

YOUR CHECKLIST

All prospective tenants are required to provide photocopies of the following documents:

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- Photo identification - eg, Drivers Licence or Passport

 - Rental ledger or rent receipts - showing a history of your rental payments

 - Medicare card

 - Account/invoice with your current address - eg. phone / mobile, electricity, credit card, bank account

 - Evidence of income - current pay slips or letter from employer on company letterhead. If self employed a letter from your accountant or your last tax return

 - References - a written rental reference and any other written references

 - Selling property - if you are selling your home, provide a copy of your rates notice or water rates and the selling agents details

 - Property owners - provide current details of ownership of property eg. rates notice, water rates
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TIPS FOR A SUCCESSFUL APPLICATION

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- Complete all sections of the application, including Privacy Statement (Page 2)

 - Supply all supporting documentation - see checklist

 - Return the application ASAP

 - Notify your references to expect our call
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