

**Tenant Guides**  
**How To Present**  
**A Winning**  
**Rental Application.**

# How To Present A Winning Rental Application.

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We know how tough it can be in today's rental market to compete with other rental applicants who all want to secure that lease.

The fight to win over a landlord and their agent only gets harder if you're working within tight deadlines to move in or worse, have had some issues renting in the past that have tainted your tenancy record.

**So what's the best way to prepare your application so you have the best chance of securing a property?**

## Start Thinking Like A Landlord

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Your potential landlord and agent want to know that you can (and will) consistently pay the rent, look after the property and ultimately make their life easier.

When you prepare an application with this in mind, it will help you take the required steps to ensure you impress them.

## Have Your Documents Ready

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Every real estate agent has a list of documents they require a prospective tenant to prepare and present along with their application.

### These usually include

- Completed Application Form
- References
- Pet references (if applicable)
- Proof of employment
- Photo ID
- Cover Letter

In order to save time and be efficient, have the required documents ready, along with photocopies on hand, to accompany your application form.

## Provide Back Up

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In addition to the required documentation you should also have a photocopy of your photo ID (passport or a driver's licence). It's also a great idea to have a recent copy of your pay slip and, if you've previously rented, a copy of your rental ledger.

If you haven't rented before, then provide an alternative document that demonstrates your ability to pay on time (such as loan statements or savings account with regular deposits).

If you're a student or on a working visa, then you'll need a photocopy of your passport and working visa.

Bank statements and references from previous landlords can also help to back up your claim as a good candidate for the lease.

## Submit An Online Application

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Many agents now accept applications online. This makes the whole application process very efficient and can save everyone a lot of time and energy.

As long as an agent is satisfied you have viewed a property, you can apply for as many properties as you like, using one simple online form. This greatly reduces the time you would spend on filling out individual applications for dozens of properties. Sending through your application online also means you can manage the process on the go from any device.

## Make Your Best First Impression

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Once you have prepared a glowing application ready to put forward, you may also want to include a brief cover letter to accompany your application.

A concise cover letter introducing who you are, why you're a great tenant and the reasons you'd love to rent that particular property, is a wonderful way to help you stand out from other applicants.

## Fill In The Form Carefully

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Always fill in your rental application properly. A completed form that has all the necessary information requested, makes the agent's or landlord's job so much quicker and easier.

Answer all questions honestly and write clearly. If you're unsure of any questions, then get in touch with the agent or landlord to confirm what they mean.

It also pays to ask a friend to proofread your application form before you hand it in. This helps to ensure there are no spelling mistakes and your answers make sense.

**Tip:** Never try to negotiate the terms of the lease or rental fee on the application form. This should be done separately in writing or when you speak to the agent or landlord.

## Organise Your Housemates

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If you're sharing a lease with housemates, the agent will still need application information for all parties.

Whilst all your housemates aren't expected to be at the property inspection (though it is preferable), their completed application forms and references will still be required.

**Note:** Agents and landlords don't want to have to chase people for important information. Not only does it delay the process, but it may also affect your chances of being the first preference for securing the lease.

## Be Punctual

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Punctuality is a courtesy in all situations and this also applies to property inspections. When showing a property, agents are usually working within a very narrow window of time, putting them in a busy and often stressful situation.

If you're ready and waiting for them when they arrive at the property, they're more likely to remember you favourably when deciding on a tenant.

## Look Presentable

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Viewing a property doesn't mean you have to rock up in formal attire, but it does weigh in your favour if you look clean, tidy and well presented.

You personal grooming can say how well you look after your belongings and the place you live. So if you really have your heart set on securing a property, then making an effort in the way you present yourself can dramatically improve your chances of success.

## Always Be Honest

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Honesty is always the best policy, especially when renting.

If you have pets, then do the proper research up front and only apply for properties that will allow pets. This will save you time visiting properties that don't allow pets.

Likewise, it's a good idea to be open about whether you're a smoker, have dependents, the number of housemates that will live at the property and any other information of interest to the landlord.

There are certain websites that Client Relationship Specialist can access to obtain a tenant's history, so honesty is important.

Remember, if anything is missing from your rental application or supporting documents, then it could potentially ruin the chances you have of securing the property.

## Be Polite Not Pushy

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Being pushy or gushy towards the Client Relationship Specialist will not help you get ahead. Mind your manners, be friendly and polite.

Remember, a Client Relationship Specialist has a job to do. Just like you, they prefer to communicate with people who are friendly and not forceful or manipulative.

If you establish good rapport with the Client Relationship Specialist right from the get go, not only will it set up a great relationship for the long term, but it could also help you to negotiate potential property improvements or a reduction in the rent.

## Follow Up

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If you've submitted an application yet failed to hear back from the Client Relationship Specialist after 48 hours, then do follow up with them.

Confirm that you're still very interested in the property and you'd be happy to provide any additional information or references they might need to help them make a decision.

Be courteous and patient, as they may be still checking references, or trying to decide between your application and another candidate.

A friendly call, without putting on the pressure, shows you're very keen and keeps you top of mind.

### Need more advice about Tenancy Applications?

Get in touch with a Taylors Property Specialist today.

### Currently looking for a rental property?

Visit [taylors.com.au](https://www.taylors.com.au)