

**Please read the following important information prior to completing your Application for Rental**

- **HOLDING FEE** (If Applicable) – The Applicant agrees to pay a Holding Fee equal to one week's rent for the Premises upon advice of the Landlord/Agent's Application approval. Once the Holding Fee is paid the Premises is reserved in favour of the Applicant for a period of 7 days unless the Applicant notifies the Landlord/Agent they are not going to proceed with the Tenancy Agreement. If the Applicant does not enter into a Tenancy Agreement the Holding Fee may be retained in full by the Landlord/Agent. If the Applicant enters into the Tenancy Agreement the Holding Fee is paid towards rent.
- **RENT AND BOND:** 2 week's Rent and Bond equivalent to four times the weekly rent is due and payable prior to or at commencement of Tenancy. Please refer to our Agency as to monies required to secure the Premises, as there may be circumstances where a Holding Fee is not required but Rent and/or Bond is the preferred monies.
- **RENTAL BOND PAYMENT:** Upon approval of your application, you have the option of paying your rental bond money direct to NSW Fair Trading using their **Rental Bonds Online** facility.  
Visit "[http://www.fairtrading.nsw.gov.au/ftw/About\\_us/Online\\_services/Rental\\_bonds\\_online/For\\_tenants.page](http://www.fairtrading.nsw.gov.au/ftw/About_us/Online_services/Rental_bonds_online/For_tenants.page)" for related information.
- All Applicants (prospective lease holders) must inspect the Premises prior to final approval of the Application.
- All Applicants (prospective lease holders) must be included in the Application form and they must all submit their respective identity documents.
- **SUPPORTING DOCUMENTS:** This Application cannot be processed until it is completed in full including attaching copies of supporting documents as required for 100 Points Identification Check. Refer to the list below of accepted documents and their point value. Mandatory documents are either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit all documents with your Application.

Drivers License Proof of Age Card Passport Birth Certificate	<b><i>Compulsory</i></b> Minimum 2 documents per applicant (maximum points = 70)	<b>35 Points (each)</b>  <b>(70 points max)</b>
Employment Pay-slips	<b><i>Compulsory</i></b>	<b>10 Points</b>
Other supporting income verification	<b><i>Compulsory if applicant receives other income</i></b>	<b>10 Points</b>
Rental Receipts/Ledger	<b><i>Compulsory</i></b>	<b>10 Points</b>
Bank Statement	<b><i>Compulsory</i></b>	<b>10 Points</b>
Secondary ID i.e. Medicare Card/Age Card/Pensioners Card etc	<b><i>Optional</i></b>	<b>5 Points each</b>
<b>Total Accumulated (Office Use Only)</b>		

- Our Agency staff will contact you within 24-48 business hours. If approved, you will be advised of monies required to secure the Premises.