



## CHECKLIST FOR TENANCY APPLICATIONS

For your application to be processed, you are required to provide photocopies of the following documents together with a completed Application for Tenancy form.

Applications are only accepted after a property manager has showed you through the interior of a property.

*All applicants must attach copies of all documents required.*

- 1. Identification check (100 points required) – Must provide 1 Photo ID, Driver's License of passport (40).** As well as the following supporting documentation:  
Birth Certificate (30), Other Photo ID (30), Medicare Card (20), Credit Card (20), Previous Tenancy Reference (20), Previous 2 Rent Receipts (20), Motor Vehicle Registration Certificate (10), Council Rates Notice (10), Water Rates Notice (10).
- 2. Proof of Income** – Current Employment Payslips (last 2), Bank statement (showing income credits.)  
**If self-employed** – Provide accountant details & contact information and recent tax return  
**If unemployed** – Provide a letter from Department of Social Security confirming payments
- 3. Current Rental History** – (Must be from Real Estate Agent Only) Please provide a current tenant rent ledger & all contact details of agency.  
**For Property Owners** – Provide current details of ownership of property e.g. Rates notice, water rates.  
**If Selling Property** – Provide a copy of your rates notice or water rates and the selling agents details.
- 4. Previous rental** – Full names, telephone numbers of owners/agent must be provided in full address of the property leased.
- 5. Written Reference** (include current telephone numbers) they can be from anyone that has known you in the past 3 years.

### NOTE:

- Deposits must be equivalent to 1 week rent either paid by EFT, money order and/or bank cheque, made payable to Green Real Estate Agency, the deposit will be credited to the **FIRST MONTH** rent in advance at commencement.
- Initial payment prior to commencement of signing the lease must be made by bank cheque or money order **ONLY**, payable to Green Real Estate Agency.
- Direct debit is the only payment method for rent accepted and is direct debited from your account monthly.

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_ Tenant/s Signature: \_\_\_\_\_

For occupants over the age of 18 years, it is essential that **EACH** person who wishes to reside on the premises complete an application form in full.