



HARBER

REAL ESTATE

COMPLETING THE APPLICATION FORM

Thank you for submitting your application to rent with Harber Real Estate.

The application process is very important, as it is the information that is provided by the Applicant/s on the form that helps the Lessor/s of the rental property decide on a suitable tenant/s.

With this in mind, we ask that you remember the following points when completing the attached form:

Identification

We require 100 points of identification for every Applicant, aged 18 or over, who will be residing at the property. **** ALL DOCUMENTS MUST BE ORIGINALS AND NOT PHOTOCOPIES****

- 1) A current photo drivers license (Australian or international), current passport & visa or proof of age card equal 50 points each.
- 2) A current Medicare/Healthcare card, EFTPOS/Credit card, student card or recent utility bill (displaying your name and current address) or birth certificate equal approximately 20 points each.

In the event that you are only able to provide ONE item from section 1, you will be required to provide THREE items from section 2, as well. We will photocopy all ID for you.

'Next of Kin' Information

All Applicants MUST provide full details for TWO DIFFERENT Next-of-Kin contacts per applicant, and they must not be people who will be residing at the property (husband/wife etc). It is preferred that you list family members as contacts, rather than friends.

Option Fee Deposit

You are required to submit a capped Option Fee with your application, as follows.

\$ 50.00 option fee for properties \$500 per week or less.

\$ 100.00 option fee for properties more than \$500 per week and less than \$1200 per week.

\$1200.00 option fee for properties \$1200 per week or more.

THE OPTION FEE MUST BE PAID IN CASH, at our office – **we do not have EFTPOS facilities.**

* You MUST have the correct money as we do not have the facility to give change.

Your application cannot be processed until this option fee deposit has been paid.

** Should you withdraw your application before it has been approved by the Lessor/s, or should your application not be successful, the option fee will be refunded to you via Direct Bank Transfer to your nominated bank account. Please supply us with your BSB and account number.

You MUST provide the Harber Real Estate receipt to enable you to get your option fee back, if collecting a refund by cash. NO REFUNDS WILL BE GIVEN WITHOUT A RECEIPT.

**Applications will only be accepted at : 16 Blackwattle Parade, Hepburn Heights, Padbury.
BETWEEN 8.30am – 4.30pm MONDAY TO FRIDAY**

** PLEASE NOTE THAT WE ALLOW TWO (2) WORKING DAYS FOR YOUR APPLICATION TO BE PROCESSED. APPLICATIONS THAT ARE SUBMITTED CLOSE TO THE WEEKEND MAY NOT BE FINALISED UNTIL THE BEGINNING OF THE FOLLOWING WEEK. IN THE EVENT THAT WE RECEIVE SEVERAL APPLICATIONS FOR THE SAME PROPERTY, IT MAY TAKE MORE TIME TO PROCESS YOUR APPLICATION.

PLEASE ENSURE THAT THE BOTTOM OF BOTH PAGES OF SPECIAL CONDITIONS ARE INITIALLED BY ALL PARTIES OTHERWISE YOUR APPLICATION WILL NOT BE PROCESSED.

Other information that may enhance this application include written rental/employment references (on Company letterhead), pay slips or income statements (for Government benefit payments), recent Routine Inspection Reports, previous rental bond refund statement etc.