

## First step

If you are thinking of renting one of our managed properties, we advise that:

1. You call us on (07) 3720 4800 or email us at [leasing@brisbanewestrealestate.com](mailto:leasing@brisbanewestrealestate.com) to book a time to inspect the property. If you are interstate or overseas, we advise that you appoint someone to view the property on your behalf.
2. Complete a [Tenancy Application Form](#) available under "Download Forms" below and submit to us with the following information/documents:
  - A "100 point" identification material/s. This may include: international passport, drivers license, 18+ Card etc.
  - Documentation to confirm your current residence. This may include: a bill going to your current address.
  - If you have rented, a rental ledger from your agent, otherwise a personal reference.
  - For proof of income, we require one or more of the following: pay slips, bank statements or a letter from your employer or your accountant to confirm your income if you not an employee.

## Tenancy Application process

As soon as your Tenancy Application is received, we will proceed to:

- Check reference/s you supplied for character and rental history for the past 12 months.
- Confirm employment details supplied with your application.
- Award points to meet the "100 point" identification requirement.
- Reference TICA (Tenancy Information Centre of Australia) database to check for any history of rental default in the past.
- Weight your application against any other application for the same property.
- Communicate the outcome of this process with the property owner, and from the information presented, the owner will make a decision on the application.

Turn-around time for this process is usually within 24 hours provided all parties are contactable straight away.

## Bond

A deposit bond of equivalent to 4 weeks rent is required to be paid after your tenancy application has been accepted. All bonds are held in trust by the Rental Tenancy Authority for the duration of the tenancy. Bonds are refunded in full if on vacating the property all exiting condition reports are deemed satisfactory. E.G The property must not be damaged. It must be clean etc.

## Entry condition report

The Queensland Tenancy Act 1994, requires us to conduct an Entry Condition Report that details the condition of the property at the beginning of the tenancy. The tenant is required to verify the property manager's comments on the report and our office within 3 days of the commencement date of the Tenancy Agreement.

This report will be used as a foundation check point for the Exit Report when you vacate the property.

## Paying rent

All rent must be paid in advance at all times.

## Maintenance

All of the properties available for rental are maintained to a high standard.

## **Routine inspection**

At Brisbane West Executive Leasing it's our policy to conduct quarterly inspections of the property. This enables us to have an update of maintenance and repairs requirements of the property, and to verify that elements of the Entry Condition Report are been adhered to.

This report is then sent to the property owner/investor.

We will usually issue you with a 14 day notice before this inspection. During the inspection, photos are taken of the property as evidence of the condition at that point in time. We usually invite the property owner to attend the inspection, but the majority of owners decline the offer.

## **What you will get**

- 4 inspections per property annually
- An invitation to attend routine inspection with the property manager, if you wish.
- A letter from the property manager to the tenants requesting work to be carried out if the property isn't up to cleaning standards.
- If required, seek trade quotations for the repairs of any defects noticed

## **Rent renewal**

Ten weeks before the lease agreement expires, we will contact you to advice of this. We advice that you inform us a minimum of two weeks of your intention to renew or vacate the property. If you are vacating, please complete Form 13 Intention to Vacate under "down load"

## **Breaking your lease**

If you find yourself in a situation where you have to break the lease to the property, we advice that you inform us as quickly as possible. The conditions associated with lease breaking are:

- You must continue to pay rent until the property is relet.
- You are required to pay an equivalent of one week's rent plus GST which will be forwarded to the owner.
- You pay advertising costs associated with letting the property of \$44.00
- You will be responsible for the condition of the property until a suitable tenant is found.

## **Vacating**

We require a minimum of (14 days) notice in writing if you decide to vacate the property. Please down load the form below.

[Download a Notice of Intention to Leave Form](#)

## **Exit condition report**

## **Download forms**

[Tenancy Application Form](#)  
[Maintenance Request Form](#)  
[Notice of Intention to Leave](#)  
[Cleaning Checklist](#)