

## Pre-Application Information Sheet



Thank you for your inquiry on one of our available rental properties. We value your interest and will endeavour to make the process as smooth and as hassle free as possible.

You will probably realise that not all of our properties will be suitable for you and that we do not accept every application we receive. To assist you with your search and acceptance into a property the following information might be useful.

We strongly recommend that once you have picked up our rental list and viewed our window display that you drive by the properties you might be interested in. This will help you eliminate any properties that do not appeal to you. You can then make an appointment with our Property Management Department to view the properties of interest. Our properties for rent can also be viewed at:

- [www.domain.com.au](http://www.domain.com.au)
- [www.realestate.com.au](http://www.realestate.com.au)
- [www.carrollswirealestate.com.au](http://www.carrollswirealestate.com.au)
- [www.justlisted.com.au](http://www.justlisted.com.au)

When you have chosen a property you are interested in, you will be given an Application for Tenancy form. It is essential that **EACH** person who wishes to live in the property complete this in full, prior to making the application. Applications that are **NOT** complete are **UNABLE** to be processed.

If you require assistance with the form we are more than happy to help.

When you return the application you must have available:

- Evidence of your current income. This can be a pay slip, accountants letter (if self employed) or Centrelink statement.
- Appropriate identification. Each applicant must produce 100 points of identification.

Drivers License	- 50 pts
Tenant Ledger	- 40 pts
Photo ID	- 30 pts
Passport	- 30 pts
Agents Reference	- 20 pts
Last 2 Pay Slips	- 15 pts
Rego Papers	- 10 pts
Old Utilities Bill	- 10 pts

Upon authorisation, your application is then checked against a national tenancy database for information. If you have ever had a problem with a previous tenancy, please advise us so that we can discuss it with you. We will also confirm your information details with your employer and any previous rental history with the agents involved.

If your application is approved you will need to make an appointment with our Property Manager to sign the lease agreement. You will need to bring the following monies:

- Bond (equal to 4 weeks rent monies)
- Rent in Advance (2 weeks if the rent is under \$300 p/w or 4 Weeks if the rent is over \$300 p/w)
- Application Fee (\$15.00)

This must be in the form of a **BANK CHEQUE** or **CASH**. All future rental payments are to be paid directly into a nominated Westpac Bank Account. You will be issued with a Quick Rent card. Our office does not accept monies in the office.

We understand that moving house can be a traumatic experience with significant upheaval to all residents. We want you to know that we are here to help you make a smooth transition, but we also request your cooperation with the above.

Should you have any questions at all please contact our Property Management Department Monday to Saturday 9am to 5pm.

Carrolls Real Estate Greystanes  
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