

TENANT APPLICATION INFORMATION

*Please note that applications will not be processed unless all required documentation is provided.

PHOTO IDENTIFICATION

Upon submission of your application, you must provide a form of photo identification and 2 other forms of identification (i.e passport, medicare/bank card etc) which will be photocopied and attached to your application form.

PROCESSING OF APPLICATION

Please be advised that it may take up to 48 hours to process your application. If we are unable to contact all of your references, the process may take longer. Should your application be declined, please be advised that the agent **is not** legally obliged to give a reason.

TENANT DATABASE CHECKS

Our Office is a member of TICA – a National Tenancy Database. We will conduct all necessary tenant checks with this company when we process your application.

ELECTRICITY, GAS AND TELEPHONE CONNECTIONS

It is the tenants responsibility to organise the connection of Electricity, Gas and Telephone. All connection costs and deposits are the responsibility of the tenant.

Synergy: 13 13 53 Telstra: 13 22 00 AlintaGas: 13 13 58

THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting keys. The keys will not be released until the Bond and initial 2 weeks rent have been paid in cleared funds and in full.

PAYMENT OF RENT

Apart from your initial rent and bond payment which can be paid in cash to our office prior to your lease commencing, our preferred form of rental payments received will be via BPAY and direct debit into our bank account.

SIGNED: _____ DATE: _____

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