



## CHECKLIST FOR TENANCY APPLICATIONS

- Applications will not be processed until the documentation below is received by our office, together with a completed Application form,
- Applications are only accepted after you have been shown through the interior of a property by a property manager

### **All applicants must provide the following:**

#### **1. Identification check ( 100 Points required ):**

- **Drivers Licence (40) or Passport – Including valid Visa details (40)**
- Birth Certificate or Other Photo ID (20),
- Medicare Card or Credit Card (20),
- Motor Vehicle registration Certificate (10), Telephone Account or Electricity Account or Gas account (5), Council rates notice (5), Water rates notice (5).

#### **2. Proof Of Income – all applicant must provide the following proof of income:**

- Bank statement (up to date Showing last 3 months)
- Last 3 Payslip/s from the Current Employment, or copy of employment contract.
- If self-employed - Provide accountant reference, contact details and recent tax return.

#### **3. Current rental history – up to date Tenant rent ledger,**

#### **4. For students:**

- Written reference Letter from agent or landlord, doctor or solicitor (Including occupation, contact details and current phone numbers)
- Letter from Guarantor signed and witnessed by a Justice of peace
- A photocopy of your course acceptance letter.

#### **5. Direct Connect – Sign the Direct Connect section D on the tenancy application for your free utility connection service.**

#### **6. Private rental history - Full names, telephone numbers of owners must be provided as well as the full address of the property.**

### **NOTES:**

- 1-** Holding deposit will only be accepted after approval and must be paid within 24 hours of approval.
- 2-** Original documents must be presented for verification of copies before signing of the agreement.
- 3-** By signing this application, you state that you have inspected the property and accept it as is, in its current condition. No repairs or improvements are demanded or expected.
- 4-** You must bring photocopies of documents. Photocopying charges are \$1.00 per copy

Property applied for: \_\_\_\_\_

Name: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_ Date: / /20