

PRE-APPLICATION INFORMATION

Southside: 171 Bolsover Street, Rockhampton Q 4700

Northside: Shop 24a, Redhill Homemaker Centre, Yaamba Road, Norman Gardens Q 4701

Southside: 07 4927 2122 **Northside** 07 4926 5388

Email: podrock@podre.com.au

APPLICATION PROCESS

- Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you.
- Complete one Tenancy Application Form per person. Children may be included on a Parent or Guardian's Application.
- Include copies of documents which may help to verify your Application Information provided by you.
- **Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.**

DOCUMENTS REQUIRED FOR 100 POINTS IDENTIFICATION CHECK Points per Document AT LEAST 1 FORM OF PHOTO IDENTIFICATION **MUST** BE PROVIDED

Submit only one of the following:

<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Citizenship Certificate	70 points
<input type="checkbox"/> Australian Drivers Licence <input type="checkbox"/> Student Photo ID Card <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> State / Federal Government Photo ID <input type="checkbox"/> Centrelink Card <input type="checkbox"/> Department of Veterans Affairs Card	40 points
<input type="checkbox"/> Medicare Card <input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Motor Vehicle Registration <input type="checkbox"/> Telephone Bill <input type="checkbox"/> Electricity Bill <input type="checkbox"/> Previous Tenancy Agreement <input type="checkbox"/> Tenancy History Ledger <input type="checkbox"/> Bank Statement <input type="checkbox"/> Last 4 Rent Receipts <input type="checkbox"/> Credit Card Statement <input type="checkbox"/> Rent Bond Receipt <input type="checkbox"/> Gas Bill	25 points

- **Before submitting an Application, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse. A copy will be available at the inspection or as advised by staff.**
- **Please be aware Bond Transfers are NOT an option.**
- **Incomplete Applications cannot be processed.**
- **If you require assistance to complete the form, please ask, as we are here to help.**
- **If you would like to refer to our Privacy Policy, please ask for a copy or view on our website.**

AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 24 hours, but will advise you if it will be longer due to delays in reaching your contacts.

Information verification by our Agency

To verify your Application information we contact Tenancy Databases eg TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Lessor and personal referees for the purpose of verifying information supplied to support Application for Tenancy.

If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation. The Lessor is not required to provide a reason.

If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within 24 hours of notification of acceptance.

Rent payment method options

BPay, Eftpos or Money Order are accepted as rent payment methods.. Dishonour fees are estimated to be \$15.00.

CASH IS NOT AN OPTION

IF APPROVED

Arrange the following services personally:

- Power Connection
- Gas Connection (if applicable)
- Phone Connection
- Contents Insurance
- Change Address
- Arrange personally
For existing accounts
and services