

# PRE-APPLICATION INFORMATION

**marsellos  
pike**

**RENTALS**

**Agency:** Marsellos Pike Rentals

**Address** 1c 174 Morayfield Road, Morayfield QLD 4506

**Contact:** 1300 933 733

**Email:** rentals@marsellospike.com.au

## SELECTING A PROPERTY

- Search and select Property via internet marsellospike.com.au or other advertised source.
- Drive-by the Property for location suitability.
- Contact us to arrange an appointment to inspect the Property.
- We'll 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.
- A copy of the General Tenancy Agreement and any Special Terms will be attached to the tenancy application

## APPLICATION PROCESS

- Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you.
- Complete one Application Form per person. Children may be included on a Parent or Guardian's Application.
- Include evidence of your income eg Pay slip or if self employed, a letter of income verification from your Accountant, Centerlink documents, Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

100 POINTS – OPTION LIST					
Drivers Licence	40 points	Other Photo ID	30 points	Current vehicle registration	10 points
Passport	40 points	Recent Wage Advice	30 points	Bank/Credit Card Statement	10 points
Birth Certificate	40 points	Previous Tenancy History-Ledger	30 points	Telephone/Electricity/Gas Acct	10 points
18+ Card	30 points	Previous four rent receipts	20 points	Pension/Health Care Card	10 points

- Before submitting an Application, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse.
- Please be aware Bond Transfers are NOT an option.
- Incomplete Applications cannot be processed.
- If you require assistance to complete the form, please ask, as we are here to help.

## AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 48 hours, but will advise you if it will be longer due to delays in reaching your contacts.

### Information verification by our agency

To verify your Application information we contact Tenancy Databases eg TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Lessor and personal referees.

### If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation.

### If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within 24 hours of notification of acceptance.

### Rent payment method options **CASH IS NOT AN OPTION.**

We use "DEFT" a rental payment service provided by Macquarie Banking Limited. Direct Debit payments are at a cost to the tenant of \$0.85 cents per transaction Plus Credit Card Fees If Applicable. Dishonour fees are estimated to be \$15.00 should payments dishonour. Please note these fees are in addition to any charges you may incur from your bank or financial institution. Please see DEFT website for more details.