

Rental Application Guidelines

The form

When completing the application form try to provide as much information as possible whilst making sure that your handwriting is clear and easily visible.

Signatures

Please make sure that all compulsory signatures are signed as failure to sign compulsory signatures will prevent your application from being processed.

There are 2 compulsory signatures listed in the application form one of which can be located under section **(E) entitled declaration**. Whilst the other can be found on the **third and final page under the Trading reference Australia disclosure**.

Section (D) Direct connect

This is an **OPTIONAL** service that connects all of your utilities such as your gas and electricity for **FREE**.

Who is required to submit an application form?

Any adult who wishes to be on the lease must submit an application form.

Documentation Required with Rental Application

When attaching your supporting documentation please ensure that the copies are clear and easily visible.

Proof of Id

We require 100 points worth of Id one of which must be photo identification. Examples of accepted documents can be found on the top of the third and final page.

Proof of income

We also require documentation that verifies your current income. Accepted documents include

- Your last Pay slip and
- Current work contract

If you are **self employed** and cannot submit these documents we then require

- Your accountant's details and
- Your ABN number

Current Place of Residence

Currently renting

If you are currently renting and the property is managed through a real estate ask your managing agent for a **Tenancy ledger**. A tenancy ledger is a rental transaction history that proves` your residence.

If the property is managed privately than you must submit your landlords details so that we are able to contact them to ask them a few routine questions in regard to your tenancy.

Residing in Own Property

If you are currently residing in your own property supplying us with **ONE** the following documents will prove your residence.

- Council rates
- Certificate of title
- Contract for sale of land
- And any Deeds

Submitting Applications

If it is easier for you, we accept the applications and relevant documents by

Fax: 9555 2613

Email: mespinoza@sarahlorden.com.au

Or dropping them into our office at

222 Darling Street, Balmain NSW 2041