

TIPS FOR COMPLETING A RENTAL APPLICATION

- Complete application form in all sections
- Sign the declaration (Part E) on the front page
- Sign the declaration (Part D) if you wish to use utility connections – Direct Connect
- All parties who will reside at the property **MUST** submit an application
- 100 points of identification will be required:
- Photo identification – drivers licence and/or passport
- Letter of employment and/or payslips
- Bank statement
- Centrelink payment advice if applicable

Home Owners - Council rates notice

Self Employed – ABN number, accountant/s details and Copy of Certificate of Business Registration

Students - Letter of offer from your university/college

Pets - Permission is **ALWAYS** required for pets. Check our office prior to submitting application

IF YOUR APPLICATION IS SUCCESSFUL

Payment of **one** month's rent within 24 hours to hold the property

Payment can be made in our office by cash, money order, bank cheque or internet transfer

Appointment to be made for all leases/paper work to be signed in our office

Bond Payment: Equivalent of **one** month's rent by money order, bank cheque made payable to the R.T.B.A.

KEYS WILL NOT BE HANDED OUT UNTIL:

- All paper work signed
- One month's rent paid
- Bond paid

PLEASE NOTE: OFFICE HOURS – MONDAY TO FRIDAY 9:00am – 5:00pm