**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's contact details, and your employer's contact details by email if you have difficulty in submitting your application **online** and submit the application with supporting documents in person. Please read the application procedures carefully. To safeguard the interest of our landlord, we select tenants with good references. If you were involved in NCAT or if you were listed on the tenant database list for some good reasons, please indicate/specify details in your application or let us know. The lease commencement date must be given in your application and is NOT subject

to change. Other information is unchangeable too, for example, the number of occupants, with a pet or with no pet, etc. If you change any of these, the approval could be invalid. Thank you!

**Step 1**

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

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

**Step 2**

If the application is successful, you may pay the **non-refundable** deposit (1 week rent to hold the property for 7 days as a priority tenant) into our trust account, the account details are provided below. Prepare to pay the bond (4 weeks’ rent), via credit card possible. This bond requested payment link will be emailed to you by NSW, Fair Trading. The link will expire in 24 hours if you are not going ahead. If you do not pay deposit, we assume there is a 7-day deposit in the bond, we shall deduct this accordingly if you change your mind.

**Step 3**

We shall prepare the lease agreement when you have paid the bond. We shall guide you along the process further. **The property is still on market until you sign the lease**.

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

**BSB: 032-289 | A/C No: 636611 (Westpac bank)**

**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. Pet, allowed by law, the approval is subject to the strata, you can apply as soon as lease is signed.

**RENT COLLECTION:**

**All applications are approved on the basis that tenants agree to pay rent by direct debit to our office either 2-weekly or 4-weekly. 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. 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.**

**Metro Property Agents P: 1300 801083 E: service@MetroPropertyAgents.com.au**