



## **Tenancy Application Information Sheet**

The premises are offered to you in the condition as you inspected. Our Property Manager has been instructed that all undertakings for work to be carried out must be in writing.

### **Supporting Documentation**

Copies of the following documents must be submitted with your application. Should these documents not be submitted, your application will not be accepted:

1. Tenancy ledger from current Real Estate Agency
2. Drivers Licence and Passport
3. Current bank statement
4. Last 3 pay slip & reference from current employee

If you fax/email above documents in, we need to sight the original documents when you come in to sign the Tenancy Agreement.

### **Holding Deposit**

To secure the property and take it off the market for 7 business days, you must provide: Holding Deposit equivalent to one week's rent. If the applicant subsequently withdraws their application, the holding deposit will be retained by the Agent.

### **Successful Application**

If your application is successful, you will need to complete and sign a Residential Tenancy Agreement/Lease. You must provide the following when signing the Residential Tenancy Agreement/Lease:

1. Two weeks rent in advance
2. Rental Bond – 4 (four) weeks rent (unfurnished), 6(six) weeks rent (furnished)

\*Bank Cheque, Australia Post Money Order or Electronic Funds Transfer (EFT) is acceptable. If using EFT payment, please transfer to the following details: **(Bank: Commonwealth Bank of Australia),(BSB No: 062 037),(Account No: 1008 8748), (Account Name: Great Fortune Investment Pty Ltd Trust Account)** please allow 3 days clearance of payment. No personal cheques or cash payments are acceptable.

**Please complete the form in full and sign. If you forget to sign, we cannot proceed with reference enquiry. \*Each tenancy application form only for ONE applicant, 2<sup>nd</sup> applicant MUST complete a separate application & TRA disclosure form.**