

**Tips for completing your application for tenancy**

*To enable us to process your application/s promptly please assist us by providing the following information. While the information is not essential, nor are you obliged to provide the information, it will simply enable us to complete your application more efficiently.*

1. You are required to provide 100 points of identification to be included with your application.

Drivers licence	40 points	Passport	40 points
Birth certificate	30 points	Other photo ID	30 points
Medicare card	20 points	Current wage advice	20 points
Previous 2 rent receipts	20 points	Motor vehicle registration certificate	10 points
Bank statement	10 points	Telephone account	10 points
Electricity account	10 points	Gas account	10 points

2. When completing your application please ensure that all phone numbers provided are for day time contact and people nominated as a referee/employer/current lessor or agent are aware we will be contacting them.

3. Where possible please provide a copy of paperwork outlining possible income ie:

- a pay slip
- bank statement
- group certificate

4. Where possible please provide previous paperwork associated with previous rentals ie:

- rent receipts
- written rental

5. Where possible please provide written character references

**IMPORTANT INFORMATION TO NOTE:**

- Each person over the age of eighteen (18) years who intend to occupy the premises must supply a separate application for tenancy form***
- Applications are processed as we receive them, however applications that are submitted 100% completed will be processed as a priority.
- As application follow ups are finalised they will be submitted to the lessor/s for their decision. The lessor/s makes the decision on approved applicants.
- The lessor/s are made aware of any applications that may still be in the process of being followed up, however the lessor may decide to go with the first application submitted. So ensure you 100% complete your application (don't leave blanks), ensure it is accurate and easy to follow up and this will assist in a speedy decision.
- Please allow up to 4 days for the application to be processed. However please be assured we always attempt to make this process as speedy as possible. If you have any queries as to how your application is proceeding please email [applications@independent.com.au](mailto:applications@independent.com.au) Ensure you note your full name (including any other applicants) and the address/s of the property/ies you wish to apply for.
- If your application is successful or unsuccessful you will be advised
- If you are the successful applicant, the property manager will contact you to discuss the details and make arrangements for you to sign the tenancy where you will be required to pay:
  - o A bond, equivalent to 4 weeks rent, must be receipted on the day of signing your tenancy agreement
  - o Fortnight/calendar month rent in advance (relative to your rent payable choice), payable on or before the commencement of your tenancy agreement. Both the bond and initial rent are only payable by **bank cheque or money order** (NO CASH).
  - o All further rent payments are to be made via direct debit. At time of signing your tenancy agreement you will need to have your bank account details available to complete the direct debit service agreement
- If approved for the property for which you are applying and an interpreter is required to attend the execution of the tenancy agreement, you as the applicant are responsible to provide & arrange one.