



Ellen Shaw Realty  
 PO BOX 519  
 Melville WA 6956

ABN 85 662 347 116  
 Office ~ 08 9319 3090  
 Fax ~ 08 9319 3092  
 Mobile ~ 0417 954 235

admin@ellenshawrealty.com.au

## THE TENANCY APPLICATION EXPLAINED

In order for us to process your application, we require a copy of the following documentation:

- A fully completed application form, which may only be submitted once you have viewed the property in person. By signing and submitting the application form, you are giving Ellen Shaw Realty permission to complete a reference check and to access your personal information in accordance with the Privacy Act 1988.
- 100 points of Identification for each applicant on the lease (refer to table below).
- Proof of income for the past 3 months – payslips, bank statements, Centrelink statements.
- Proof of current residential address – telephone, gas or electricity account.
- Details of current and past landlords or agents.

The following may also improve your chance of being approved for the property:

- Copies of rental receipts
- Copies of lease agreements
- Character references

We will do our best to process your application within 24 hours. However, this is not always possible due to circumstances such as the unavailability of referees. If your application form is declined for any reason, Ellen Shaw Realty is not obliged to provide an explanation. The selection process is based on recommendations from the property's owner(s) and their decision is final.

***Please be aware that Ellen Shaw Realty do not require an Option Fee to process the application.***

Accompanying this application form is a Utility Application Form from Direct Connect which provides a free service that will connect all your utilities. If you wish to utilise this service then return the completed and signed application form to Ellen Shaw Realty along with your tenancy application.

Identification points are as follows:

Current Passport	70 points each
Birth Certificate (original, certified copy or extract)	
Australian Drivers Licence	
A signed and dated reference from a Real Estate Agent	40 points each
International Drivers Licence	25 points each
Personal Credit Card	
Store Credit Card	
Employer ID Card	
Bank ATM Debit Card	10 points each
Copy of Utilities account reflecting your full name and address	
Bank Statements	
Medicare Card	
Motor Vehicle Registration Certificate	

If you have any further queries please contact our office on (08) 9319 3090.