



we manage great ocean properties

Tenancy application form guidelines

An important message to all prospective tenants

- Please be assured that all information provided in your application will remain confidential and not discussed with any other party with the exceptions of the owner and as required for the purpose of processing your application.
- We process your application as quickly as possible, however the property owner is consulted during the process and they are not always immediately accessible. Delays may also be incurred if the application is not completed correctly.
- For identification purposes please supply 100 points of identification.
- The monthly rental calculations are: $\text{Weekly rental} \div 7 \text{ days of the week} \times 365 \text{ days of the year} \div 12 \text{ months}$. Note: Monthly rental is calculated to the next dollar.
- Upon confirmation of approval you will be required to pay the first month's rent by the end of the business day by depositing directly into our Trust Account. Failure to do so may result in the next applicant being given preference or the property re-listed.
- It is your responsibility to arrange to have all services connected in your name to coincide with your date of occupation. We are able to assist you with this process through Connection services via realestate.com.au if you require.
- Once your application form has been accepted, we request that you make an appointment with Great Ocean Property Rentals (GOPR) to sign the Tenancy Agreement and pay the bond money via Electronic Funds Transfer (EFT).
- It is your responsibility to ensure the description of the property on the internet matches the property you are wanting to move into. Every care is taken in portraying the exact details, however from time to time some things are out of our control.
- If your application has been unsuccessful, you will be advised and it will be destroyed.
- Applications for properties with GOPR can be made either by completing the 1Form online application form included with the listing on www.realestate.com.au (preferred) or by completing one of GOPR's Application forms.
- Ask for help if you are not sure. We are conscious of developing a professional relationship with all of our tenants. We are here to help you. If you are unsure or concerned about any aspect of this application, your call is welcome.