

TENANCY APPLICATION CHECKLIST

To ensure your application is processed, please provide all documentation listed below and make sure this form is completely filled out. No application will be processed unless property has been viewed.

IDENTIFICATION CHECK: (100 points required)

Provide a copy of **ONE (1)** form of photo identification:

- | | | |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Current driver's license | 40 points |
| <input type="checkbox"/> | Australian Passport or Foreign Passport with valid visa | 40 points |
| <input type="checkbox"/> | NSW Proof of age card | 30 points |

Provide copies of **TWO (2)** forms of other identification:

- | | | |
|--------------------------|-------------------|-----------|
| <input type="checkbox"/> | Birth certificate | 30 points |
| <input type="checkbox"/> | Medicare card | 20 points |
| <input type="checkbox"/> | Credit card | 20 points |
| <input type="checkbox"/> | Pension card | 10 points |

Provide copies of **TWO (2)** documents showing your name and address, for example:

- | | | |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Bank statement (you MUST provide a copy of your most recent bank statement) | 10 points |
| <input type="checkbox"/> | Utilities account (electricity, gas, water or telephone) | 10 points each |
| <input type="checkbox"/> | Motor vehicle registration | 10 points |

PROOF OF INCOME:

Provide **ONE (1)** of the following:

- If employed, copies of your last three (3) pay slips
- If applicable, copies of your Centrelink statement, child support statement OR family tax benefit statement
- If you are self-employed, provide your accountants details and a copy of your most recent company/tax assessment notice

PROOF OF CURRENT RESIDENCY: (rental or own home)

If you are currently renting:

- A copy of your tenancy history ledger (you **MUST** provide a copy of your most updated ledger)
- A copy of your tenant status report from your rental Agent (optional)
- If this is a private arrangement (does not include an agent), provide names, phone numbers and email addresses for Landlord. Please also provide proof of payment of rent.

If you have been living in your own home:

- Provide a copy of a recent water account or council rates notice, OR
- If your house is being sold, please provide the name and telephone number of the selling agent

NOTE:

- Deposits must be equivalent to 1 weeks rent to be paid by EFT to Green Real Estate Agency, the deposit will be credited to the FIRST MONTHS rent in advance at commencement.
- Initial payment prior to commencement of signing the lease must be cleared in our Trust Account to Green Real Estate Agency 48 hours prior to signing the lease and/or picking up keys.
- Direct debit is the only rent payment method and is direct debited monthly from your nominated bank account.
- For occupants over the age of 18 years, it is essential that EACH person who wishes to reside on the premises completes an application form in full.

Property address: _____

Name: _____ Tenant/s signature: _____