



## Pre-Application Checklist

**Agency:** Professionals Cannington - BW Backhouse & Associates  
**Address:** 3 Hamilton Street, Cannington WA 6107  
**Contact:** Ph - 08 9451 9566 Fax - 08 9451 9967 Email – sales@bwbackhouse.com.au

### Selecting a Property

- Drive by the property for location suitability
- Contact the Property Manager to arrange an appointment to inspect the property
- We will meet you on-site at the property at the appointed time
- If you are not able to keep the appointment please contact our office in advance

### Application process after viewing the property

- Ensure the General Tenancy Agreement, Terms and Special Terms have been viewed by you
- Complete the Application Form per person; children may be included on a Parent or Guardians Application
- Include evidence of your income eg; pay slips, Centrelink documentation or if self-employed a letter of income verification from your accountant
- Please be aware that an option fee of \$50 (for weekly rental of \$500 and under) or \$100 (for weekly rental of \$501 and over) is payable upon application. If you are not successful this will be refunded by bank transfer
- Please be aware that Bond Transfers are NOT an option
- Incomplete applications cannot be processed
- Provide and attach photocopies of documents required to meet 100 point of identification as shown on page 2 of the application form. Please note this agency is unable to provide photocopy services

### Agency Process

As your application is a high priority, we will aim to have an answer for you via telephone within 24-48 hours

### Information verification by our Agency

To verify your application information we contact a tenancy database eg; TICA. If you have previously had a problem with a previous tenancy please discuss the circumstances with us when you submit your application. We will also contact your employer, current and previous Agent/Lessor and your personal referees

Once we have completed your checks we will submit your application to the Lessor for a decision

### If your application is accepted

If your application is accepted by the Lessor, a date will be arranged for you to come into our office and sign the Lease Agreement. On or before this date you will be required to pay the Bond (equivalent to 4 weeks rent) PLUS two (2) weeks rent. Payment is to be made via Cash, Bank Transfer, Bank Cheque or Money Order

### If your application is not accepted

If your application is not accepted by the Lessor, it will be destroyed securely to comply with Privacy Legislation. Your option fee will be refunded via bank transfer within 24 hours