HOW TO CREATE A QUALITY RENTAL APPLICATION

Ensure comprehensive application: Please ensure that your application is complete, leaving no gaps in the provided information. Property managers receive numerous applications and may swiftly move on to the next if any pertinent details are missing.

Rent-to-income ratio: Ensure that your weekly rent does not exceed 30% of your combined weekly net income. To determine an affordable rental property, calculate 30% of your income and limit your applications to properties at or below this price point.

Engaging cover letter: Write an engaging cover letter which introduces yourself and highlights your suitability as a tenant. This is an excellent opportunity to explain any unique circumstances you may be facing, allowing the property manager to gain a better understanding of your situation.

Tenant ledger: It is advisable to request a copy of your tenant ledger from your current property manager and attach it to your application. This will demonstrate your consistent track record of making timely rental payments.

Inspection attendance: Property managers will only consider applications from individuals who have inspected the property or had someone inspect on their behalf. Be prepared with your application and submit it within one day following the open house to ensure prompt consideration.

Verification of employment: Please submit three of your most recent payslips or an employment letter of offer for a new position you may be taking as proof of your employment.

Pet resume: If you are a pet owner, we encourage you to attach a pet resume featuring a photo and relevant information about your animal. This provides property managers with insight into your responsibility as a pet owner and reassures them of your commitment to looking after the property.

Lease commencement date: Please ensure your desired lease commencement date falls within a two-week timeframe. Properties listed online are very often available immediately or have a short turnaround time, so it is crucial to be prepared when the opportunity arises.

Proof of property ownership: If you own a property, please include proof of ownership, such as a council rate notice or the front page of the Certificate of Title.

Bank statements: If you intend to utilise your savings for rental payments or emergency backup, please provide documentation confirming the availability of these funds. This will strengthen your application by showcasing your financial capability to cover expenses.

Notify references: It is recommended to inform your property manager of employer contact details, or other references which may be contacted to provide a reference on your behalf. Prompt communication of references details will expedite your rental application.

Self-employed applicants: If you are self-employed, please provide a letter from your accountant or your previous year's tax return as evidence of your income.

Include a photo: If given the option to upload a photo with your application, we encourage you to do so. It provides a personal touch and allows the property manager to associate your application with a face.