

## **APPLICATION FOR TENANCY**

### **PLEASE DO NOT PRESENT THIS APPLICATION UNTIL ALL INFORMATION IS SUPPLIED AND COMPLETED**

For your application to be processed quickly, please ensure the following valid documents are attached:

- Copy of Passports OR valid driver license's:**
- Copy of credit /debit card or Medicare card:**
- Copy of visa for non-citizens:**

**AND:**

- Copy of proof of income (pay slips or Notice of Assessment if self employed)**

Please make sure that you:

- **Fill the form in completely, including details on all applicant/s**
- **Initial and sign the form where necessary**

Applications will be processed as soon as possible, depending upon the availability of referees.

All applications will be discussed with the lessor of the property for their final decision and reasons for unsuccessful applications will not be given.

Should your application be approved, please ensure that you have the following ready to pay into our trust account to prevent any delays in the finalization of your tenancy:

- **Bond (equivalent to 4 weeks rent) PLUS the first two weeks' rent**
- **The pet security bond of \$260 (if applicable).**
- **Payment can be made by cash or direct deposit - we do NOT have EFTPOS facilities**

An appointment will be made with you to sign the relevant documents and we do offer Docusign if preferred. ***Please allow an hour for this appointment, with the last appointment available at 4pm.*** You will be required to attend our office to collect keys.

Office Hours:

Monday - Friday - 9am - 5pm

**Completed and signed applications forms may be submitted to our office by:  
Handing it in to: 229 Walter Road West, Morley 6062  
Email: [reception@kuhne.com.au](mailto:reception@kuhne.com.au)**

**PLEASE NOTE:**

We use the TICA (Tenancy Information Centre of Australia) and National Tenancy Database for tenancy application assessments on all tenancies. Listing on these databases does NOT preclude you but please let us know about any listing PRIOR to submitting your application so we can discuss the reasons for your listing with you. [www.tica.com.au](http://www.tica.com.au) or [www.tenancydatabase.com.au](http://www.tenancydatabase.com.au)