

APPLICATION FACT SHEET

Thankyou for your enquiry regarding one of our available rental properties, We value your interest and will endeavour to make the process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable for you and likewise do not accept every application we receive. In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following information might be useful.

Once you have received our vacancy list and viewed our photo display, we strongly recommend that you do a drive-by. For your convenience updated lists are available for viewing on our website www.RWBM.com.au

This will help eliminate any properties that do not appeal to you and may save you time and energy. A time to view the property inside can then be made that is convenient to you and the property manager.

It is essential that each person, aged over 18 years old, who wishes to reside in the property complete an application form in full. Applications that are incomplete will not be processed. Should you require assistance with completing the form, we would be more than happy to help. When you return the application you must ensure that you have available the following.

HOLDING DEPOSIT

Immediately upon approval of an application a holding deposit equivalent to one week's rent is payable by CASH or money order only. The holding deposit may be transferred to your property ledger as part of payment for bond. If your application does not proceed your holding deposit will be refunded to you. However, if you withdraw your application upon acceptance your holding fee will be forfeited to the owner.

EVIDENCE OF YOUR INCOME

You will be required to provide proof of current income. This can be in the form of a pay slip, accountants letter (if self employed) or centre link statement.

APPROPRIATE IDENTIFICATION

Each applicant is required to provide a minimum of 100 check points using the following guide

Last 4 rent receipts/copy tenant ledger	50 points
Drivers Licence/18+ Card	50 points
Proof of Income	30 points
Proof of Bond Refund Amount	30 points
Passport/Photo ID	30 points
Reference from previous agent/Lessor	20 points
Current Motor Vehicle Rego Papers	10 points
Copy of previous telephone, gas etc	10 points

TENANCY CHECK

Upon authorisation, your application will be checked against a national tenancy database NTD for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you. We may also ask for your consent to confirm your information details with your employer, and discuss any previous tenancy with a former Agent/Lessor.

APPLICATION NOT ACCEPTED

Our office will retain your application form for only one month after lodgement. At this point the application will be shredded as per the Privacy Act, unless otherwise instructed. Note: Our office is not under any obligation to provide a reason for non acceptance of application.

RENTAL PAYMENT METHOD

Our office does not accept cash for any payment. We offer a choice of BPAY, Direct Debit and CREDIT CARD.

We understand that moving house can be a stressful experience with significant upheaval to all residents. We want you to know that we are here to assist with making this a smooth transition, but do request your cooperation with the above.

Should you have any questions at all we would be delighted to answer them.

RAY WHITE BURSMAC