



Pre-Application Fact Sheet

Member Office

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Welcome to our agency. We look forward to being able to assist you in finding your new home.

We would like to take this opportunity to make you aware of our procedures for the rental application process.

Applications

When you find a suitable property, it is a requirement that every prospective occupant complete an application form. The application form can not be processed unless all required information is supplied to our agency. Please refer to the application as to what information will be required.

Application processing time frame

Upon submitting a fully completed application form, the required processing time will be 24-48 hours. We will phone you once the processing is complete so please ensure that you provide us with all your contact details so that we can communicate with you quickly.

If your application is not successful, you are able to collect the application form from our office or we will dispose of the form appropriately.

Please ask if you would like a copy of our Privacy Policy.

Successful applications

If the lessor has approved the application, we will phone you and make an appointment for all interested parties to come into the office to secure the premises. We ask that you pay the first week's rent (cleared funds) and the Form 17a (Information Statement) and the Form 18a (lease agreement) will be provided at the appointment.

This procedure must be done within 24 hours of approval.

When the application is approved, we will provide you with a post application fact sheet that will assist you with the next stage of the tenancy process.

If you have any questions, or require further information, please refer to our property management staff. We are here to help.

Again welcome to our agency, and thank you for your inquiry. We value your business.

We look forward to assisting you for your entire rental and if required, sales needs.