

PRE-APPLICATION INFORMATION

Agency: CD Adams & Co Real Estate

Address: 104 Egerton Street, Emerald Q 4720

Phone: (07) 4987 5875



Suite 1, 104 Egerton Street,
Post Office Square,
P.O Box 1438,
Emerald QLD 4720
Ph: (07) 49875 875
Fax: (07) 49824 708

SELECTING A PROPERTY

- ✓ Search & select property via our advertising sources
- ✓ Drive-by the property for location suitability
- ✓ Contact us to arrange an appointment to inspect the property
- ✓ We'll meet you in the office and will head out to the property from there
- ✓ If you are not able to keep the appointment, please contact our office in advance

APPLICATION PROCESS

- ✓ Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you upon acceptance
- ✓ Complete one Application Form per person. Children may be included on a Parent or Guardian's Application
- ✓ Include evidence of your income eg Payslip or if self employed, a letter of income verification from your Accountant, Centerlink documents, Scholarship documents
- ✓ Provide **PHOTOCOPIED** documents required to meet 100 points of identification as the guide below;

100 POINTS OPTION LIST- PLEASE PROVIDE YOUR OWN PHOTOCOPIES

| | | | | | |
|-------------------|-----------|---------------------------------|-----------|-----------------------------------|-----------|
| Drivers License | 40 Points | Other Photo ID | 40 Points | Current vehicle registration | 25 Points |
| Passport | 70 Points | Recent Wage Advice | 25 Points | Bank/Credit Card Statement | 25 Points |
| Birth Certificate | 70 Points | Previous Tenancy History-Ledger | 25 Points | Telephone/Electricity/Gas Account | 25 Points |
| 18+ Card | 40 Points | Previous four rent receipts | 25 Points | Pension /Health Care Card | 40 Points |

- ✓ **Please be aware that we will not photocopy your documents. You must provide us with copies before handing in the application**
- ✓ Please be aware that 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!

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 we contact TENANCY Databases eg TICA. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agency/Lessor and personal referees.

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

If Application is accepted

If your Application is accepted by the Lessor, you are required to pay the Full Bond amount and sign the General Tenancy Agreement within 24 hours of notification of acceptance

Rent payment method options

Cash, Direct Debit, Internet banking, Money order or Cheque are accepted as rent payment methods. EFTPOS is not available

IF APPROVED

Arrange the following services;

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