# Applying for Private Rental.

Applying for a rental property can feel like a daunting task but being well-prepared and organised can greatly improve your chances of success.

## Finding a Rental Property

When searching for a rental property, it’s essential to choose one that fits your needs and budget. Key considerations include:

**Budget:** Calculate your rent affordability (e.g. 30% of your income), including utilities and other living costs.

**Location:** Consider proximity to work, schools, shops, and public transport.

**Property Type:** Decide whether you prefer a house, apartment, or townhouse based on your lifestyle.

**Search Methods:** Use rental platforms, local agents, and available services such as RentConnect. Save properties you’re interested in for easy comparison.

## Documents for Rental Applications

Organised documentation is essential for a smooth application process. Be prepared to provide:

* Completed application form
* Character or rental references
* Pet references (if applicable)
* Proof of income, such as recent pay slips or an employment confirmation letter
* Photo identification

### **Rental History and Reference Letters**

A strong rental history and glowing references can set your application apart. Provide a rental ledger to demonstrate timely payments. Include references from previous landlords or property managers to confirm reliability.

Choose credible referees (e.g., employers, former landlords) to highlight your dependability and responsibility as a tenant.

### **Proof of Income**

Proof of income is essential to show that you can meet rental payments. Common forms include:

* Recent pay slips
* Employment confirmation letters
* Evidence of government benefits or pensions

Providing clear and organised proof of income reassures landlords of your financial stability, especially if you lack prior rental history.

### **Photo Identification**

You may need to provide identification to verify your identity:

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| --- | --- |
| **Document Type** | **Examples** |
| Primary Identification | Driver’s license, Passport, Birth certificate or other official Proof of Age card. |
| Secondary Identification | Medicare card, Bank card, Utility bill, Recent pay slip, Student ID card, Vehicle registration. |

## Inspecting a Rental Property

A thorough inspection can save you from surprises later. What to do during an inspection:

**Be Punctual:** Arrive on time to show respect for the agent’s schedule.

**Dress Neatly:** A professional appearance can leave a positive impression.

**Inspect Carefully:** Check for damage, maintenance issues, or safety concerns (e.g., locks, smoke alarms).

**Ask Questions:** Inquire about repairs, included utilities, or any specific terms in the lease.

**Be Polite and Friendly:** Establishing a good rapport with the agent can work in your favour.

## Applying for a Rental Property

Submitting a strong application improves your chances of success. Some suggested steps to follow include:

**Submit Quickly:** Send in your application promptly after the inspection to avoid missing out.

**Ensure Completeness:** Include all required documents and ensure they are neat and accurate.

**Follow Up:** If you haven’t heard back within 48 hours, send a polite email to express your continued interest.

**Tailor Your Application:** Highlight your strengths, such as steady income, a solid rental history, or positive references.

If applying with housemates, ensure everyone’s documents are ready. Submitting a complete and organised application for all occupants can increase your chances of approval.

### **Applying Online**

Online platforms can simplify the rental application process. Benefits of online applications:

* Save time by completing one form for multiple properties.
* Submit applications instantly without printing or scanning.
* Use verification features (if available) to show you’ve never been listed on a tenancy blacklist.

## Moving In

Once your application is approved, take these steps:

* **Tenancy Agreement:** Read the lease carefully before signing. Clarify any unclear terms.
* **Bond and Rent Payments:** Pay the bond (typically four weeks’ rent) and any advance rent as required.
* **Entry Condition Report:** Complete this document thoroughly to note the property’s condition. Take photos if necessary. Return the signed report to the agent within the timeframe requested.
* **Utilities Setup:** Arrange for electricity, gas, and internet to be connected before moving in.
* **Move-In Checklist:** Use a checklist to ensure nothing is overlooked during your transition.

## Renting with Pets

If you have pets, take steps to reassure landlords:

* **Pet Resume:** Include details like breed, age, temperament, and training.
* **References:** Provide letters from previous landlords attesting to your pet’s good behaviour.
* **Keep Records**: Ensure vaccinations and registrations are up to date.

## Tenancy Database

A tenancy database lists tenants who have had issues in past rentals and being listed in these databases can affect your application. Discuss with our housing support team if you think you may be listed on a tenancy database such as TICA for any history of tenancy issues you may have had.

For more information contact the Residential Tenancies Authority (RTA) on 1300 366 311 or visit [www.rta.qld.gov.au](http://www.rta.qld.gov.au).