

The Application process

1. From the Availabilities Listing decide which unit you wish to apply for. Remember to include the “Listing Reference number” in your enquiry / application.
2. The availability date set out in the Availabilities Listing is the date that the tenancy will start regardless of what date you might actually physically arrive to “check in” to your unit.
3. Each occupant will need to down-load an application form, complete, date and sign it and return it by e-mail attachment to us together with the following supporting documentation.

Proof of identity	e.g. passport, Australian Driver’s Licence, 18+ card
Proof of financial ability	e.g. Wages Slip, Employment letter, bank statement – savings in Australia; scholarship letter which sets out financial payments; if parent’s are supporting you – they must complete the attached Parental Financial Undertaking; Financial under-taking from employer / Government if they are financing you.
Character reference	
If you rent / have rented a property in Australia	A copy of the tenancy ledger

Please remember to complete the section regarding your linen pack order.

4. The above documentation must be sent through by e-mail attachment to us.
5. Once received, this is processed. We will then get back to you advising you if your application has been accepted or declined.
6. On acceptance you will then need to organise, without delay, to send by telegraphic transfer the equivalent of 8 weeks rent (4 weeks bond + 4 weeks advance rent) to our trust account. Please remember to allow a bit extra to cover the handling fee the bank deducts before it is deposited into our trust account. Our details are: Bank: National Australia Bank Limited, BSB: 084 572, Account Number: 56934 0122, Account Name: Femdam Management Services Pty Ltd, Swift No: NATAAU3302S. Please remember to include your identification e.g. your name and listing number. Once you have arranged this, please e-mail us and let us know, and also fax through a copy of your bank transaction sheet to enable us to match your transaction up to our bank statement.
7. Once these funds reach our trust account, we will advise you that the funds have been received and will proceed to set up your tenant ledger, receipt the funds, and will draw up the Form 18 a (General Tenancy Agreement) and Form 2 (Bond Lodgement Form) and your linen pack order form setting out the costings (for the bed configuration of the unit you have applied for) and e-mail all tenancy documentation to you for reading, signing, dating and returning to us by e-mail attachment.
8. Once received, and the administration is completed, we will then confirm that your tenancy is set up and the unit will be ready and waiting for your arrival. Your linen packs will be ordered and will be ready for you to collect at the time of checking in. Payment must be made, as set out on the order form) at this point in time.
9. As soon as you know the exact arrival date you will need to e-mail and let us know immediately, so we can make a note when we can expect you to arrive.

When you are making your travel bookings, please be mindful of our office hours and also that the office is not open on week-ends and public holidays.

Check in is strictly between 10.30 am – 3.30 pm on working days only (not Public Holidays or Saturdays or Sundays)