



# TENANCY APPLICATION INFORMATION

## OFFICE HOURS

Our office is open Monday to Saturday 9:00am – 6:00pm

## DOCUMENTATION

In order to apply for a property with us you must submit (with your completed application) documents supporting your previous rental history, totaling 100 points from the list below.

### 100 point check- Please advise if you are unable to meet a 100 point criteria

50 points Previous rent ledgers	20 points Birth certificate
40 points Bond refund history	20 points Min 2 references from prior Agent/Lessor
30 points Passport	20 points Current Vehicle Registration Papers
30 points Drivers Licence	10 points Copy of Telstra/Energex/Gas account
30 points Proof of Income (payslips etc)	Must include some Photo ID

## APPLICATION PROCESSING

Applications submitted with all required information will be processed and you will be contacted within 48 hours to advise you of the outcome.

## SECURING THE PROPERTY – Payment of 2 weeks rent

Once your application has been approved you will be required to pay two weeks rent to secure the premises. Please note this amount must be paid in cleared funds (money order or bank cheque). Personal cheques will not be accepted. The property will not be secured for you until these monies have been paid.

## FUTURE PAYMENT METHODS

This application WILL NOT be processed unless a payment method is selected for future rent payments and all forms relating to these payments are completed and submitted.

## PAYMENT OF RENT & BOND

Prior to taking possession of the property we require 2 weeks rent and 4 weeks bond. **We do not accept bond transfers.** These funds must be paid in cleared funds prior to collecting keys.

## METHODS OF PAYMENT

It is our company policy that **rent payments can only be made by either direct debit or BPAY.**

- Direct Debit:** Should you wish to elect direct debit as your payment option please contact your financial institution and they will provide you with the relevant documentation and costs involved. Please ensure you provide us with a copy of the direct debit order.
- HandeRent/BPAY:** The HANDERENT BPAY card provides you with a simple way to pay your rent through BPAY. Simply access the Internet or Phone banking service through your bank or financial institution.
- You will be able to pay your rent at a time that suits you- seven days a week, day or night. You can make your payments from a cheque or savings account and as with most Internet or phone banking services, you can schedule future payments for your convenience.
- A HandeRent fee of \$ 1.25 per transaction is applied which is debited to your account monthly.

## CONDITON REPORTS

Please be very particular about filling out your condition report and write down anything not already mentioned in the report. If you fail to write it down you will be responsible for any discrepancies upon vacating. You must return the condition report to our office within 3 working days of moving in to the premises. Keep it in a safe place because you will need to refer to it upon vacating the property.

**PLEASE ENJOY YOUR TIME WITH US AND SHOULD YOU HAVE ANY QUESTIONS, JUST CALL.**