

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

Tenancy Application Information Sheet

Take premises in its existing condition

The premises are offered to you in the condition that you inspected. Our Property Managers have been instructed that all undertakings for work to be carried out must be in writing.

Quick processing of application

You may download an Application Form from our website www.rayrealtors.com.au. Go to *Renting/Application*

Make sure you complete and sign both pages of the form. We cannot process the form without your signatures on it.

Your application will be processed without delay if the followings are provided:

1. Identity documents like Driver Licence, Passport, etc. We need to sight the original should you be chosen as the successful applicant;
2. Last 4 rental receipts or rental ledger which can be obtained from your agent;
3. Last 2 pay slips. If you are newly employed, letter of employment;
4. Bank statements for the last 3 months

If you are a student, please provide the following additional documents:

1. Current student ID card;
2. Enrolment confirmation

If your application is unsuccessful, the copy of documents you submitted will not be returned.

If your application is successful, please note ...

1. One week deposit to reserve the property for you;
2. On signing the Tenancy Agreement, your first payment of rent and bond must be by bank cheque before we provide the keys to the property;
3. A few building managers require prior notice before you can move your furniture in. Ask us for their contact number.

To follow up your application, you may email the Property Manager or Officer at his or her email address or to info@rayrealtors.com.au