

SPACE TENANT INFORMATION SHEET

BEFORE YOU APPLY

Before an application is processed, it is a requirement that at least one of the applicants has viewed the property internally via either a private inspection or open for inspection.

PHOTO ID

When handing in your application, you **must** submit a form of photo identification.

PROCESSING AN APPLICATION

In most instances we are able to process applications within 24 – 48 hours and advise you by phone. If we are unable to contact all of your referees, this process may take longer. (Hint: When renting from a private landlord, let them know to expect a call from us). You will be contacted within 24 – 48 hours of submitting your application to be informed of the status.

SECURING THE PROPERTY

Be aware that the landlord makes the final decision on the application. If you are successful, you will be required to pay one weeks rent to secure the property. This payment needs to be made via personal cheque, bank cheque or money order.

(NO CASH WILL BE ACCEPTED)

COLLECTION OF KEYS

You will need to make an appointment with your new Portfolio Manager to collect keys, finalise payment of monies and sign all documents during the above listed office hours only.

PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require 2 weeks rent in advance and 4 weeks bond. If you are relying on a bond through the Department of Housing, please discuss this with our office before signing your tenancy agreement.

All monies must be paid in full prior to collecting the keys.

PAYMENT OF RENT

Rent must be kept 2 weeks in advance at all times. Share accommodation please note that full weekly rental payments must be made at all times. This will be discussed in full with you when you sign your tenancy agreement.

SIGNING OF THE TENANCY AGREEMENTS

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys.

ELECTRICITY CONNECTION/TELEPHONE CONNECTION

It is a tenant/s responsibility to connect the electricity and or gas and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant/s responsibility.

CONDITION REPORTS

At the time of signing your lease and accepting the keys you should also receive a Condition Report. Be very particular on your Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down you may be liable for discrepancies when you vacate.

Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.