

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

PLEASE TICK



A) Proof of Identity

You must provide one of the following:

- Drivers Licence
- or
- Passport
- or
- Birth Certificate + Photo ID



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)



30 POINTS

C) Supporting Documentation

You must provide at least 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



40 POINTS

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.



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