

TENANCY APPLICATION FORM

An important message to all prospective tenants



- Please be assured that all information provided in your application will remain confidential and not discussed with any other party with the exceptions of the owner and as required for the purpose of processing your application.
- Please allow one business day to process your application. Processing does not always take this long, however, the property owner must be consulted prior to the decision being made and they are not always immediately accessible. Delays may also be incurred if the application is not completed correctly.
- For identification purposes please supply a photocopy of your current drivers licence or passport.
- How to calculate the monthly rental payable

Weekly rental / 7 days of the week X 365 days of the year / 12 months

Note: Monthly rental is calculated to the next dollar

- Within 24 hours upon confirmation of approval you will be required to pay the first months rent by either bank cheque or money order in our office or directly to our Trust Account. Failure to do so may result in the next applicant being given preference or the property re-listed.
- It is your responsibility to arrange to have all services connected in your name to coincide with your date of occupation. Please see application form if you would like us to assist you with this process.
- Once your application form has been accepted, we request that you make an appointment with your Property Manager to sign the lease and pay the bond money in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority.
- Ask for help if you are not sure. Rental property management is an important part of our business. We are conscious of developing a professional relationship with all of our tenants. We are here to help you. If you are unsure or concerned about any aspect of this application, your call is welcome.
- If your application has been unsuccessful it will be destroyed.

