

PRE-APPLICATION INFORMATION



Agency: RE/MAX Partners

Address: 381 Esplanade, Torquay

Contact: Property Manager

Email: rentalshb@remax.com.au

SELECTING A PROPERTY

- Search and select Property via internet (**www.insert website address**) or other advertised source.
- Drive-by the Property for location suitability.
- Contact us to arrange an appointment to inspect the Property.
- We'll meet you on-site, at the Property, at the appointed time.
- If you are not able to keep the appointment, please contact our office in advance.
- A copy of the General Tenancy Agreement and any Special Terms will be on display at the Inspection.
- A copy of our Privacy Policy is freely available from our office, website and at the Property.

APPLICATION PROCESS

- Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you.
- Complete one Tenancy Application Form per person. Children may be included on a Parent or Guardian's Application.
- Include copies of documents which may help to verify your Application Information provided by you.
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

DOCUMENTS REQUIRED FOR 100 POINTS IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70 points
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40 points
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25 points
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25 points

- Before submitting an Application, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse. A copy will be available at the inspection or as advised by staff.
- Please be aware Bond Transfers are NOT an option.
- Incomplete Applications cannot be processed.
- If you require assistance to complete the form, please ask, as we are here to help.
- If you would like to refer to our Privacy Policy, please ask for a copy or view on our website.

AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 24 hours, but will advise you if it will be longer due to delays in reaching your contacts.

Information verification by our Agency

To verify your Application information we contact Tenancy Databases eg TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Lessor and personal referees for the purpose of verifying information supplied to support Application for Tenancy.

If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation. The Lessor is not required to provide a reason.

If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within 24 hours of notification of acceptance.

Rent payment method options

Direct Debit or Centerpay are accepted as rent payment methods. CASH IS NOT AN OPTION.

IF APPROVED

Arrange the following services by completing our Agency Utility Connection Form available from Reception or arrange personally:

- Power Connection
 - Gas Connection (if applicable)
 - Phone Connection
 - Contents Insurance
 - Change Address
- Arrange personally
For existing accounts
and services