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## A GUIDE TO COMPLETING TENANT APPLICATIONS

PLEASE NOTE THAT APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED. EACH APPLICANT MUST COMPLETE A SEPARATE APPLICATION.

Due to a fiduciary obligation that we as managers have to our Owners, we are unable to hold any property until the application has been approved and the first two weeks rent has been paid and cleared.

- We require 100 points of identification plus photo id for your application to be processed.

40 points Bond Refund History	20 points Registration Papers
30 points Passport	10 points Medicare, Bank Cards
30 points Drivers Licence	10 points Telstra/Energex/Gas Account
20 points Birth Certificate	
- Other identification/proof required is
  - Photo Identification (Drivers Licence, 18+ Card, Student Card, Passport)
  - Proof of current address (phone bill, electricity account, tenancy agreement)
  - Proof of regular housing payments (rent receipts, mortgage payments, tenant ledger card)
  - Proof of Income (pay advice slips, bank statements, employee letter, centrelink)
- At the time of signing the tenancy agreement, two weeks rent is required to be paid in advance. You will also be required to pay a bond equal to four weeks rent.
- It is the tenant's responsibility to connect all utilities.
- Please be advised that our method of payment for rent is either direct debit, direct bank transfer or deposit book. We do not accept cash or cheques.
- Prior to collecting the keys, all occupants must be present to sign the Residential Tenancy Agreement.
- When you move into the property you will be required to complete an entry condition report. Ensure that you take the time to carefully complete this form as any thing that you have not marked down, you will be liable for. Note that you have only three days from the time you moved in to return this form to the manager.
- Please be assured that our goal is to make this process as smooth as possible. We are here to help you and to provide you with as much advice and support you require. We look forward to a lasting relationship.