

Information you MUST provide to our agency with your Tenancy Application Form



1. One Application Form *per* applicant (aged 18 years and over) and must be filled out entirely before it can be accepted
2. Multiple tenants must submit their signed application forms together.
3. Please ensure the TRA disclosure is signed
4. Non-returnable copies of the following should be attached to your application prior to the application being submitted to the landlord.

ORIGINAL DOCUMENTS WILL NOT BE ACCEPTED

A current photographic identification such as;

- * Drivers Licence, OR
 - * Passport, OR
 - * Proof of Age Card, OR
 - * Student Card
5. Copy of last rates Notice
(If you own your home/investment property)
 6. Proof of all income such as;
 - * Pay slips from current employer or letter of appointment
 - * Centrelink payment advice
 - * Earnings advice from Accountant
(if you are self-employed)
 - * Letter from supporting parent/guardian
 - * Copies of current bank statements
(if available)

Please note:

- Any reservation fee will be refunded in full if your application form is declined
The landlord may retain the portion of the fee representing the rent and calculated on a daily basis, if the applicant withdraws the application form.
- Our office will be unable to process this application if the required documentation is not provided, or if the application form is not adequately completed.
- Our office reserves the right to change the above criteria at any time
- If the applicant is unsuccessful, we will shred and destroy the Application form and personal information after 3 weeks.