

TCM Rentals Coastal welcomes your application and any queries you may have about the property, tenancy or process.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please READ prior to completing your Application:

- One Application is to be completed per person.
- This Application cannot be processed until it is completed including copies of supporting documents attached.

Refer to the following list of accepted documents:

- ✓ Mandatory documents include **either:**
 - ◆ Passport ◆ Birth Certificate ◆ Drivers Licence
- ✓ At least one document from the list below to verify your current address.
 - ◆ Car registration certificate ◆ Rates Notice ◆ Electricity Account ◆ Bank/Credit Card Statement ◆ Telephone Account ◆ Gas Account
- ✓ ◆ 3 recent Rent Receipts
- ✓ ◆ 3 recent Pay Advices
- ✓ ◆ Tenancy Ledger Documents on which your name and current address appear
- ✓ ◆ 3 months bank statements showing accounts to which income is received

Submit copies of all the documents with your Application.

- Our property manager will contact you within 24-48 during business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders. Shortly after, an amount, equal to 2 weeks rent is to be paid into the nominated DEFT account system plus bond of 4 weeks rent is to be lodged to Rental Bonds Online through the Office of Fair Trading. Details will be supplied by the property manager.

Applicant Checklist -

Before I submit this Application, I have ...

- ◆ **Attached photocopies** of documents to meet ID checks which include mandatory documents
- ◆ Inspected the Property both internally and externally
- ◆ **Completed and SIGNED the Application form fully**, including REFERENCES, the Privacy Disclosure Statement, Privacy Consent, Marketing Consent and ensuring you have noted the date you wish to take the property from
- ◆ Completed the Pet Application section if pets are to reside at the Property

I have inspected the property listed above and wish rent the property a period of months **starting on**/...../..... at a rental price of \$..... per week.

I will also be required to pay a minimum bond of 4 weeks rent and 2 weeks rent upfront on approval. Initial method of Bond to be paid directly to Office of Fair Trading Bonds On Line. Rent is to be paid through the DEFT payment system as per the card issued from TCM Rentals staff

Signed Name..... Phone.....

Mobile: 0447 334 225

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