

# URBAN LAND & HOUSING

## **TENANCY APPLICATION- URBAN LAND AND HOUSING GROUP**

This office is a member of:

\* Tenancy Information Centre Australia Pty Ltd (TICA)

### **We require the following information to be supplied to process an application:**

- Photographic identification – drivers licence or passport
- References from previous landlords / agents
- Proof of current residential address –  
Telstra or Integral energy account, bank or credit card statement
- Copies of previous rental receipts and rental ledger
- Supporting proof of income ie. Payslips and a letter from your employer or centrelink statements – if you are self employed please provide accountants details
- If you are a home owner a copy of your council rates notice

**On Approval of your application all monies paid for rent, bond and lease preparation fee must be paid by cash, cheque, money order or direct deposit.**

**Applications will only be processed on a completed and signed tenancy application.**

- Our agency reserves the right to accept multiple applications for each property
- All adults who occupy the premises must complete a tenancy application
- A reservation fee will not be accepted until an application is approved by the landlord
- Once an application has been approved a reservation fee equivalent to one weeks rent must be paid within 48 hours of the approval being given. If a deposit is not received the property will remain on the market and we will continue to accept and process new applications
- We do not accept bond transfers from other agents at this office

*Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details the application may not be processed.*