

APPLICATION GUIDELINES

- An application is to be completed by each adult who will be living at the premises
- Each applicant will be jointly and severally liable for the tenancy agreement
- No documents will be returned – so only supply copies
- You must physically inspect the inside of the property prior to being approved

1. Who you are? Provide 100 Points of Identification

We require 100 Points of Identification before we can begin processing your application. Your 100 points must include one piece of photo identification and can be in the form of the following –

Passport, Birth Certificate, Citizenship Certificate:	70 POINTS PER ITEM
Drivers Licence, Student Card with Photo, Public Service ID, 18+ Card	40 POINTS PER ITEM
Debit Cards, Phone, Electricity/Gas Accounts, Bank Statements, Council Rates Notices, Rent Receipts, Car Registration, ATO Assessment Notice, Medicare Card, Electoral Roll	25 POINTS PER ITEM

2. Where have you lived? Provide proof of current and previous Residence and Rental References

This can be in the form of tenancy agreement / written reference / tenant ledger from your previous Landlord / Agent. Include any document / account that states your current / previous residence. We will need a contact number for both of the previous Rental References.

3. How are you going to pay the Rent? Provide your sources of income

To provide proof of your sources of income we require some form of documentation such as:

Copies of payslips, bank statements, employment agreement, letter of parental support, centrelink statements, letter from Accountant, Group Certificate, Scholarship Paperwork

When will I know if my application is approved?

A fully completed application with all the required identification and supporting documentation will generally be processed in 2 business days. Please note that if someone else is applying with you as a joint tenant, we do not start processing until we have received a complete application package from all the other joint tenants. Delays in may be encountered where we have difficulty in contacting your references, where there are multiple applications on the property, or in contacting the landlord for approval.

Do I have to pay any money to apply for a property?

No, you do not have to pay an application fee or holding deposit when you lodge an application. You may withdraw your application at any time, and likewise we will continue to promote the property and show it to other tenants until a tenancy agreement is signed.

What happens after my application is approved?

We will contact you by phone and ask to pay 2 weeks of rent in bank cheque or money order as a holding deposit, please do this ASAP as we continue to promote and show the property until payment is made. The property manager will make a tenancy signup appointment and request that a bond equal to 4 weeks of rent in bank cheque / money order is brought to the appointment. The holding deposit is then allocated to the first 2 weeks of rent.

IMPORTANT – Authority and Disclaimer - IMPORTANT

By signing and submitting an application form, and in accordance with Section 18n(1)(b) of the Privacy Act, you are authorising us to conduct investigations into your suitability as a tenant. These investigations may include your credit worthiness and your credit history and/or capacity. These investigations are not limited to the contacts on your application form, and WILL include other sources such as national databases on tenant histories.

By submitting an application form, you are acknowledging you understand and agree that should the application NOT be accepted, the agent is NOT required to supply any reason for the rejection.

RESIDENTIAL TENANCY APPLICATION

Property Address at \$ per week

For a fixed term of with the tenancy to start on/...../.....

Have you inspected the property? Yes/No If Yes. Inspection time Inspection date/...../.....

How did you find out about this property? (circle) Vacancy List/Courier-Mail/Sign/Internet/Other.....

Full Name of Applicant D.O.B. /..... /.....

Home Phone Work Phone Mobile

Email Drivers Licence # State

Car Brand/Model Car Registration Are you a smoker? Yes / No

Current Address Do you Own or Rent this?

Name of Agent/Owner Rent Paid \$

Address of Agent/Owner Phone

Reason for Leaving Period of Occupancy

Previous Address Do you Own or Rent this?

Name of Agent/Owner Rent Paid \$

Address of Agent/Owner Phone

Reason for Leaving Period of Occupancy

If the combined length of time for the above two locations is less than 24 Months please provide additional properties.

Is someone else applying with you to rent this property? If so, name(s)

If employed:

Occupation Period of Employment Income

Employer Address

Name of contact Contact Phone Position of Contact

If student:

University Degree / Course Year

Children:

Name(s) and Age(s) of all children under the age of 18 who will live at the property.....

Pets: Yes / No (circle one)

Type Breed Reg Number Reference Provided Yes / No

Personal Referees (two people we can contact by phone that are not relatives):

Name Occupation

Phone How long has this person known you?.....

Name Occupation

Phone How long has this person known you?.....

In case of Emergency:

Name of person to contact How Related

Address Phone

I do solemnly and sincerely declare that all the information contained on this application is true and correct and has been willingly supplied to assist in the assessment of my application.

I hereby give permission for Propertyman to request and be issued any information required to assess my suitability as a tenant, such as previous rental records, salary/income levels, and work history. I acknowledge that I have been issued with, I have read and understood, and I have retained a copy of the Application Guidelines.

Applicant signature: Date: