

# Tenancy Applications

Tenancy applications will determine whether you are successful in getting a private rental. Ensure you have all the required information and demonstrate to the real estate/landlord why you are the best applicant for the property. In a survey completed by real estates in Bendigo, 85% of real estate's stated references were of high importance when considering an application. Rental history was also of high importance. In this section there are resources and tips to guide you on how to complete the best application possible and where to find help if needed.

## Application Forms

Application forms are normally provided by the real estate/property managers as they may like to collect specific information to assist in making a decision to rent a property. Usually property managers will have an application form available at inspections you can get application forms prior by going into the real estate or it may be on their website. Generic application forms can be found at <https://www.consumer.vic.gov.au/library/forms/housing-and-accommodation/renting/residential-tenancy-application.doc>.

## Evidence

To improve your chances when applying for a property consider adding to your application; letters of support, reference letters, personal identification, bank statements and proof of income (wages/Centrelink).

## Renting for the first time

Haven't rented before? Don't have any references? No need to worry. Every tenant has started somewhere. In this section there are some useful tips to help with your application, such as references and letters of support.

## References

A real estate/landlord will be mainly looking for a tenant that will pay the rent on time, take care of the property and comply with the terms and conditions of the lease. A reference can be used to demonstrate you have these skills.

## People you could consider using as a reference?

- Current/previous real estate (if applicable)
- If moving from an owned property you could use the real estate you sold the property through.
- If you have a good relationship with employer, teacher, member of community i.e. minister
- If you have stayed in emergency accommodation such as hotels, caravan parks etc consider using them as a reference.
- you can use family and friends as a last option, best to try other options first.

## What to put in a reference letter?

- What relationship they have with you i.e. real estate, teacher, employer
- How long have they known you
- Their knowledge of your payment history i.e. rent payments, other debts/bills.
- Their knowledge of how clean you are i.e. observations of where you have lived/stayed.
- Whether they would rent a house to you.
- If you are a reliable person.

## What if you don't have written references:

- Include a list of contactable referees with your application.
- Always inform your referees when they may be contacted and why. It makes a better impression when your referee is expecting a call.

**All references listed are aware I am applying for private rental properties and have been advised they may be contacted.**

1. Name:

Contact number:

2. Name:

Contact number:

3. Name:

Contact number:

### Example Reference Letter

Date: 01/01/2016

To whom it may concern,

RE: Reference letter for Jo Blogs.

I am writing to recommend Jo for a rental. I have known Jo for approximately 4 years. I am a friend of Jo's and have personally rented my granny flat out to Jo.

Due to needing more space Jo moved out 2 years ago. The weekly rent was \$120 per week and Jo paid this without fail when it was due.

I had no issues with how Jo kept the Granny flat. It was always neat and tidy. I visit Jo regularly and have seen how Jo keeps the unit she has been living in for the last 2 years and it always clean, neat and tidy.

Jo is a friendly and approachable person. Jo always got on with the neighbours when living in the granny flat and I have seen that Jo also gets along well with the neighbours at the current unit. I would have no hesitations to rent a property to Jo again and would highly recommend her to rent a property through your real estate.

Contact details: 0400 000 000

Many Thanks,

Name: Mary Smith

## Support Letters

If you have a support worker, it is recommended they complete a support letter to go with your rental application.

Things to cover in a support letter:

1. Support Worker's Name
2. Role
3. Organisation they are from
4. Relationship to applicant
5. How long are they have/ are working with applicant
6. Explain why the applicant is ready to rent such as:
  - 6.1. Financial stability (can pay rent or debts)
  - 6.2. Reasonably clean (have observed living arrangements)
  - 6.3. Personal traits (respectful, approachable, neighbour traits)
7. Include any tenancy skills education completed or in process of completing.
8. Include that they are contactable should there be any issues and provide contact details (phone/e-mail).
9. If there is a known history of tenancy issues that might be identified, explain how this issue has been addressed to avoid it happening in a new tenancy.

## Completing a tenancy application

Ensure your application is completed correctly and all relevant information is included (see Tenancy Application Checklist). Have all the documents you need with your application.

Note: the real estate/landlord may also request specific information. It is recommended you print this checklist off and ensure all items are ticked off before handing in your application.

### Tenancy Application checklist

Checklist	Tick
Personal Identification (ID) – as specified by landlord/real estate	
Bank statements	
References – written	
References – verbal see Referee List on page 1	
Payslips (if applicable)	
Centrelink statement (if applicable)	
Support letter (if applicable)	
Tenancy database information/letters (if applicable)	
Other items:	

## Where to get help with your tenancy application?

If you have a support worker they can may be able to help.

You could also ask the real estate agency

Haven, Home, Safe can also assist.  
10-16 Forest Street, Bendigo, 3550  
(03) 5444 9000

Worksheets available as word template at  
[www.housingjustice.org.au](http://www.housingjustice.org.au)

- Referee list
- Tenancy application checklist