



*Please read the below information before submitting this application*

This office is a member of TICA- Default Tenancy Control System (a division of Tenancy Information Centre Australasia Holdings Pty Ltd) and The National Tenancy Database.

All applications for tenancy in this office are processed through both of these databases

We require the following information to be supplied to process an application:

- 1) Photo Identification- Drivers Licence or Passport
- 2) Proof of your last residential address- utility account, statement etc
- 3) Contact details of your previous landlords or agents  
Should you be a home owner a copy of your Certificate of Title  
Should you have recently located from overseas a copy of your current bank statement is required
- 4) Two personal references- these references cannot be from a relative
- 5) Emergency contact details of two separate people (none of whom will be residing in the property)
- 6) Employer details, if you have been employed for less then 6 months your previous employer details are required  
If you are self employed proof of income is required

Please advise all references that we will be contacting them with 24 hours of submitting this application. Should we not be able to contact all of your references your application may not be accepted

Applications will only be processed on a completed and signed tenancy application; signatures are required on both the Privacy Act as well as on the last page by all applicants

**Should your application be accepted you will be required to pay one weeks rent as a holding deposit within 24 hours of acceptance**

On collection of keys you will be required to pay

Bond	4 weeks rent
Pet Bond	\$100 (if applicable)
Rent	2 weeks in advance

This payment will need to be made by eftpos, bank cheque or money order

**NO CASH IS ACCEPTED AT THIS OFFICE**



## PRIVACY STATEMENT

**PLEASE SIGN THIS STATEMENT AND RETURN WITH LEASE AGREEMENT BEFORE YOUR APPLICATION CAN BE PROCESSED**

I, \_\_\_\_\_ give Joyce Property Investments permission to contact any person/s to obtain any personal information relevant to this application.

This includes any previous rental history, personal references and employment confirmation.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_