

Checklist for Submitting a Rental Application to Radi Estates

The application form is your opportunity to show the landlord and property manager that you are the best fit candidate for that property. A rental application is basically your resume for renting so here is a list of documents we require, to increase your likelihood of being selected.

1. Identification

Photo identification	Example: Passport or driver's license (1 of)
Additional Identification	Example: Medicare card, birth certificate, healthcare or bank card, utility bill for proof of address. (2 of)
Visa (if applicable)	Non-Australian Citizens will need to provide proof of a valid Visa
Pets	Photo of any pets that will be residing at the property, include age & breed

2. References

You should include references that can verify your rental and employment history as well as personal references that can vouch for your character. Please include Contact name/phone number/email address of how to reach each of the contacts provided, and also advise the referees to expect a call from us (as this will assist avoid unnecessary delays with processing the application if we are unable to reach them).

Employment References	Head of Department, Manager or Human Resources contact that can confirm the details you have provided about your employment (pay, type of employment etc).
Rental References	Current & previous Property Manager, Landlord, share mate or person/s that you paid rent or board to. If you have never rented, including your family members contact that you have stayed with is also sufficient.
Personal References	A previous housemate, long term work colleague or friend that can vouch for who you are as a person, and has visited your home on numerous occasions to be able to confirm your standard of living, and your general character.

3. Proof of income

The purpose of proof of income to be able to show the owner that you can support the rent with the income you receive. We need to verify that the income you have indicated on your application is correct. Examples of proof of income:

Payslips	Minimum of most recent 3 pay slips
Bank statements	Current bank statement of savings account (if unemployed or self employed)
Centrelink income statement	Most recent 3 income statements from Centrelink (if applicable)
Tax Returns	Most recent financial year tax return (if self employed)

4. Cover letter

A short cover letter can be what gets you that little bit ahead of other applications. It shows you're very interested and willing to go above and beyond. Include in your cover letter a little bit of back story about your current situation, reasons that make you a good tenant and suitable fit for the property e.g. closer to work or family, local school is appealing.

5. Completing the application

Now that you know what you need to provide, the next step is to complete your application which can be done in two ways.

Important: Any person that will be residing at the property, over the age of 18 is required to complete an application. However, you can indicate which applicants you would like on the actual lease when you submit the paperwork.

Complete the hard copy application received at the viewing, (ensure you sign where required) scan and email to our office at info@radiestates.com or viewings@radiestates.com together with all your supportive ID and documentation (**without these we cannot process your application**). Ensure you sign the application and privacy statement.

Or, you can do it all online.

You can pre-prepare your details on 1form which saves your application, then you can submit it when you are ready, and it automatically sends to the property manager. 1form also saves your details, saving you time for when you apply for more than one property.

Go to the property listing on radiestates.com and click the SUBMIT button.

Alternatively, you can visit the property on realestate.com and click the Apply Online Button.



Alternatively, you can go straight to 1form and sign up by creating a login.

Links listed below.

<https://1form.com/au/tenant/application/new-start>

<https://help.1form.com/hc/en-us/articles/115004230946-Applying-for-a-rental-with-1form>

When completing your application online you will need to attach or upload all your supportive documentation. (**without these we cannot process your application**).

Hopefully this has assisted you in completing and submitting your application form. Once we receive your application and supportive ID & documentation, we can commence processing and carrying out your reference checks. Once this has been completed, we will present your application (along with any others received for the property) to the owner for their consideration.

We will contact you in due course, however, should you have any queries in the interim in relation to your application or this procedure please contact our office on 9275 2945.

Radi Estates