

To assist you with your tenancy application we provide the following, which details the information and documents you need to include. Your application CANNOT be processed unless all documents are provided.

To prevent any inconvenience to you, please check off the items and ensure you have all documents copied and attached to your tenancy application. Please also note copying services are not available at our offices.

Identification

Provide a copy of **ONE(1)** form of photo identification:

- Current driver's licence, OR
- Current passport and visa(if applicable), OR
- Student ID card, OR
- Proof of age card

Provide copies of **ONE(1)** forms of other identification:

- Birth certificate
- Medicare card
- Health care card
- Pension card

Provide copies of **TWO(2)** documents showing your name and address, for example:

- Motor vehicle registration
- Electricity or gas account/statement
- Water account/statement
- Telephone account/statement
- Bank statement
- Tax assessment notice

Proof of Income

Provide **ONE(1)** of the following:

- If employed, copies of your last THREE(3) pay slips
- If applicable, copies of your Centrelink statement, child support statement OR family tax benefit statement
- If you are self-employed, please provide a reference from your accountant and a copy of your most recent tax return
- If your income comes from overseas, clear evidence of the source and amount needs to be provided

Proof of current residency (rental or own home)

If you are currently renting:

- A copy of your tenancy history ledger, OR
- A copy of your most recent tenancy agreement (lease), OR
- If this is a private arrangement (does not include an agent), provide names, phone numbers and email addresses for owners (for example, you may be living with parents or guardians)

If you have been living in your own home:

- Provide a copy of recent water account or council rates notice, OR
- If your house is being sold, please provide the name and telephone number of selling agent

If approved for a property, you will then have 24 hours to secure it by paying a holding deposit at our office

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