

PRE APPLICATION FACT SHEET

Thank you for your inquiry on 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 we 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:

We strongly recommend once you have received our vacancy list and viewed our photo display, that you do a drive-by. For your convenience, updated lists are available for viewing on our web site www.raywhite.com/qld/hollandpark. 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.

When you have chosen a property that you are interested in, you will be given an Application for Tenancy. It is essential that each person who wishes to reside in the property complete this in full, prior to making the application. **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:

Evidence of your income

You will be required to provide proof of current income. This can be in the form of a pay slip. Accountant's letter (if self employed) or Centrelink Statement.

Appropriate identification

Each applicant is required to provide a minimum of 100 checkpoints using the following as a guide.

•Last 4 rent receipts/copy tenant ledger	50 points
•Driver's Licence	40 points
•Proof of Bond Refund Amount (RTA Form 4)	30 points
•Passport/photo ID	30 points
•Reference from previous Lessor/ Agent & telephone number	20 points
•Current Motor vehicle rego papers	10 points
•Copy of previous telephone, electricity, Gas a/c	10 points
•Copy of birth certificate	10 points
•Proof of income	30 points

Tenancy Check

Upon authorisation, your application will be checked against a national tenancy database (TICA and 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 unless otherwise directed, will be shredded as per the Privacy Act.

Rental payment method

Our office does not accept cash as a method of rental payment. We offer the choice of different methods of paying rent. Please check with our receptionist.

We understand that moving house can be a traumatic experience with significant upheaval to all residents. We want you to know that we are here to make a smooth transition, but do request your co-operation with the above.

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

Ray White™

HOLLAND PARK