

Tenancy Application Checklist - 100 Points of Proof Documents

Office Hours

Monday - Friday 9am - 5:30pm
 Saturday 9am - 12:00pm (By appointment)

Please note the following:

- One Application form is required *per person*
- Each adult (18 years or older) named as a tenant or occupant on a Lease, must fill out a separate application form
- Personal referees should *not* be family. Instead ask a neighbour, work colleague or close family friend.

The following information is required before your application can be processed:

- All fields on the Application Form completed with as much detail as available
- 100 Check Points of documentation provided (see below)

Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant
- Points must be made up from each of Sections A, B and C

	PL	EAS
A) Proof of Identity You must provide one of the following: Drivers Licence or Passport or Birth Certificate + Photo ID	<input checked="" type="checkbox"/>	<input type="checkbox"/> 30 POINTS
B) Proof of Income You must provide at least one of the following: Last Pay Advice/Payslip or Current Centrelink Income Statement or Current Bank Statement (must show sufficient incoming funds to meet rental payments)	<input type="checkbox"/>	<input type="checkbox"/> 30 POINTS
C) Supporting Documentation You must provide atleast 40 points worth of the following: Current rental ledger (From an Agent) 40 Points Last 2 Rent Receipts 20 Points Two written References 20 Points Recent Rates Notice 30 Points Vehicle Registration Papers 10 Points Current Electricity/Phone Account 10 Points SUM OF PART C: (Minimum 40 Points required)		

TOTAL POINTS (A+B+C)
(Minimum 100 Points Required)

Please note: If you are renting for the first time and/or having difficulty achieving 100 points, please call us to discuss alternative documents that may be accepted.

Contact us! 

Ph: 03 5881 1755
 Fax: 03 5881 1844
 Email: rachael@bigrealestate.com.au
 jesse@bigrealestate.com.au
 angela@bigrealestate.com.au