

# 7 Steps to finding your new rental HOME asap...



**M** ESTATE AGENTS

## 1. WRITE A LIST OF YOUR REQUIREMENTS

The first step to finding your new home is to establish what your criteria is. This should include which suburbs would you like to live in, how many bedrooms you require, how much rent are you willing to pay. Do you prefer ground floor, do you need laundry facilities, do you need heating or air conditioning, and do you require an outdoor area and a dishwasher. Write down any other needs that you may have.

*Write a list of requirements and then you have some clear guidelines to start your search.*

## 2. START SEARCHING ONLINE

The best place to start looking for your new home is by searching on our website [www.mestateagents.com.au](http://www.mestateagents.com.au). (of course we are biased..) Most reputable real estate agents will advertise available properties on [www.realestate.com.au](http://www.realestate.com.au) & [www.domain.com.au](http://www.domain.com.au).

Once you have had a look at the properties and found the ones you want to look at, you must check to see if there is an open for inspection time advertised.

If there is a scheduled inspection time advertised, come along to the open for inspection to see if it is the right property for you. If there is not an open for inspection time advertised (and the property is with us) please email or call and register your interest, we will SMS or email you when the next inspection time is organised. You can contact our office via email [rentme@mestateagents.com.au](mailto:rentme@mestateagents.com.au). We do not hand out keys to properties, a scheduled time will need to be organised so we can meet you at the property and show you through.



*Check the property against your list of requirements, take a tape measure and make notes. If you like it make sure you apply for it asap, - no mucking around.*

## 3. INSPECT THE PROPERTY

You will need to inspect the property before you can apply for it, this way there are no surprises and we can ensure that you are happy with your new home before the application process begins.

When you are at the property, check that all your requirements are met that you listed earlier. Make sure that your furniture will fit, including your fridge and washing machine. Take a tape measure with you. It is also a good idea to write down some notes when you are at the inspection, often the properties can get confusing if you are looking at a number of them. Once you have inspected the property and you decide you would like to move in you will need to apply for it, one of our team who is conducting the inspection will have application forms with them. Ensure that you collect the form and take it away with you to fill in.



Alternatively if the property you are inspecting is not quite what you are looking for speak to our leasing consultant about what you had in mind and find out if there is anything else available that might suit you better, we are only too happy to help you find the right home.



Fill in your application form completely, include supporting documents. A covering letter explaining your circumstances can help.

#### 4. APPLYING FOR YOUR NEW HOME

To apply you will need to fill in an application form (available on the M estate Agents website or at the inspection) and provide copies of 100 points of identification. Please ensure that you fill in the form completely and provide as much information as possible.

Current address details - We require this and your current agent / landlord's details in order to obtain a rental reference. If you are not renting still put the details down and make a note of what your circumstances are i.e. first time living away from parents or you owned your home. If you own property and are leasing it please provide the details of the current managing agent and the expected rental return or if you have sold it please provide the contact details of the agent you have sold through. These can be great references for you.

Employment details - We will need to verify your current employment and salary. If you are self employed please provide your accountants details to verify your income and bank statements. Alternatively, if you are not working please provide information to show that you are able to pay the rent and support yourself on an ongoing basis.

If you are a student and not working full time we will need copies of proof of income, copies of your bank statement showing steady income from parents or copies of scholarship income.

Identification - You will need to provide copies of identification (100 points) one of which will need to be photo ID. If you are originally from overseas please provide a copy of your entry visa and documents providing details of your residency status.

Privacy statement - Please ensure that you have signed this, without this signature we are unable to process your application or check your references.

The best way to ensure that your application is successful is to provide a letter explaining your circumstances, provide extra information such as bank statements and additional references, make sure any referees you provide are available to provide a reference for you and their contact details are correct - as we will be checking them on behalf of the owner. The more information you provide the easier it will be to establish who you are and it will be more likely the landlord will want you as their new tenant, not to mention that it makes the processing of the application quicker and easier.

Once your application has been processed our leasing consultant will contact the landlord to seek approval for you. Our leasing consultant will give you a call to let you know the outcome. If your application is successful we will need to organise a time for you to come into the office to arrange all the paperwork and secure the property, this needs to be done within 24 hours of approval.

If your application is not successful please be aware that the decision is the landlords and the landlord is not obliged to provide a reason. We will destroy your application and it will not be kept on file. If you wish to apply for another property we have listed please let the leasing consultant know so that we can put your application to the other landlord.



#### 5. YOUR APPLICATION IS SUCCESSFUL - SECURE THE PROPERTY

Once you have been told that your application is successful you need to come to the office to sign the tenancy agreement and pay the 1<sup>st</sup> month's rent and bond for your new home. You need to do this within 24 hours of approval in order to ensure that the property is yours; it is not secured until you sign the tenancy agreement and hand over the funds. The leasing consultant will go through all the details with you but you will need to bring

- 1<sup>st</sup> month's rent as a separate bank cheque - made payable to M Estate Agents
- Bond as a separate bank cheque made payable to the RTBA. (This must be as a minimum equivalent to one month's rent, if the property rental is \$350 per week or greater we will ask that you pay the equivalent of 6 weeks rent.
- Your bank account or credit card details so we can set up future rental payments.

At this appointment we will give you all the information you need during your tenancy and answer any questions you may have at this time.

You will need to ensure that you organise for all of your utilities to be connected, we will not do this for you however we can assist you with this if you need it.

#### 6. MOVING INTO YOUR NEW HOME

When it comes time to move into the property you will receive one set of keys for each tenant and you will also be provided with a condition report, this is a report on the condition of the property just before you move in and will include photographs. This report is in place to protect you, the tenant so that you do not become liable for any pre existing damage at the end of your tenancy and it is also to protect the landlord to ensure that when you move out the property is returned to us in the same condition as when you moved in. You will be introduced to your property manager, and given their contact details this will be the person you will contact with any issues or concerns throughout your tenancy.

#### 7. SUBSCRIBE FOR FREE ONGOING HINTS AND TIPS AND FREE EBOOK

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