



IMPORTANT NOTICE TO ALL APPLICANTS

Before applications are processed, each applicant must have completed the following steps:

- Have you inspected the rental property?
- If No**, complete the mandatory sections of this application form so the office can arrange access with the current tenant. **If Yes**, continue with checklist.
- Once inspected, have you advised the agent to proceed with your application, **AND** supplied the agent with all supporting documents (100 points)? See table below:

	SOURCE	POINTS	SUPPLIED
Compulsory	Driver's license or 18+ card	40	Yes / No
Compulsory	2 most recent Income statements – wage slip/centrelink certificate	20	Yes / No
	Current Passport	20	Yes / No
	Last four rent receipts or current rental ledger	10	Yes / No
	Bank account statement	10	Yes / No
	Current motor vehicle registration papers	10	Yes / No
	Birth certificate	10	Yes / No
	Copy of current account—Telstra, Ergon, AGC etc	10	Yes / No
	Australian Tax Office Documents	10	Yes / No

FAILURE TO SUPPLY ALL SUPPORTING DOCUMENTS WITHIN A 24 HOUR PERIOD WILL RESULT IN YOUR APPLICATION NOT BEING PROCESSED.

- Can you afford the rent? To avoid embarrassment, please use our rent payment calculator to work out whether you can afford the rent. **If your income cannot support the weekly rent amount, your application can not be processed.**

**Net weekly income ??? X 35% = ??? weekly rent
Example: net weekly income \$400 x 35% = \$140**

THIS BUSINESS DOES NOT ACCEPT CASH PAYMENTS

SHOULD THIS APPLICATION BE APPROVED I UNDERSTAND THAT BOND & FIRST 2 WEEKS RENT MUST BE PAID BY BANK CHEQUE OR MONEY ORDER.

Rental payments thereafter may be made by
BANK CHEQUE, MONEY ORDER, DIRECT DEBIT or NAB DEPOSIT BOOK

THIS BUSINESS DOES NOT ACCEPT BOND LOANS

I have read & understand the above information:

Signature