

PRE-APPLICATION INFORMATION



Agency Name: First National Real Estate Burnie

Address: 2/203 Mount Street, Upper Burnie

Phone: 03 64327800

Email: rentals@burniefirstnational.com.au

APPLICATION PROCESS

- Ensure the Tenancy Agreement Terms have been viewed by you.
- A copy of the Residential Tenancy Agreement is also available for viewing prior to entering into the Tenancy Agreement.
- Complete Application Form (2 applicants per application form). Children may be included on a Parent or Guardian's Application.
- Attach 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 well as the other documents noted in the application form to help verify your information provided. **Please note: We are unable to copy the necessary documentation on your behalf. This must accompany your application. However, should you be unable to arrange copies of the required documentation, please call our office to arrange a time for the copying to be completed. Furthermore, please note that there is a charge of \$2.00 per copy to be paid immediately prior to the copying being finished.**
- Please be aware Bond Transfers are NOT an option.
- Incomplete Applications **WILL NOT** 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.

SELECTING A PROPERTY

- Search and select Property via internet (www.burniefirstnational.com.au) or other advertised source OR register for VIP Tenant alerts.
- Drive-by the Property for location suitability.
- Contact us to arrange an application form if you have not already completed one with our agency.
- If your application is already Pre-Approved, contact our office to arrange an appointment to inspect the property
- 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. A SMS will be sent to you the day of the inspection. If you do not reply to the text, the property manager will not be attending the appointment.

AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 24-48 business 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 the Tenancy Databases 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 and previous Agent/Landlord, personal referee and next of kin for the purpose of verifying information supplied to support your Application for tenancy.

Application Submitted

Should you wish to apply for a particular property, your application will be submitted to the owner for final approval.

If Your Application is not accepted

If your Application is not accepted, you can collect the application and supporting documentation within 7 days from our office or if uncollected by you it will be destroyed securely to comply with Privacy Legislation. The Landlord or our agency is not required by law to provide a reason.

IF YOUR APPLICATION IS ACCEPTED

Monies Required

- When approved for Tenancy, the successful Applicant/s are required to pay a deposit equivalent to 1 x weeks rent and sign your lease within 24 hours to secure the Premises. An appointment with the Property Manager will be scheduled with you. Keeping to your appointment time is crucial. Refer to our Agency for monies required and timeframe for signing of the Tenancy Agreement. If the Applicant/s decides not to take the Premises after approval advice, the Agent may retain for the Landlord the deposit equivalent to 1 x weeks rent.

Rent payment method options

Direct Debit or Centrepay is accepted as rent payment methods. Dishonour fees are estimated to be \$10. **CASH IS NOT AN OPTION.**

IF APPROVED

If you did not select the UTILITY CONNECTION on your application form, please arrange the following services personally at least 7 days prior to moving in: Please note that if the property has a PAYG meter, our Utility Connection Company, Direct Connect cannot arrange this on your behalf.

- Power Connection (Aurora) Ph : 1300 13 2003 Mon – Fri 9am – 5pm
Online: www.auroraenergy.com.au
- Gas Connection (if applicable) Ph : 1800 438 427
- PAYG Connection (Aurora) Ph: 1300 13 2003
- Phone Connection (Telstra) Ph 1800 283 407
- Contents Insurance Arrange personally
- Change address For existing accounts and services
- Electoral Enrolment Online: www.electoral.tas.gov.au