

PRE-APPLICATION INFORMATION

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real estate

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SELECTING A PROPERTY

- Search and select Property via internet (www.podre.com.au) or other advertised source.
- Drive-by the Property for location suitability.
- If you are on our website www.podre.com.au or www.realestate.com.au press "**BOOK INSPECTION**" button
By registering, you will be INSTANTLY informed of any updates changes or cancellations for your appointment
- We'll meet you on-site, at the Property, at the appointed time.
- If you are not able to keep the appointment, please contact our office in advance or reply to SMS
- A copy of the General Tenancy Agreement and any Special Terms will be on display at the Inspection.
- A copy of our Privacy Policy is freely available from our office, website and at the Property.

APPLICATION PROCESS

- Complete one Tenancy Application Form per person. Children may be included on a Parent or Guardian's Application.
- **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:

Passport Birth Certificate Citizenship Certificate 70 points

Australian Drivers Licence Student Photo ID Card Proof of Age Card
 State / Federal Government Photo ID
 Centrelink Card Department of Veterans Affairs Card 40 points

Medicare Card Council Rates Notice Motor Vehicle Registration
 Telephone Bill Electricity Bill Previous Tenancy Agreement
 Tenancy History Ledger Bank Statement Last 4 Rent Receipts
 Credit Card Statement Rent Bond Receipt 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.**
- **Bond Loans are required to be declared on application acceptance.**
- **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.**
- **Ensure references are aware they will be contacted by the Agency.**

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 e.g. 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

Arrange the following services personally: IF APPROVED

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