



Tenancy Application Information

In order for us to process your application you must provide us with all the required information as listed below. We require each applicant to complete a separate application form.

You may either apply via 1Form or download a manual application form. Instructions as follows:

1Form Application

1. Go to www.amkarrealestate.com.au
2. In the dropdown menu go to **Rent**
3. Click on **For Lease/Leased**
4. Click on the Property you are interested in
5. At the bottom of each page click on the **1Form** button & you will be redirected to the 1Form website where you will be able to commence your application.

Manual Application

1. Go to www.amkarrealestate.com.au
2. In the dropdown menu go to **Rent**
3. Click on **Tenancy Application/Info**
4. Click on the **Tenancy Application** link
5. Download and print out the form. Fill in your details and ensure that a separate application has been filled out by each applicant.
6. **You may email this back to us along with the necessary identification & documentation (as listed in this guide) or you can drop it into our office during office hours.**

Office

G0242 Building - 242 Glen Osmond Road, Fullarton SA 5063

Open 9am – 5.30 pm

Please Note: The property will not be held for you until the application has been approved and deposit has been secured.

Email: rentals@amkarrealestate.com.au

P: (08) 7325 7728 | **E:** rentals@amkarrealestate.com.au

A: G0242 Building 242 Glen Osmond Road Fullarton 5063 www.amkarrealestate.com.au

Residential | Commercial | Sales | Leasing | Management



Tenancy Application Information

Identification & Documentation

When returning your application, you must submit photo identification & proof of income.

Amkar Real Estate requires you to submit a minimum of 100 points of identification in addition to proof of income in order for your application to be considered. Your application will not be processed if all documents are not given.

100 POINT IDENTIFICATION CHECK

- 40 points - Passport
- 40 points - Drivers License / Photo ID
- 40 points - Previous Rent Ledger
- 30 points - Previous Bond Refund Evidence
- 30 points - Birth Certificate
- 20 points - Current Motor Vehicle Rego Papers
- 10 points - Copy of Telstra / Electricity / Gas Account
- 10 Points - Bank Card / Medicare Card

Acceptable Identification Documents

Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport) ☐ **Other Identification** (Medicare card, bank card, pensioner card)

Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)

Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)

Written References (Personal, Rental and Employment)

Please speak with our office if you are unable to meet the point check criteria for some reason.

P: (08) 7325 7728 | **E:** rentals@amkarrealestate.com.au

A: G0242 Building 242 Glen Osmond Road Fullarton 5063 www.amkarrealestate.com.au

Residential | Commercial | Sales | Leasing | Management



Tenancy Application Information

PROOF OF INCOME

You will be required to submit proof of your current income. Please see below acceptable Proof of Income documents:

- Your most recent Pay Slip
- Bank Statement showing your income received
- Current Work Contract
- Group Certificate
- Centrelink Statements

If you are self employed and cannot submit these documents we then require your accountant's contact details and your current ABN.

No Rental History?

Whilst we prefer all tenants to provide us with a rental reference, we understand sometimes people are either moving out of home for the first time or perhaps have never rented due to owning their own home. Please read below on what you can do to make it easier for us to process your application.

If you are a student/or have been living at home and therefore have no rental history we recommend getting a parent/guarantor to complete an application form in addition to yours; this should provide enough information on ability to support the rental payments (e.g. proof of income). The parent/guarantor must complete both an application and a letter stating that they are willing to be a guarantor for the property.

If you are currently living in your own property supplying us with one or more of the following documents will prove your residence:

- Council rate notice
- Certificate of title
- Contract of sale and/or any Deeds

P: (08) 7325 7728 | **E:** rentals@amkarrealestate.com.au

A: G0242 Building 242 Glen Osmond Road Fullarton 5063 www.amkarrealestate.com.au

Residential | Commercial | Sales | Leasing | Management



Tenancy Application Information

Processing an application

We usually process your application within 48 hours of receipt at the latest and will inform you of the outcome either by email or telephone. It is very important that we are able to contact your referees and sometimes delays can occur if we are unable to make contact straight away.

Should we have difficulty contacting your referees or are in need of further information you will be notified and asked to supply us with what we need to complete the process.

Once Accepted...

Security Deposit & Bond

If your application is approved, we will require you to attend our office to sign and collect a copy of your Tenancy Agreement and other relevant documents. All persons on the lease agreement must be present to sign the tenancy agreement. The security deposit must also be paid within 48 hours of acceptance and consists of 2 weeks rent along with the bond. The property will stay on the market until a security deposit or proof thereof has been received on our end.

The full bond will be equivalent to 4 weeks rent up to \$250/week or 6 weeks rent over \$250/week.

We prefer the entire security deposit (bond & 2 weeks rent) to be paid either by bank transfer (please allow 2 working days for the funds to be received) or a bank cheque. Proof of payment will be required for bank transfers.

P: (08) 7325 7728 | **E:** rentals@amkarrealestate.com.au

A: G0242 Building 242 Glen Osmond Road Fullarton 5063 www.amkarrealestate.com.au

Residential | Commercial | Sales | Leasing | Management



Tenancy Application Information

Utility Connections - Getting Connected

As a tenant it is your responsibility to ensure your power, gas, phone, internet, etc have been connected into your name.

Wanting us to get you connected?

Amkar Real Estate has an alliance with Direct Connect. Direct Connect is a specialist utility connection service provider, who can assist you in connecting and disconnecting your phone, gas, electricity, internet and insurance when you move from one property to another. ***This service is completely free of charge.*** If you wish to use this fantastic service please specify in your tenancy application or notify us by phone/email once your application has been accepted.

Ingoing Condition Report

Prior to the commencement of your tenancy, one of our agents will complete an ingoing inspection report detailing the condition of the property throughout. You will be submitted with a copy of this report along with pictures. Whilst we try our hardest to record everything, if you feel we have left something please record this on the report and send it back to us signed. If you do not record anything we have excluded, you will be liable for discrepancies when you vacate. You must return the Condition Report to our office within fourteen (14) business days from receipt signed at the bottom of each page. Keep a copy of the report in a safe place during your tenancy, as you will need to refer to the report when vacating.

If you need any maintenance, you will need to complete the Maintenance Request Form, which is available on our website.

Tenancy Handbook

All accepted tenants will be distributed with a tenancy handbook detailing helpful information regarding their tenancy. This comprehensive handbook details all of your rights and obligations and covers everything from cleaning tips to what you should do in regards to general & emergency maintenance. If you have been accepted for a property and not yet received your copy please let us know and we will send it to you.

P: (08) 7325 7728 | **E:** rentals@amkarrealestate.com.au

A: G0242 Building 242 Glen Osmond Road Fullarton 5063 www.amkarrealestate.com.au

Residential | Commercial | Sales | Leasing | Management



Tenancy Application Information

Declined Applications

In the event that your application has not been approved you will be informed, however according to company policy we are not required to give you an explanation as to why your application was not accepted.

At Amkar we care!

With over 15 years of experience in Real Estate, and a high focus on Property Management, the Amkar team know the value of having a positive tenant/landlord atmosphere. At Amkar Real Estate we treat all our clients (both landlords & tenants) with integrity and respect and it is our main goal to ensure that the interests of both parties are continuously protected.

When renting a property with Amkar you can expect the following from our team:

- To be given a well maintained & clean property
- To quickly process applications
- To make sure you are aware of your tenancy obligations & rights in accordance with the Residential Tenancies Act
- To make sure your right to privacy whilst living in the property is never breached in accordance with legislation.
- To ensure that you have quiet enjoyment of your home without disturbance
- To negotiate between both tenant & landlord should any dispute arise and to mediate to find a peaceful solution.
- To submit all requests made by you to the landlord.
- To make sure all maintenance issues will be dealt with promptly.
- To be reachable 24 hours a day by phone and email, should an emergency arise.
- To understand how important a safe, happy & comfortable tenant is to our landlords.
- To prepare all documentation in accordance with the Residential Tenancies Act
- To honour all appointments and turn up on time for meetings and inspections
- To carry out regular property inspections and forward a detailed report to both Landlords & tenants and inform both parties of any areas in need of attention.
- To provide our tenants with the high quality service based on honesty, integrity and professionalism that we have become known for.

P: (08) 7325 7728 | **E:** rentals@amkarrealestate.com.au

A: G0242 Building 242 Glen Osmond Road Fullarton 5063 www.amkarrealestate.com.au

Residential | Commercial | Sales | Leasing | Management