



Thank you for your inquiry on one of our rental properties. We value your interest and will endeavour to make the process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable to you and likewise we do not accept every application we receive. In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following information might be useful.

We strongly recommend once you receive our vacancy list, that you do a drive-by. This will help eliminate any properties that do not appeal to you and may save you time and energy. A time to view the property inside can then be made at a suitable and convenient time.

When you have chosen a property that you are interested in, you will be given an Application for Tenancy. It is essential that each person who wishes to reside in the property complete this, in full, prior to making an application. **Applications that are incomplete will not be proceeded.** Should you require assistance with completing the form, we would be more than happy to help. When you return your application you must ensure that you have the following available:

**Evidence of your income** - you will be required to provide of income. This can be in the form of a pay slip. Accountants letter (if self employed) or Centrelink Statement.

**Appropriate Identification**— each applicant is required to provide a minimum of 100 checkpoints using the following as a guide:

Last 4 weeks rent receipts/copy of tenant ledger	50 points
Driver Licence	40 points
Proof of Bond Refund Amount	30 points
Passport/Photo ID	30 points
Reference from previous landlord/agents & phone number	20 points
Copy of previous telephone, electricity, gas etc	10 points
Copy of Birth Certificate	10 points
Proof of Income	30 points

**Tenancy Check**—upon authorisation, your application will be checked against a national tenancy database (TICA & NTD) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you.

We may also ask for your consent to confirm your information details with your employer, and discuss any previous tenancy with a former agent/lessor.

**Application not Accepted** —Our office will retain your application form for only 72 hours after lodgement. At this point unless otherwise directed, your application will be shredded as per the Privacy Act.

**Rental Payment Method** —Our office does not accept cash as a method of rental payment. The bond and first two weeks rent can be paid in cash, money order or bank cheque (personal cheques are not acceptable). We offer the choice of Direct Debit, Money Order or Bank Cheque. Payment via DEFT payment system costs \$0.85 per transaction from a savings account charged at the time of each transaction. Credit card payments attract over 1.3% surcharge.

We understand that moving house can be a traumatic experience with significant upheaval to all residents. We want you to know that we are here to make a smooth transition, but do request your co-operation with the above.

Should you have any questions at all, we would be delighted to answer them.

130 Beaudesert Road, Moorooka Qld 4105

Telephone (07) 3107 2243 Fax (07) 3848 0548

Email: [reception@raywhitemoorooka.com.au](mailto:reception@raywhitemoorooka.com.au)

**Ray White**

Moorooka