



## Application Guide

Thank you for your interest in our rental properties. To assist you in the process of applying for a property to rent with us, we would like to suggest you have a read through the following information:

### APPLICATION PROCESS

- Inspect the premises prior to submitting an application
- Complete an application form – one per adult applicant who will be named on the lease
- Include evidence of income e.g. pay slip, accountant letter, Centrelink or scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below (please be advised that it is your responsibility to photocopy all the necessary documents properly)

100 Points – Option List			
<b>Passport</b>	<b>30 points*</b>	Employment reference on letterhead	20 points
<b>Current Drivers Licence</b>	<b>30 points*</b>	Bank Statement	10 points
<b>Birth Certificate</b>	<b>30 Points*</b>	Gas	10 points
Proof of age card	30 Points	Electricity Account	10 points
Medicare Card	20 Points	Motor Vehicle registration	10 points
Credit Card Statement	20 points	Bike registration	10 Points

\*You must provide at least one of the items in bold type above.

### SUPPORTING DOCUMENTS TO BE PROVIDED

- Proof of rental history: Printout of tenancy history or Last four rental receipts
- Proof of current address: Utility statements or Council rates notice or Bank account statement
- Proof of income: 3 recent consecutive pay slips or Tax returns if self-employed

### INFORMATION VERIFICATION

To verify your application information we may contact a National Tenancy Database, TICA. If you have had a problem with a previous tenancy, please discuss the circumstances with us in advance. We may also contact your current employers, current or previous agent/landlord and your referees.

### PROCESS OF APPLICATION

We will endeavour to have an answer to you within 24 hours no longer than 72 hours once we have received all the relevant information/documents required from you. If your application is not approved by the landlord your information will be retained confidentially for one month and then be destroyed securely to comply with Privacy Legislation. A holding deposit of one week's rent will be taken if your application is approved.

### CASH PAYMENT IS NOT AN OPTION IN OUR OFFICE