

General Procedures of Renting

(Good rental reference with stable employment will be preferred by our landlord)

You may provide your contact details, your previous landlord contact details and your employer contact details by email if you have difficulty in submitting your application online and submit the application with supporting document in person. Please read the application procedures carefully. To safeguard the interest of our landlord, we select tenant with good reference. If you were involved in CTTT or if you were listed on the tenant database list for some good reasons, please indicate/specify details in your application or application to go with. The lease commencement date must be given in your application and is **NOT** subject to change. **If you change this date, the approval will be invalid.** Thank you!

Step 1

You may submit evidence of being a good tenant and your financial capability with your application.

- Tenant Ledger
- Reference letter from your property manager
- Current 2 pay slips
- Proof of employment
- If unable to show current income, latest bank statement (3 months)
- Visa to stay for Non Permanent Resident / Citizen
- Copy of IDs (100pts check) e.g. credit card, medicare card, driver license etc

Step 2

If the application is successful, please deposit 2 weeks rent (minus any deposit paid) in our trust account, the account details are provided below:

Financial Institution: Westpac

Account Name: Terry Management Pty Ltd T/As Metro Property Agents

BSB: 032-289

A/C No: 636611

Evidence of identity as well as proof of rent deposit will be required before you are to sign the Residential Tenancy Agreement.

Step 3

Please prepare the rental bond payment to **RENTAL BOND ONLINE (Fair Trading NSW)** in the amount of **4 WEEKS RENT** and email copy of receipt to our office.

NOTICE TO PROSPECTIVE TENANTS:

The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, and the tenant must rely on their own enquiries. Any expense incurred to make these services functional is solely the responsibility of the tenant.

RENT COLLECTION:

All applications are approved on the basis that all tenants agree to have all rental payments by direct debited to our office. Allow time for money to travel so that regular on time rent is collected by us. We do not handle "cash" in this office. If you do not agree to these terms your application will proceed no further. Thank you.

IMPORTANT WARNING:

Rent payment must be on time. Please note that we exercise zero tolerance control on rental payment, unless you are serious about prompt payment of your rental, please do not submit your application.