

## ***Information guide for interested tenants – your application***

### **What happens when I have submitted an application for residential tenancy?**

#### **Please be mindful of the following:**

- ✚ Allow at least 24 hours (business days) for the information you have provided to be verified. Although depending on how new the property listing is, this could take up to several days, if applicants from more than one open for inspection are going to be considered.
- ✚ The first application received does not have priority over other applications.
- ✚ There may be more than one application for the property; all applications will be processed, with the landlord selecting the successful tenant based on the references supplied.

#### **When you have submitted your fully completed application for tenancy, the following process will be undertaken:**

- ✚ Identification checks will be carried out for all applicants if the application paperwork is complete.
- ✚ If you have not provided all necessary information, including 100 points of ID, your application may not be considered. If there is only some information missing from your application, the property manager will advise you what is required to process the application. This will be required to be sent in a timely manner.
- ✚ You will be checked against tenancy information databases to identify any previous tenancy defaults.
- ✚ Your income and employment will be verified against the information you have provided.
- ✚ Business and personal referees will be contacted. A business referee is essential to be included.
- ✚ Rental history provided will be verified with your previous landlord/agent (if you have signed the rental reference request form with the relevant details of the agent).
- ✚ Residential history (if no rental history) will be verified e.g. contacting your sales agent.
- ✚ Pets that are registered, with the specific type and size verified, will need further approval from your landlord. The type of pet and size is chosen at the prerogative of the landlord. The property manager is at liberty to do as the landlord requests in regard to pets as per the property management mandates. The property manager does not influence the type of pet approved.

#### **When the above processes have been completed, the following will occur:**

- ✚ The landlord will choose the successful prospective tenant out of a pool of applicants.
- ✚ You will be contacted by phone to advise whether your application has been successful or not.
- ✚ A two week's deposit is expected to be paid immediately so the agent is able to hold the property for you/removing it from realestate.com/marketing. You will receive a letter confirming the conditions of the tenancy which will advise methods for payment.
- ✚ An appointment will be made for you to come to the office to sign the relevant documents (after being provided a draft copy of the agreement), to attend to any monies due to hold the property, and to make plans for eventual possession of the property.
- ✚ Four weeks bond is required to be received in the agency trust account prior to collecting keys to move into the property as per the Terms and Conditions Authority and Privacy Disclaimer.