



## Tips for preparing a tenancy application

---

Here at The Property Collective, we know all too well how competitive the Australian rental market can be—it often seems as though certain properties tend to fly off the proverbial shelves the second they're advertised. Because of this, it's a great idea for a prospective tenant to have all their ducks in a row before applying—this ensures the best possible chance of an application being accepted.

Long-term renters will know ensuring everything is where it should be and that nothing is missing will pay dividends when it comes to sending your application off promptly after an open home. This is the easy part as you'll get an SMS taking you directly to the link to apply via Sorted.

Here are our tips for preparing a rock-solid tenancy application.

### Have your documents ready to go

If you are being smart about your tenancy application, you'll make sure you're ready to go in advance of attending the inspection. If you are left scrambling after it—you run the risk of forgetting something important or not getting your application in quickly enough and missing out on the property.

You should have the following documents ready in advance so you can simply attach/upload them to your Sorted application:

- Valid ID (drivers license, passport, certificate of citizenship, Medicare card, utility bills)
- Proof of income (bank statements, payslips and tax return)
- Reference letters
- Pet references (if applicable)
- Summary of your rental and employment history
- Letter of employment (if you're starting a new job)
- Rental ledger (summary of your rental payment history if applicable)

### Write a cover letter

Your application acts as a resume of you—from your employment to your rental history and your financial situation.

A cover letter is a great way of adding a personal touch to your application and making it stand out from the crowd.

Introduce yourself, let the agent and owner know a bit about yourself and your family (or group of friends if applying for a share house). Write about any pets you may have and point out what it is about the property that you find so attractive; and why you think you're a perfect fit to be approved as a tenant. You don't need to sell yourself too hard—but a cover letter is a simple way of giving yourself an edge over other applicants.

### Address any holes in your application and offer solutions

If there are parts of your application that you think weaken its impact, it's often worth pointing these out in your cover letter and offering solutions for them. Not rented before? Secure yourself a guarantor (someone who will sign the agreement with you and pay the rent in the instance that you can't) and get a personal reference from your employer, vouching for your reliability etc.

### References

References are one of the most important parts of a rental application (alongside showing that you have enough income to pay the rent, of course). Your application should include at least two references and are often from property managers, employers, accountants, private landlords or tutors.

Let all your references know that you intend to list them on your application so they can expect a call or email.

### Pet references

If you're looking to bring a pet with you when you move into a new rental, you absolutely must declare this within your application. Not doing so will instantly jeopardise your application, as well as potential future references.

Including a pet reference is a great idea—ideally from your past or current landlord that describes the condition of the property when you vacated and stating that there were no reported pet disturbances during the length of your tenancy.