



## IMPORTANT APPLICATION INFORMATION

Please review the following important information about your application:

**Application processing** - We aim to process applications within 2 business days of receipt. Due to the need to communicate with lessors and referees, the process may take longer. We will keep you informed of the process along the way.

### Identification

Please provide 100 points of identification upon submission of your application (points allocated according to the table on the back page of the application).

### References

During the application processing phase, we will verify information provided by you. This involves contacting the referees provided, including professional, personal and previous tenancy. This also involves checking your details against national tenancy databases. If you have had any issues with previous tenancies, please talk to us about this.

### Application Approval

We require **two week's rent** to be **paid within 24 hours of your approval**. Either via Money order, once off bank transfer or Ezidebit system. This is your first two weeks of rent and is non-refundable.

### Tenancy Agreement

All parties who will be on the lease will need to sign the lease document. It's important that you read this thoroughly and ask any questions prior to signing. We can walk through the important points of the lease with you in our office or on the phone/skype if more suitable. A sample **General Tenancy Agreement** and information statement from the **Residential Tenancies Authority – For 17a A Pocket Guide for Tenants – Houses and Units** can be downloaded from our website at [www.propertyzest.com.au/tenant-resources](http://www.propertyzest.com.au/tenant-resources).

### Picking up the keys

Keys to the property can be collected during business hours once:

- All monies are paid in full – Bond and first two weeks of rent
- Lease documents are signed
- Lease start date has commenced



# PropertyZestRentals

*A fresh approach to property*

## **Utilities Connection**

Once your first two weeks of rent has been paid you can go ahead and arrange for connection of your utilities (e.g. electricity, phone, gas) for the start date of your lease.

There are services available (e.g. DirectConnect) who can arrange much of this for you and we can provide you with information and application forms.

## **Bond Payment**

Once you have signed the Tenancy Agreement and prior to commencement of the lease you will need to pay your bond. This is normally equal to 4 weeks rent. Bond money will be receipted to you and lodged with the Residential Tenancies Authority as per legislative requirements. You will need to sign a Form 2 Bond Lodgement Form to enable us to do this. Note that Bond Transfers will not be accepted.

## **Paying rent**

Our preferred method of Payment of rent is via EziDebit and if you choose this option there will be a small set up charge of \$3.30 and a transaction fee of \$1.25 per transaction. Other payment options are bank cheque or money order.