



APPLICATION FOR TENANCY

With your application you are required to provide photocopies of the following documents:

- **Photo identification** (drivers licence or passport)
- **Rental ledger or recent rent receipts**
- **Evidence of income** - copy of current payslip or letter from employer stating how much you earn per annum.
- **Current bank statement**
- **Account/invoice** with your current address eg phone, electricity, bank account

If you own your own property you will need to attach a copy of water rates or council rates.

If you are self employed you will also need to attach a letter from your accountant stating how much your company earns per annum or your tax return and your company certificate of registration.

Students will need to attach a letter of support from their parents.

IMPORTANT NOTICE TO APPLICANTS

- Only fully completed applications with correct attached documents will be processed.
- If the application is accepted, a deposit of one week's rent is to be paid as soon as possible by bank cheque, bank transfer, money order or credit card.
- Property will remain on the market until an application has been approved and deposit has been taken.
- Rental payments must be made using Laing + Simmons E-Pay Card.
- The Agent on behalf of the Owner reserves the right to deny or accept this application. No further correspondence will be entered into.

Office Hours:

Monday to Thursday	9.00am - 5.30pm
Friday	9.00am - 5.00pm
Saturday	9.00am - 1.00pm