

Lodgement of form:

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Pre – Application for a Residential Tenancy

SELECTING A PROPERTY

- ◆ Search property via newspaper advertisement and the internet www.prestigeone.com.au, homehound.com.au or call into the office for a vacancy list.
- ◆ Contact the Property Manager for address of the property advertised.
- ◆ Drive by the property for suitability.
- ◆ Arrange with the Property Manager for an appointment to inspect the property.
- ◆ If you are unable to make the appointment please call the office in advance and arrange another appointment.

APPLICATION PROCESS

- ◆ You will be asked to view the General Tenancy Agreement, Terms and Special Terms
- ◆ Complete one application per person residing in the property. (Incomplete applications will not be processed.)
- ◆ Children may be included on a Parent or Guardian's Application.
- ◆ Include all relevant information for proof of income. (eg. Pay slip, Centrelink documents etc)
- ◆ Provide and attach photographs of documents required to meet the 100 points of identification as stated on the Application form.
- ◆ Please ensure you have been given a copy of the General Tenancy Agreement, Terms and any Special Conditions before submitting the application.

AGENCY PROCESS

Information Verification

To verify, your Application information we contact a Tenancy Database Authority (TICA). If you have had a problem with a previous Tenancy, please discuss the circumstance with the Property Manager when handing in the application.

If your Application is not accepted

If your application is not accepted by the lessor, the documents will be detained for 1 month and then destroyed ensuring the protection of your privacy.

If your Application is accepted

If your application is accepted by the lessor, you will be required to pay the amount equivalent two (2) weeks rent and the full Bond and sign the General Tenancy Agreement within 24 hours of notification of acceptance.

Accepted Rent Payment Methods

A deposit book will be given upon signing of the Tenancy Agreement

Direct Debit

Cash will not be accepted.