



SHAPE.

A guide to renting with us.

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Introduction.

In order to help you find and secure the right rental property, we have created this guide that walks you through the process and shares insights into how you can find and rent your next home. We hope you find it useful.

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Let us help you shape your property goals.





Our values.

Shape Property Pty Ltd is a well-renowned real estate agency with a commitment to excellence. Ultimately, we strive to nurture a partnership based on trust and develop on-going dialogue to ensure our clients asset is cared for in the best possible manner.

As individuals and as a company, we have learned much through our experience in navigating our clients through the pandemic. Our systems are personalised with an emphasis on customer service, backed by best-in-class technology platforms.

If you have any questions, please don't hesitate to contact us at any time.

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How to find a rental property.

The easiest way to find a rental property is with an online search. The benefit of searching online is the ability it gives you to customise your search. You can choose property types, the number of bedrooms and bathrooms, whether there is a garage, you can even look for a home with a balcony or swimming pool.

Aside from online options, you can also contact our local Portfolio Manager for the areas in which you are looking to rent, to see if anything is available off-line that will suit your needs. To explore what properties we have for lease, here are some sites to help you:

- shapepropertygroup.com.au
- realestate.com.au
- domain.com.au
- homely.com.au
- allhomes.com.au





What to look for at a rental inspection.

Once you have shortlisted a property you are interested in, the next step is to visit the home and to undertake an inspection. Our Portfolio Managers will generally offer the property as a public open for inspection on a particular day and at a particular time. Don't be surprised if you find you are inspecting the property with other candidates as some markets are extremely competitive.

Our Portfolio Managers will also offer you the option to book an inspection directly with them. First, do attempt to register for the rental property listing. All our Portfolio Managers utilise this, and we highly recommend you register in order to be kept up to date with inspection changes/additions. It will also alert you to similar properties that might be of interest.

If unable to attend in person, we can also help you with organising a virtual inspection of our rental properties. Feel free to talk to our Portfolio Managers about this.

To help you find the right rental property it is a good idea to have a checklist of features to ensure the property matches your requirements (eg size of bedrooms, car parking facilities, heating/cooling etc).

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How to apply for a rental property.

Once you've found a property you are interested in, the next step is to submit an application. At Shape, we offer tenants the option of submitting a rental application online (via 2Apply or Ignite) or a paper/PDF application to help streamline the process.

An application requires you to fill out forms and supply some detailed personal information including:

- 100 points of ID, including a photo ID (drivers' licence or passport), Medicare card, birth certificate, car registration, or a utility bill in your name
- Rental history and previous Rental Provider's contact information
- Personal referees
- Employment details and contacts at current place of employment
- Payslips or income statements

Make sure you have collated this information as it will form an important part of your rental application.

[Find your next home](#)





How to write a strong application.

With competitive conditions currently facing the rental property market, writing a strong rental application could mean the difference between securing the lease or not. Although rental application letters aren't necessarily required, they can help you stand out from other applicants. With your letter, start by giving a brief rundown of your rental history, your employment status and mention any special circumstances you might have, such as pets or disability access requirements. Tailor the letter to suit the specific property, even if you have applied for 10 others the same day. Tell the Portfolio Manager why that property suits you, and why you would be a great renter.

Attach any reference letters from personal and professional references – you should have known personal referees for at least 12 months. Include your 100 points of ID as mentioned above, as well as payslips. Or if you are self-employed, you'll need to include your profit and loss statement and tax assessment.

Ask your previous Rental Provider for a ledger of your payments and include your previous rental history. Credit score, criminal history and bank balances are optional, but may improve your chances of being chosen in a competitive rental market. After you have submitted your application make sure you follow it up with a phone call or an email to show you're interested.

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Tenancy agreements explained.

What are tenancy agreements?

A tenancy agreement is a written agreement between the Renter and Rental Provider (landlord).

It includes:

- Renter's name and address
- Portfolio Manager / Rental Provider's details
- Start date and end date of the agreement
- How much rent should be paid and how it should be paid
- Standard terms of what the Renter can and cannot do during the tenancy
- Terms of what the Rental Provider's or Portfolio Manager should do during the tenancy
- Particulars, such as pets, smoking, carpet cleaning

The tenancy agreement will include the terms of the lease, which could be a fixed-lease term of six, nine or 12 months (or longer in some cases), or a periodic agreement, which is usually month-to-month.

Before signing the agreement, renters should make sure they read all the fine print. Once signed, it becomes a legal document that protects both the renter and rental provider.





Condition reports and rental bonds explained.

A condition report is a record of the property's general condition, including anything that might be missing, dirty, damaged, and clean. They must be completed at the start and end of a tenancy according to the Residential Tenancy Act (RTA).

The report has two sections – the first section is to be completed prior to the tenancy. The Rental Provider or Portfolio Manager will walk through the property and note anything they see. The tenant will then do the same, usually on the first few days of their tenancy.

The second section is for the end of the tenancy and both tenant and rental provider will check each item again to ensure it is in the same condition as it was when the tenant moved in, of course allowing for normal wear and tear.

Completing a condition report at the start of your tenancy and including photos of each room and space can help both the renter and the rental provider at the end of the lease when the bond is due to be refunded. Keeping a copy of the signed condition report throughout your tenancy is important.

What are rental bonds?

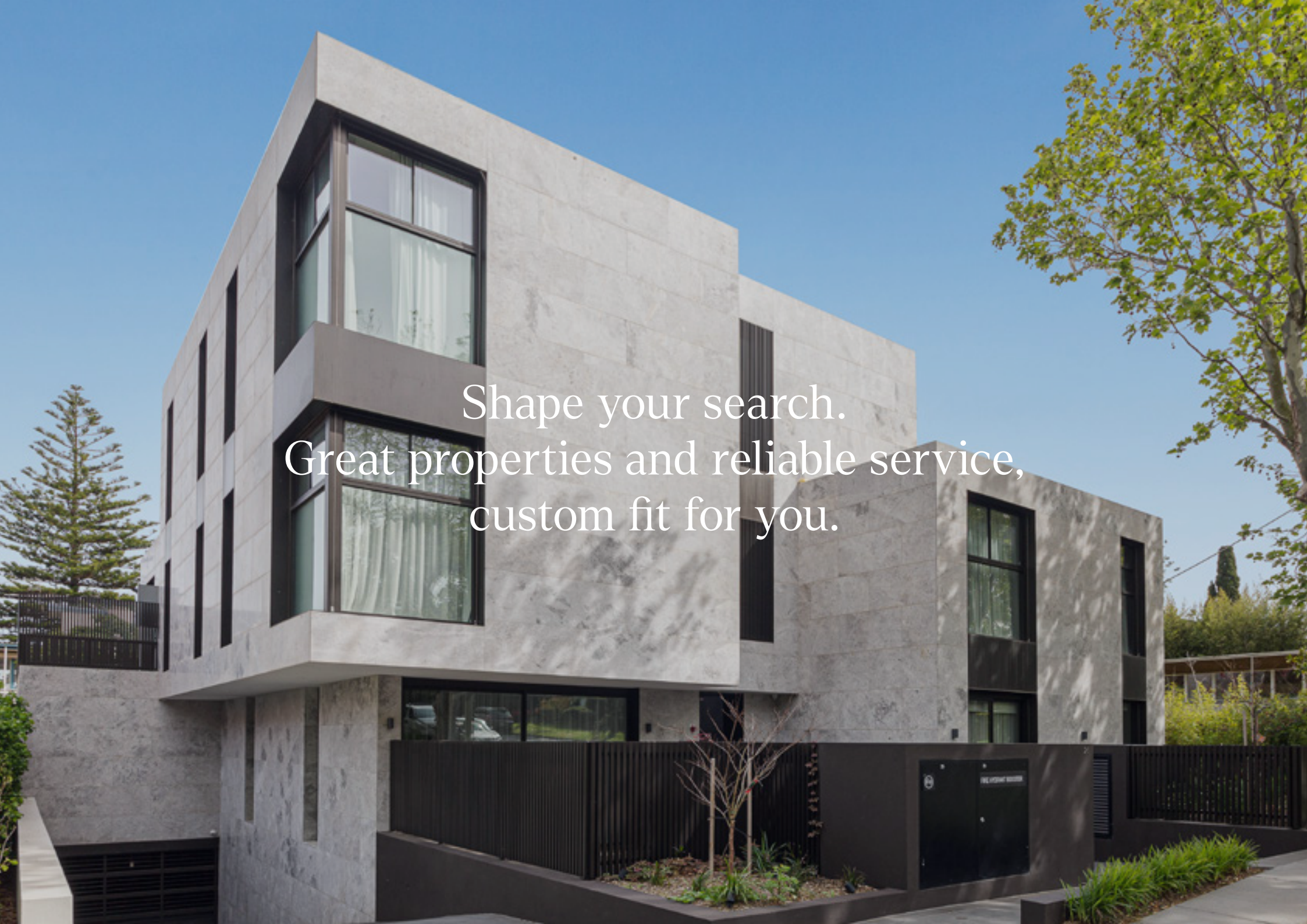
In all Australian states, Renters are required to pay a rental bond at the start of their lease agreement.

This is a security deposit, and is paid to your Portfolio Manager, who then lodges it with the Residential Tenancies Board Authority (RTBA) within 10 days.

According to the RTBA, the amount of bond for regular leases is equivalent to one month's rent.

At the end of the lease, if no money is outstanding for rent, damages, or other fees, and the house has been cleaned appropriately, the bond will most likely be returned to the Renter.

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Shape your search.
Great properties and reliable service,
custom fit for you.

How to rent a property with pets.

It is estimated that over 60% of Australian households own a pet and as a large proportion of us rent, finding a property that is pet friendly is a priority for many. Always include details of your pet (type, age and attributes) on your application. A standard residential tenancy agreement may include a pet clause which stipulates additional responsibilities of the Renter.

Apartment complexes and townhouses may provide separate bylaws – and this generally leaves body corporates in charge. Talk to the Portfolio Manager about this further as every property is different.

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Are you a first-time renter?

It can be tough to be accepted for a property when you have never leased before, however don't stress. Every Renter has been a first timer at some point – and there are certainly Rental Providers and Portfolio Managers out there willing to give you a chance.

First and foremost, they will look at whether you can pay the rent, including your employment status and your weekly wage.

In terms of property references, you may be able to get a referral from a student housing complex manager or look to get personal references, from work colleagues, your boss, neighbours, teachers, even your doctor and family friends that have known you for longer than 12 months.

It is worth considering including someone on the lease (eg a parent or guardian) who would agree to be your guarantor.

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Rent-vesting, What is it?

With property prices soaring, a popular option for many younger home buyers looking to enter the market is “rent-vesting”.

This is a home owning strategy where you rent where you want to live and invest your money in a property you can afford. This strategy enables you to buy a property and rent it out to cover some or all of your ownership costs, while continuing to rent the home where you live.

If your investment property is earning you a profit, you could even use that income towards your home rental costs.

[Find your next home](#)



We'll find your perfect rental.



A final word.

If you are looking to rent a property, we hope that you found this guide useful. Of course, our team of experienced Portfolio Managers are ready to help you and to talk about what you are looking for in a rental home.

To connect with your local Shape Portfolio Manager.

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