

Table of Contents

- Where to start
- When/How do I inspect ?
- Supporting Documents
- Contact Us

How to Apply for a Rental Property

Where to start

The first step in applying for a property with Collie & Tierney is completing an application form.



These are available from the front of our office, our website or by clicking [here](#).

To ensure your application is complete please ensure you have filled out all the sections in their entirety.

This includes:

- Current Address, Contact Phone Number and Email
- Current Employment or Centrelink Benefit Details
- Two (2) References*

* Please note: FRIENDS OR FAMILY WILL NOT BE ACCEPTED AS REFERENCES.

- 100 Points of Identification, One (1) of which must be Photo ID.
e.g. Drivers License, Bank Card, Medicare Card

As our reception has re-opened to the public however, our preference is to submit your application via email or through the mail chute at the front of our office. If you are emailing through copies of your identification please ensure you state this on your application form.

Please ensure you proof read your application to ensure it is completed prior to submitting it.

In-complete applications will not be processed.

When/How do I inspect ?

As per Government Regulations we have resumed scheduling Open Inspections for rental properties.

You will be required to present Photo Identification to enter the property.

IF YOU ARE FROM OR HAVE VISITED THE GREATER MELBOURNE AREA OR MITCHELL SHIRE IN THE PAST 14 DAYS, WE RESERVE THE RIGHT TO DENY ENTRY TO THE OPEN INSPECTION.

Property Inspections will be limited to five (5) people* at a time (this includes the Property Manager)

Please familiarise yourself with our open inspection protocol prior to attending an inspection.

If you have been feeling unwell, or living with someone who has been unwell, please do not attend inspections, you are able to have a family member or friend attend on your behalf.

We cannot stress enough that the safety of our staff and the general public is paramount, if you choose not to comply with the inspection protocol, you may be denied entry to the property

We will notify all applicants once a decision has been made.

COVID-19

OPEN HOME INSPECTION PROTOCOL

If you live in or have visited the greater Melbourne or Mitchell Shire region in the past 14 days, we respectfully ask you please do not enter this open inspection.

Instead Contact the agent or our office direct to discuss a private inspection.

Your cooperation is greatly appreciated.
Thank you

67 Lime Avenue,
Mildura

www.ctfnre.com.au
We put you first

5021 2200

COVID-19 OPEN HOME INSPECTION PROTOCOL

Whether you're looking to rent or buy, here's the process we're following to ensure your safety. It's up to us all to beat Coronavirus.



Explore our photo, 3D floorplans, virtual tours.



Arrive at the scheduled open home or auction and maintain social distancing requirements.



Confirm you haven't returned from overseas in the past 14 days, you're not living with somebody in isolation and do not have cold or flu like symptoms.



Remaining discussion/negotiations conducted via phone, video conference and our online systems.

INSPECTION RULES



No personal contact - no shaking hands and please use the handsanitiser provided before entering.



Maximum of 10 people plus agency staff in the home at once.



Social distancing - 1.5m between agent and clients at all times.



No touching - please ask our staff to open anything you wish to inspect.

Your cooperation is greatly appreciated.
Thank you

67 Lime Avenue
Mildura

www.ctfnre.com.au

5021 2200

* Inspection protocol is subject to change at any time, to be inline with Government Regulations in regards to the COVID-19 Restrictions.

Supporting Documents

[Application Form](#)

[Inspection Protocol](#)

Contact Us

To see our current available rentals please visit

www.ctfnre.com.au

Please see below for Property Managers email addresses:

Catherine Mitten - cmitten@ctfnre.com.au

Kelly Newton - knewton@ctfnre.com.au

Sally Hardy - shardy@ctfnre.com.au

Sue Connelly - sconnelly@ctfnre.com.au



P: 03 5021 2200

W: www.ctfnre.com.au

67 Lime Avenue Mildura VIC 3500

The material published in this eBook is intended for general information only and is not legal advice. Any opinions expressed in this material do not necessarily represent the views of the Collie & Tierney First National staff or any independent contractors engaged by the company. Users should seek appropriate independent professional advice prior to relying on, or entering into any commitment based on material published here. While care and consideration has been taken in the creation of the material in this eBook, we do not warrant, represent or guarantee that the material published in this eBook is in all respects accurate, complete and current. To the extent permitted by law, we exclude any liability, including any liability for negligence, for any loss or damage arising from reliance from the material in this eBook.

Collie & Tierney is not responsible for the content of any third-party website to which links are provided from this eBook. Any links to websites are provided for your information and convenience only. Collie and Tierney First National does not endorse or control these websites and cannot guarantee that material on those sites is in all respects accurate, complete and current.

No part of this publication may be reproduced, in part or in its entirety may be reproduced, or retransmitted in any form by any means, electronic or otherwise without the written permission of the publisher.

Our organisation respects the privacy of individuals. For a copy of our privacy policy please go to our website or [click here](#).