

RESIDENTIAL TENANCY APPLICATION IMPORTANT INFORMATION

Hours for submitting applications: Monday to Friday 9.00am to 4.30pm
Applications submitted out of these hours may not be accepted.

- Everyone over 18 years wanting to reside in the property must complete a Residential Tenancy Application.
- When bringing us your completed application you must pay us an amount equivalent to one (1) weeks rent as the Option Fee. This must be paid by either **EFTPOS or CREDIT CARD only (1% surcharge on all credit cards)**. We **DO NOT** accept cash or cheques for option fees. Your application will not be processed until the option fee has been paid.
- If your application is not accepted the option fee will be refunded by direct credit to your nominated bank account within 2 or 3 business days. We do not give cash or over the counter refunds.
- Applications will only be processed if completed in full, signed and the option has been received.
- You must provide us with **TWO** types of Identification (these can be photocopied at our office). The first must be a Passport, Drivers License or Proof of Age Card. The other item can be anything that displays your full name other than your Drivers License, e.g. Credit card, Medicare or Private Health card, Student Id, Utility Account.
- Your application will be will be processed and referred to the owner for their instructions. The processing of your application may take up to 3 business days. You will be contacted once we have received instructions from the owner.
- Should you withdraw your application after acceptance it will result in the forfeiture of the option fee without prejudice to the rights of the owner.
- By submitting this application, you are acknowledging that you will be responsible the connection and payment of gas, electricity and telephone services. You will also be responsible for 100% of the water consumed at the property unless otherwise agreed.
- This document is not a residential tenancy agreement and does not grant any right to occupy the Premises.
- The applicant agrees to take the premises "as is" with no alteration, additions or extras provided by the owner unless previously agreed to in writing by all parties.
- All properties are non-smoking zones, tenants are permitted to smoke outside rented premises only, unless otherwise stated in the strata by-laws.

APPLICATION DETAILS

Property :

Applicants:

Manager:

Date received:

OPTION FEE REFUND DETAILS IF YOUR UNSUCCESSFUL

Account Name:

BSB:

Account number:

Bank:

SIGNED BY ALL APPLICANTS:
