to check if there are new rental properties available.



www.RealEstate.com.au & www.Domain.com.au

Tip 2: Collect Rental Applications.

When you find a rental property you're interested in, you'll be asked to submit a rental application for the property. These rental applications are very detailed and vary between real estate agencies. As you prepare to find your next rental property, it's useful for you to become familiar with the types of information an agent will want you to provide on your rental application. Common requests for information include:

- All your personal details (name, address, date of birth, email, phone numbers, etc.).
- Current home address, previous home address (and perhaps the address before that).
- Current employment details (including contact details for your employer so that your employment can be confirmed).
- Proof of income (this might include payslips if you're working; Centrelink statements, if you're receiving benefits; proof of any investments, etc.).
- Various references and referees (but we'll talk more about that later).

Tip 3: Check Your Current Rental History.

If you're renting at the moment, it's wise to request a copy of your current rental ledger from your current property manager. This is a very important document, and it's useful for you to view this document before submitting it with any other rental application. The things to check on this document are:

- The date of each rent payment. You need to ensure that you have a history of paying your rent at the same time each week, fortnight or month (depending on what was decided at the beginning of your tenancy).
- The amount of each rent payment. This amount should be the exact weekly, fortnightly or month rent, as outlined on your tenancy agreement. You'll need to show that you paid the exact amount of rent legally required each week.
- The "paid to" date. This date indicates where your rent is paid to each week, fortnight or month. You need to ensure that your rent is always 7-14 days in advance at all times (depending on what is specified on your tenancy agreement).
- Check for any "rent arrears" reminders, notes or occurrences in your ledger. If you've fallen behind in your rent at any time, this may impact your ability to rent again in the future.

Tip 4: Assemble Your Identification.

Before you're able to be approved for a rental property, it's essential that you're able to identify yourself. In most cases, you'll be requested to provide 100 points of identification. So, if you're wondering what you can use for identification, here is a comprehensive list:

Primary	Points
Australian Passport	70
Australian Driver's License	70
Australian Learners Permit	70
Blind Citizens ID card	70
Australian Boat License (with photo)	70
International Passport	70
Proof of Age Card	40

Secondary	Points	Secondary	Points
Certificate of title	25	Australian Marriage Certificate	30
Mortgage or contract document	30	Medicare Card	30
Australian Citizen Certificate	30	Health Care Card	30
Australian Bank Card	20	Council Rates Notice	25
Australian Credit Card	30	Utility Bill (less than 3 months old)	25
Residential Tenancy Agreement	40	Student ID card	20
Australian Birth Certificate	30	Vehicle Registration	25

Tip 5: Collect Your Supporting Documents.

Along with your identification and rental ledger, you'll need to provide other supporting documents. Each agency will ask for slightly different documents, but some we regularly ask for are:

Current/Previous Rental History

This can include a number of items:

- Full details (including phone, fax and email details) for your current landlord or managing agent.
- Full rental ledger – this is the ledger we referred to in tip 3.
- Current Residential Tenancy Agreement.
- Rent receipts.
- Written rental reference from your current landlord.

Proof Of Income

This can be a number of documents:

- Payslips from your current employer for the last 3 pay cycles.
- Bank statements showing regular wage deposits from your employer.
- A letter confirming your wages from your employer.
- Your most recent Income Tax Return.
- Your last two Business Activity Statements (self-employed/company director).
- Your last Company Financial Statements.
- A letter confirming your personal income from your accountant.

Other items

- Proof of property ownership (if you currently live in your own property).
- Full details (including phone, fax and email details) for the agent who is selling/has sold your own property.
- Full details (including phone, fax and email details) for the property manager who is managing your investment property.
- Personal/character written references.

An Extra Note On Character References

If you are required to provide character references to support your rental application, we suggest your character references come from:

- Long term family friends – people who have known you since you were a child, or have known your parents or guardians for many years
- Teachers from school, TAFE and University
- Employers, if you currently have or previously had a job

The written character references should contain the following points:

- The relationship between you and the person providing the reference
- How long they've known you
- How they've found you to behave
- If they feel you'd be a reliable tenant
- Contact details, should your property manager wish to phone them

Tip 6: Attending Rental Inspections.

Once it's time to attend inspections of rental properties, there are a few etiquette suggestions that are useful to keep in mind.

Present well for the inspection. While, you don't need to dress like you're attending a job interview, we suggest you dress in a tidy manner, be clean, have a general neat appearance. You don't get a second chance at a first impression.

Introduce yourself. When you meet with the property manager showing you through the property, be sure to introduce yourself and any other people who have joined you for the inspection. If the property manager has time, this is also a great opportunity to explain your situation, and request any information from the property manager that might assist you in preparing your application.

Take your shoes off. It's likely that the property you're inspecting is someone else's home currently. To be courteous, we recommend you always offer to take your shoes off before entering someone else's home.

Tip 7: Submitting Your Application.

Each real estate agency will have a slightly different way of accepting application forms, so while you're inspecting a property, be sure to ask the property manager about their preferred application process.

Once you have the application form (physical or online) complete it as quickly as possible. So often, properties are leased very quickly because tenants are organized and submit their application forms quickly. Be sure to be one of the fastest tenant, submitting your application in full.

Remember a few things:

- Complete the application form in full – don't leave anything out.
- Submit all your supporting documents as part of your application (identification, proof of income, references, etc.).
- Follow up with the property manager on the phone to make sure they've received the full application and to check if there's anything else you need to do.
- Ask the property manager how long the application process is likely to take and follow up with a phone call after that time period to find out if your application was successful.
- You may not get approved for the first property you apply for, so be consistent until you secure your first rental property.

Thank You!

Remember, if you ever need assistance or more information on how to make your application stand out, we're always happy to offer advice, even if we don't have a property you're interested in on our books at the time.



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