

APPLICATION FOR RESIDENTIAL PREMISES

This instruction sheet is to help you when applying for a residential property.

Please read carefully and sign below.

Ensure all applicants have signed in 3 places (Cover page, page 2 of application – initial, page 6 of application).

1. If you have rented from another agency in the past, we require the following details.

- Name of Agency and Property Manager
- Address of the agency
- Telephone number
- Amount per week paid
- Full address of property
- Period of Tenancy

2. Employee details:

- Full name of employer and contact name (Preferable Manager/Supervisor)
- Telephone number
- Length of employment and details of previous employer if less than 12 months with above details
- If self employed we need proof of income

3. Personal references:

- Personal references must not be personal friends or family members
- Telephone numbers for contact during the day.

4. Requirements

The following will need to be supplied with your application form:

- Copies of ID for each applicant. Suitable ID includes Drivers License or Passport

A deposit of 1 weeks rent to be paid once accepted as a holding deposit and this must be paid within 2 working days.

The deposit is forfeited if you change your mind after the application has been approved.

Signed Applicant 1

Signed Applicant 2

Signed Applicant 3