








Steps to Rent your Property

1.	Price	<p>How much should you charge?</p> <p>Prices are quoted as \$X per week.</p> <p>Pricing can be determined by checking rental rates of similar properties in your area.</p> <p>Tip: Check the classified section of the newspaper and domain.com.au.</p>	
2.	Method	<p>How should you rent the property?</p> <p>There are two methods of renting a property.</p> <ol style="list-style-type: none"> 1. Rented by auction, or 2. The traditional process <p>NB: Details of the former can be obtained through our Services area.</p>	
3.	Advertising	<p>What are the best methods of advertising?</p> <p>Advertise your property to attract applicants.</p> <p>Utilise our site's free listing feature and/or discounted access with Domain.com.au.</p> <p>We also offer tailored For Lease signs.</p> <p>See the Services section of our site for package costs.</p>	
4.	Legal Documents	<p>What legal documents do you need?</p> <ol style="list-style-type: none"> 1. A Rental Application 2. A Residential Tenancy Agreement 3. A Property Condition Report 4. A copy of the Renting Guide 5. A Bond Application <p>These documents form part of our Legal Document pack</p>	
5.	Showing	<p>Set a showing time on the advertisements chosen.</p> <p>Interview prospective tenants while showing the property.</p> <p>Supply interested candidates with a copy of the Rental Application.</p>	

6.	Background Checking	<p>Collate the applications received and ensure all fields are completed.</p> <p>Contact the clients for additional information if needed.</p> <p>Check credit, personal, and rental references of applicants, then select tenants for the property in a non-discriminatory manner.</p> <p>Take advantage of our access to the National Tenancy Database.</p>	
7.	Completing Tenancy	<p>What do you do once the right applicant is found?</p> <p>(a) Complete the Residential Tenancy Agreement supplied as part of the Legal Document Pack.</p> <p>(b) Review the terms of the lease with the selected applicants to make sure they understand all conditions before signing.</p> <p>(c) Ensure a copy of the state government instruction document is presented whilst reading the Tenancy Agreement. i.e. the <u>NSW Renting Guide</u>. (NB this is mandatory)</p> <p>(d) Conduct a "walk-through" of the property with tenants on the day they move into your home and have them sign a "property-condition report" that verifies the current condition of the property.</p> <p>(e) Tip: A copy of the Property Condition Report is made available in the Legal Documents Pack.</p> <p>(f) A bond must be secured.</p> <p>4 weeks rent is the standard bond for an unfurnished property. 6 weeks for a furnished property.</p> <p>The bond bank cheque/money order is made payable to 'The Rental Bond Board NSW'.</p> <p>This bank cheque/money order is posted with the completed form to –</p> <p>Renting Services, Locked Bag 19 Darlinghurst, NSW 1300</p> <p>After the bond is lodged, all parties should receive an advice of lodgement that includes the unique rental bond number.</p> <p>During the tenancy, the bond is held by the Rental Bond Board and accumulates interest.</p>	



Tips & Warnings

A property-condition report (available in the Legal Document Pack) will help avoid disputes over property damage and refunds of bonds.

Consult a tax advisor about the tax consequences of renting out your home.

Landlord-tenant laws can be confusing and complex. When in doubt, consult a solicitor; the state government regulator i.e. the NSW Department of Fair Trading; or the Tenants Union.

Overall Things You'll Need

For Lease signs	 Available at landlordschoice.com.au
Domain.com.au rental listings	 Available at landlordschoice.com.au
Tenancy Applications Tenancy Agreements Property Condition Reports Government Instruction documents Bond Applications	 Available at landlordschoice.com.au