

ATTENTION PROSPECTIVE TENANT

INFORMATION STATEMENT FROM THE ASSET MANAGEMENT DIVISION

WANT TO VIEW A PROPERTY ADVERTISED FOR RENT

1. Did you drive past the property or view details & photos @ northshorerealty.com.au
2. If the property isn't vacant then please respect the occupant's privacy and do not enter onto the property.
3. You need to complete a **Inspection Confirmation Form** (available at our offices, northshorerealty.com.au or call & we will take your details)
4. Our office policy is that we will stop accepting applications once we have received 3 applications or if there is an application that is pending the owner's approval.

AFTER REQUESTING TO VIEW A PROPERTY

1. Our office will contact you no later than 1 working day after the Inspection Confirmation Form has been completed
2. We will confirm the viewing with a day & time that the Leasing Consultant will be onsite to show you through
3. Please ensure that you are there on time to avoid missing the appointment
4. If you are running late or can't make the appointment please contact our office immediately to advise 54 489 111
5. Speak with the Leasing Consultant at the property to discuss your needs, she has Application forms with her at all viewings

AFTER THE VIEWING

1. If you decide that you would like to apply then we require a **FULLY** completed Application per person. Applications will not be accepted unless all supporting documentation is supplied. Applications can be processed quickly providing the phone numbers supplied are daytime numbers
2. We suggest applying for 1 property at a time.
2. We require a minimum of 2 working days to process Applications before we can give you an answer
3. If your applications is accepted or declined by the owner we will contact you with an answer as soon as we hear

Following this information statement if you choose to apply for a property there is more information about renting on our Application Form.