

## CHECKLIST for Residential Tenancy Application

*In order for your application to be processed, the following supporting documentation must be provided:-*

- Proof of Identity eg. photo ID, drivers license, passport, birth certificate, 18+ card
- Proof of Income eg. current payslips, bank statement, centrelink statement
- Rent Receipts / Ledger
- Reference from previous Landlord/Agent or alternatively if property is owned, council rates notice
- Utility Account eg. electricity, phone
- Current Motor Vehicle registration papers
- Medicare/ Pension card
- Sign Privacy Disclaimer (Page 3 of Application)
- Each Adult applying must complete & submit a separate application.

**Statement of Costs to commence lease:**

- Bond equivalent to four (4) weeks rent (see Bonds Online Fact Sheet) plus
  - Two (2) weeks rent in advance.
- Personal Cheques are not acceptable for the initial payment ie at commencement of lease.

**Notes:-**

- ❖ *If your application is successful, you will then be required to pay a Holding Fee equivalent to one weeks rent. Upon signing of Lease, this Holding Fee is then transferred to the first weeks rent (See Clause 3 on Page 3 of Application).*
- ❖ *If you decide not to proceed with the lease then the deposit may be forfeited.*
- ❖ *All monies must be paid by cash or bank cheque prior to or at signing of lease, or alternatively paid by EFT prior to signing of lease. Please be advised that we do not have any EFTPOS facility.*
- ❖ *Keys will not be handed over until the commencement date of lease.*
- ❖ *Unfortunately, we do not accept a Transfer of Bond.*