

PRE-APPLICATION CHECKLIST

Agency: Property4670 Real Estate

Address: 204 Bourbong Street, Bundaberg QLD 4670

Contact: 07 4134 0088 **Mob:** 0422 538 212 **Email:** reception@property4670.com.au

SELECTING A PROPERTY

- Drive-by the Property for location suitability.
- Contact us to arrange an appointment to inspect the Property.
- We'll meet you on-site, at the Property, at the appointed time.
- **If you are not able to keep the appointment, please contact our office in advance.**

APPLICATION PROCESS

- Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you.
- Complete one Application form per person over the age of 18.
- Include evidence of your income eg Pay slip or if self-employed, a letter of income verification from your Accountant, Centerlink documents.
- Affordability Met – net income multiplied by 30%.
- Please be aware Bond Transfer are NOT an option
- **Incomplete Applications cannot be processed.**
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

	DOCUMENTS REQUIRED FOR 100 POINTS IDENTIFICATION CHECK	Points per Document
Category A	Submit <u>only one</u> document from each categories in A, B & C	40
	<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Passport	
Category B	<input type="checkbox"/> Current Pay Slips <input type="checkbox"/> Centrelink Statement	20
	<input type="checkbox"/> 4 Recent Rent Receipts <input type="checkbox"/> Current Tenancy Agreement	
Category C	<input type="checkbox"/> Birth Certificate	10
	Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account <input type="checkbox"/> Medicare card <input type="checkbox"/> Health care card	

AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 24 – 48 hours, but will advise you if it will be longer due to delays in reaching your contacts.

Information verification by our agency

To verify your Application information we contact Tenancy Databases eg TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Lessor and personal referees.

If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation.

If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to one (1) weeks rent and sign the General Tenancy Agreement within 24 hours of notification of acceptance. Payment to be made by Cash, Money Order or bank transfer with receipt provided to the Property Manager.