

# RENTAL PROPERTY APPLICATION FORM

## Important Notes

Please take the time to read the following:

1. An application for a rental property cannot be submitted until you have viewed the property in person. Alternative arrangements can be made under special circumstances by contacting one of our Property Managers.
2. By signing & submitting this application form, you are given permission for Sold It Realty to complete a reference check & access your personal information in accordance with the Privacy Act 1988.
3. It will take our Property Managers between 24 – 48 hours to process your application & we appreciate your patience. If we cannot process your application within the above timeframe, our office will contact you to discuss.
4. Please be aware that should your application form be declined for any reason, Sold It Realty is not obliged to provide an explanation. Our decision is based on a recommendation from the property owner and their decision is FINAL.

In order to process your tenancy application, you will need to provide our office with the following items.

1. Property viewed by applicants – date viewed (...../...../2016 ).....
2. 100 points of Identification for each applicant.....(see table below).....
3. Proof of Income (Eg: 3 payslips or Bank Statement showing last 3 months for each applicant.....
4. Application form filled out – do not leave any questions unanswered & no missing signatures.....

### Identification points are as follows:

Current Passport	70 points each
Birth Certificate (original, certified copy or extract)	
Australian Drivers License	
A signed & dated reference from a Real Estate Agent	40 points each
International Drivers License	
Personal Credit card issued from your bank	25 points each
Store Credit Card (eg. Myer, Woolworths etc)	
Employer ID card	
Bank ATM debit card	
Copy of utilities account (phone, gas, power) with your full name & address	10 points each
Bank Statement	
Medicare Card	
Motor Vehicle registration certificate	

### Other helpful documents that will support your application

- Business References from Creditors
- Tax Return Statement
- Written Rental References
- Copy of Ledger from Previous/ Current Rental
- Current Routine Inspection Reports from Previous/ Current Rental
- Bond Return Statement from Previous/ Current Rental

If you have any questions or require assistance filling out the application form, please contact our office on (08) 9581 2400 and ask to speak to a member of our friendly team.

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