

TENANT APPLICATION INFORMATION

This is a non-binding agreement by both parties. The property will not be held for you until the application has been approved and the first two weeks rent has been paid to our office in cleared funds.

PLEASE READ PRIOR TO COMPLETING THIS APPLICATION

You must have photo identification to apply for a rental property. All required fields including phone, email and or fax numbers for your employer, landlord, and or previous agent must be completed. If this information is not included your application cannot be accepted.

Each applicant must have at least **one** document from each category below.

PHOTO IDENTIFICATION	18+ Card, Drivers Licence, University or TAFE Card, Passport
PROOF OF CURRENT ADDRESS	Phone or Electricity Account, car registration papers, Council Rate Notice
PROOF OF INCOME SOURCES	Pay slips, Bank Statements, Centrelink statement
RENT PAYMENTS/ HOMEOWNERSHIP	Rental ledger, Lease agreement, rates notice, Allconnex notice
PETS	Photo must be supplied

TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form, please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if applicable) can be made available to you. It is important that you read and understand this documentation, including any special conditions, prior to entering into the tenancy agreement.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

SECURING THE PROPERTY

Once the application has been approved, you will be required to pay a minimum of two week's rent to secure the property. 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 general tenancy agreement.

TENANCY AGREEMENT

We will require you to return to our office prior to moving into the property to read and sign your Tenancy Agreement, Body Corporate By Laws (if applicable). All occupants must be present to sign the Tenancy Agreement. The keys will not be released unless all occupants have signed the Tenancy Agreement and paid all monies in cleared funds in full.

RENT & BOND

Prior to possession of the property, a minimum of two weeks rent and 4 weeks bond is required. This office does not accept bond transfers or Department of Housing Bonds. It is our company policy that all rental payments are to be made direct to the bank by direct deposit, cash or bank cheque or internet transfer. Please note our office **DOES NOT** accept cash.

BOND LODGEMENT It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must sign the original form 4 bond refund at the end of the tenancy

CONDITION REPORTS

You must return the entry condition report to our office within three working days of moving into the property, failure to comply with this will result in the agents report becoming the true and accurate report. Be very particular with the condition report and make sure you mark down anything not already outlined on the report. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT APPLICATION INFORMATION

TENANT DEFAULT AGENCY

Our office is a member of TICA, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

GENERAL REPAIRS AND MAINTENANCE

All general repairs and maintenance requests must be forwarded to our office in writing or via email, so we can act accordingly. Please provide as much information as possible of the repairs needed to be done

BREAKING YOUR LEASE OR CHANGE OF SHARED TEANANCY

The tenants acknowledge that they are responsible for the following charges in the event of a break of lease or change of shared tenancy. **Break Lease** – One week rent plus GST, \$60.00 marketing and rent until the new tenants lease commences. **Change of shared Tenancy** \$55.00 plus GST

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ACKNOWLEDGEMENT

By completing this confirmation, the tenants acknowledge having read and received the documents and items detailed above on or before the commencement of the tenancy agreement and acknowledge the responsibilities outlined as a tenant. I have read and understand all of the above:

Address of rental property _____

Name _____ Applicants signature _____

Name _____ Applicants signature _____

FIRST APPLICANT DETAILS

Property address applied for _____ Rent per week _____

PERSONAL DETAILS

Full name _____ Date of birth _____
Home phone number _____ Mobile Phone _____ Work Phone _____
Email _____ Pets no Yes photo required, Type Breed _____
Number of dependants _____ Names & Ages _____
Drivers license number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current employer _____ Occupation _____
Employers address _____ Employers Phone _____
Length of employment _____ Net weekly income\$ _____ Full time Part time Casual

IF LESS THAN 6 MONTHS PREVIOUS EMPLOYMENT

Previous employer _____ Occupation _____
Employers address _____ Employers Phone _____
Length of employment _____ Net weekly income\$ _____ Full time Part time Casual

SELF EMPLOYMENT DETAILS

Company name _____ Trading as _____
Address _____ ABN _____ Personal net income PW \$ _____
Industry/ nature of business _____ How long established _____
Accountant _____ Phone number _____

STUDENT DETAILS

Name of learning institution _____ Faculty department _____
Student ID number _____ Income Source _____ Net weekly income \$ _____

CENTRELINK DETAILS

Type of payment _____ Total Payment/fortnight \$ _____

RESIDENTIAL DETAILS

Current Address _____
Owned Rented Rent per week \$ _____ Period of occupancy _____
Name of real-estate, lessor or agent if property sold _____
Agent / lessor phone number _____ Reason for leaving _____
Bond refunded ? Yes No If Not, why? _____
Previous Address _____
Owned Rented Rent per week \$ _____ Period of occupancy _____
Name of Real-estate, lessor or agent if property sold _____
Agent / lessor phone number _____ Reason for leaving _____
Bond refunded ? Yes No If Not, why? _____

REFERENCES

Name _____ Phone _____
Name _____ Phone _____

PERSONAL REPRESENTATIVE [closest relative not living with you]

Name _____ Relationship _____
Address _____ Phone Number _____

Are you a smoker Non-smoker Total number of vehicles to be kept on property? _____
Do you own a lawn mower Trailer Caravan Boat Truck Tick whichever is applicable

APPLICANTS SIGNATURE _____ DATE _____

SECOND APPLICANT DETAILS

Property address applied for _____ Rent per week _____

PERSONAL DETAILS

Full name _____ Date of birth _____
Home phone number _____ Mobile Phone _____ Work Phone _____
Email _____ Pets no Yes photo required, Type Breed _____
Number of dependants _____ Names & Ages _____
Drivers license number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current employer _____ Occupation _____
Employers address _____ Employers Phone _____
Length of employment _____ Net weekly income\$ _____ Full time Part time Casual

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Name _____ Relationship _____
Address _____ Phone Number _____

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Do you own a lawn mower Trailer Caravan Boat Truck Tick whichever is applicable

APPLICANTS SIGNATURE _____ DATE _____

TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name's: _____

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 \$_____.

I, the applicant agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises

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 Australian Privacy Principles in the Privacy Act 1988 and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal 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 two weeks rent to secure the property. In this instance, that being \$_____. THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE TWO WEEKS RENT & THE TENANCY DOCUMENTATION HAVE BEEN SIGNED BY ALL PARTIES.

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

I, the applicant, **accept** that, if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your application will be shredded unless you advise us that you will be collecting it.

APPLICANTS SIGNATURE _____ DATE _____

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WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.