



Shine Real Estate

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PROSPECTIVE NEW TENANT INFORMATION

APPLICATION PROCEDURE:

To assist in processing your application we recommend that you provide us with as many of the following items as possible:

- * *Drivers License*
- * *Passport*
- * *Motor vehicle Reg. No/s*
- * *Name*
- * *Date of Birth*
- * *Current address*
- * *Previous address*
- * *Occupation*
- * *Nearest relative details*
- * *Business / home telephone No.*
- * *Previous employer*
- * *Income details / pay slip*
- * *Tax return / benefit confirmation*
- * *Property ownership details*
- * *Previous / Current tenancy details*
- * *Business / Personal references*
- * *Employer's address*
- * *Current bankers & evidence of saving*

NOTE:

- Our policy is to conduct an interview with all of the applicants
- We cannot provide an answer immediately to the applicant as owner's approval is required.
- Preferred rental payment method - Direct Debit Payment

TENANCY RULES (TO BE INCLUDED IN TENANCY AGREEMENT)

Our residential tenancy agreements contain the following conditions. Please ensure that you are able to comply with these before making an application:

- *No animals or birds are permitted unless by specific approval of the landlord*
- *Rent is payable calendar monthly in advance at all times (no part payment allow)*
- *Gardens and lawns are to be maintained at all times*
- *Only lessees and their dependants may occupy the property*
- *All rents to be paid on or before the due date*
- *All cars, boats, caravans and trailers are to be nominated on the application form. Further items are not permitted without authorization*
- *Utility charges eg. Gas, Electricity, Water (if property separately metered) are the responsibility of the tenant*
- *Neither the agent nor the landlord(s) take any responsibility for personal items of tenants -separate tenant contents insurance is recommended.*

NOTE:

- Keys to a property cannot be handed over until a tenancy agreement is signed and the first month rent and bond have been paid (no exception)
- A BOND must be paid by a bank cheque or money order payable to the Residential Tenancies Bond Authority (R.T.B.A)
- The First month rent can be paid by bank cheque, money order or cash. Personal cheque will not be accepted.

We care, proactively we act, so you can relax!