

TENANT APPLICATION INFORMATION

Applications will not be processed unless all information is supplied. Each applicant must complete a separate application.

The property will not be held for you until the application has been approved and the first week's rent paid to our office has cleared.

OFFICE HOURS

Our office is open Mon – Fri 9am to 5pm, Saturday 9am to 3pm.

PHOTO IDENTIFICATION

When returning you application, you MUST submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager

- | | |
|--------------------------------|---|
| (50 pts) Previous Rent Ledgers | (20 pts) Min. 2 references from previous Agent/Lessor |
| (30 pts) Passport | (20 pts) Current Motor Vehicle Rego Papers |
| (30 pts) Driver's Licence | (10 pts) Copy of Telstra/Electricity/Gas account |
| (20 pts) Birth Certificate | (10 pts) Other Identification |

| ✓ | ITEM |
|--------------------------|--|
| <input type="checkbox"/> | Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport) |
| <input type="checkbox"/> | Other Identification (Medicare card, bank card, pensioner card) |
| <input type="checkbox"/> | Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice) |
| <input type="checkbox"/> | Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments) |
| <input type="checkbox"/> | Proof of income (Wage slips, Bank Statements, Employee Letter, Centrelink letter) |
| <input type="checkbox"/> | Written References (Personal, Rental and Employment) |

APPROVAL OF AN APPLICATION

If your application is approved, we will make an appointment with you at our office prior to moving into the property to sign a copy of your Tenancy Agreement, Bond lodgment form, Body Corporate By Laws (if applicable).

SECURING THE PROPERTY- PAYMENT of 1st week's rent

Once the application has been approved you will be required to pay a minimum of one week's rent to secure the property. Please note that this must be paid in cleared funds (cash, bank cheque or direct deposit). Personal cheques will not be accepted. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.

OFFICE USE ONLY

Application signed and all details complete

Photocopy Tenants ID

100 point check

TICA Check: Listed Yes No Attach

Approved: Yes No

Tenant Advised - request 1st weeks rent

Enter tenant name & start date to computer

APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full and signed or you application will not be processed.

RENTAL PROPERTY: _____

APPLICANT'S DETAILS

Name: _____ DOB: _____

Contact No. Home: _____ Work: _____ Mobile: _____

Email: _____ Fax: _____

Number of dependents to reside in property: _____ Total occupants: _____

Age of dependents: _____

Car registration: _____ Drivers Licence No. _____ Licence State: _____

Passport No. _____ 18+ Card No. _____ Other ID: _____

Number of cars to be kept at property: _____ Are all cars registered: Yes No

Pets (Check with Agent): Yes No Number: _____ Type & Breed: _____

Are the pets registered with the council: Yes No Are you a Smoker: Yes No

Full name of all persons other than applicant wishing to occupy the premises:

CURRENT RENTAL/ACCOMMODATION

Address: _____ Rented \$ _____ per week Owned

Name of Real Estate Lessor or Agent if property sold: _____

Address: _____ Phone: _____

Period of occupancy _____ / _____ / _____ to _____ / _____ / _____

Reason of leaving: _____

Do you expect the bond to be refunded in full: Yes No - If no, why: _____

PREVIOUS RENTAL/ACCOMMODATION

Address: _____ Rented \$ _____ per week Owned

Name of Real Estate Lessor or Agent if property sold: _____

Address: _____ Phone: _____

Period of occupancy _____ / _____ / _____ to _____ / _____ / _____

Reason of leaving: _____

Do you expect the bond to be refunded in full: Yes No - If no, why: _____

PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name: _____ Address: _____

Phone: _____ Relationship: _____

Name: _____ Address: _____

Phone: _____ Relationship: _____

Next of Kin or other person to contact in case of an emergency: _____

Address: _____ Phone: _____

INCOME DETAILS

Occupation: _____ Period of employment: _____

Employer: _____ Weekly wage: \$ _____

Address: _____ Phone: _____

Full time Part time Casual (_____ hours per week)

If less than 6 months Previous employer: _____

Occupation: _____ Period of employment: _____

Employer: _____ Weekly wage: \$ _____

Address: _____ Phone: _____

Full time Part time Casual (_____ hours per week)

Other: Student

Pensioner Type Allowances: \$ _____

Unemployment benefit Allowances: \$ _____

Self Employment (name of Business) Wages: \$ _____

Address: _____ Phone: _____

How long established: _____ ABN No. _____

Accountant Name: _____

Other type of Income (ie. Savings or Investments) Other Income \$ _____

I, the applicant, accept the property in its present condition: Yes No

FREE UTILITY CONNECTION SERVICE

myconnect



myconnect is a FREE and easy to use utility connection service

Yes, Please Contact Me

Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out

TERMS AND CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, persona references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the first week's rent to secure the property. In this instance that being \$_____. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to you office. Upon communication of acceptance of this application by the agent I agreed that this tenancy is binding.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If you application is declined, your details will be held on file for 7 days. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ **DATE** _____

AGENT to witness _____ **DATE** _____