

# Tenancy Application Form



## APPLICATION CHECKLIST

Thank you for applying a rental property with us. Please complete this form thoroughly and ensure all details are correct.

**Checklist:** The following is required for the processing of your application

- Please tick \_\_\_\_\_
- I have attached non-returnable copies of the documentation required for the 100 Point Check (Section H)
  - A) Proof of Identity (Drivers Licence or Passport or Birth Certificate + Other Photo ID)
  - B) Proof of Income (Last Pay Advice or Current Centrelink Statement or Current Bank Statement)
  - C) Supporting Documentation (40 Points from:- Current Rental Ledger [40], Last 2 Rent Receipts [20], Two Written References [20], Current Electricity or Phone Bills [10], Rates Notice [30])
- I have read and accept the terms and conditions (Section I)
- I have signed the application (Section I)

### A. RENTAL PROPERTY DETAILS

1. Address of the property that you would like to rent;  
  
 If you have a second preference, the address of that property;

2. Lease commencement date?  
 Day  Month  Year

3. Lease term?  
 Years  Months

How did you find out about this property?  
 Newspaper  Internet  Signboard  Rental List   
 Referral  Office Window  Other

### B. PERSONAL DETAILS

4. Please give us your details  
 Mr.  Ms  Miss  Mrs.  Other

Given name/s  Surname

Date of Birth

Driver's license no.  Driver's license state

Passport no.  Passport country

Pension/Centrelink no. (If applicable)  Type of Payment (if applicable)

5. Please provide your contact details  
 Home phone no.  Mobile phone no.   
 Work phone no.  Fax no.   
 Email address

6. How many people will normally occupy the property?  
 Adults  Children  
 Age/s of Children (if applicable)

7. Do you have any pets?  
 Yes  No  
 If so, please provide details of pet/s (type/breed):

8. Car Registration  Model

### C. APPLICANT HISTORY

9. What is your current address?  
  
 Postcode

10. How long have you lived at your current address?  
 Years  Months

11. Why are you leaving this address?

12. Agent/Landlord details of this property (if applicable)  
 Name of landlord or agent   
 Landlord/agent's phone no.  Weekly rent paid  \$

13. What was your previous residential address?  
  
 Postcode

14. How long did you live at this address?  
 Years  Months

15. Agent/Landlord details of this property (if applicable)  
 Name of landlord or agent   
 Landlord/agent's phone no.  Weekly rent paid  \$  
 Was bond refunded in full?  If not, why not?

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## D. EMPLOYMENT HISTORY

16. Please provide your employment details  
What is your occupation?  Full Time  Part Time  Casual

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name  Phone no.

Length of employment  
Years  Months  Net weekly income  
\$

17. Please provide your previous employment details  
Occupation  Full Time  Part Time  Casual

Employer's name:

Length of employment  
Years  Months  Net weekly income  
\$

## E. EMERGENCY CONTACTS

18. Please provide a contact in case of emergency.

Given name/s  Surname

Relationship to you  Home phone no.

Work phone no.  Mobile phone no.

Please note: We may contact this person to assist you, should your rent fall into arrears.

## F. REFERENCES

19. Please provide two personal/business references (not related to you)

1. Given name/s  Surname

Relationship to you  Phone no.

2. Surname  Given name/s

Relationship to you  Phone no.

## G. PAYMENT DETAILS

20. Property Rental \$  Per week

First payment of rent in advance of 2 weeks rent \$

Rental bond equivalent to 4 weeks rent \$

Sub Total \$

Less: Optional Holding Deposit (see Section J) \$

Amount payable on signing tenancy agreement (Bank Cheque, Electronic Transfer [cleared funds only] or Credit Card payments only). \$

All cheques are to be made out to 'NSW Real Estate Coffs Harbour'. For security and insurance reasons NSW Real Estate has a cash free policy.

21. Rent Payment Methods:  
I agree to pay my rent via one the following methods:

Set up direct debit payments

Bank Cheque or money order to agency's office

Automated Periodic Payment (An automatic rent transfer from your financial institution or employer, or via your internet banking facility)

## H. 100 POINTS OF IDENTIFICATION

22. Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant.

- Points must be made up from each of sections A, B and C as shown.

Please Tick

A) Proof of Identity (30 Points)

You must provide one of the following :

Drivers Licence  
or  
Passport 30 Points   
or  
Birth Certificate + Photo ID

B) Proof of Income (30 Points)

You must provide at least one of the following :

Last Pay Advice  
or  
Current Centrelink Statement 30 Points   
or  
Current Bank Statement (must show sufficient funds to meet rental payments)

C) Supporting Documentation (40 Points)

You must provide at least 40 points of the following documentation:

Current Rental Ledger (from Agent) 40 Points

Last 2 Rent Receipts 20 Points

Two Written References 20 Points

Recent Rates Notice 30 Points

Vehicle Registration Papers 10 Points

Current Electricity/Phone Account 10 Points

Minimum of 40 Points Required

**TOTAL POINTS (A+B+C)**   
(Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

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## I. DECLARATION

I confirm the following:

- I have inspected the property that I am applying for  
 Yes  No
- During my inspection of this property I found it to be in a reasonably clean condition  
 Yes  No
- If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

|  |  |
|--|--|
|  |  |
|--|--|

### TERMS & CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section G.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
  - My personal referees and employer/s;
  - Any record, listing or database of defaults by tenants;
- If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I am aware that the Agent will use and disclose my personal information in order to

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow organisations/tradespeople to contact me
- facilitate the sale of the property should it be placed on the market
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

### PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants Signature

Date

Print Name

Agents Signature

Date

## J. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

### HOLDING DEPOSIT

\$  One (1) weeks' rent

- Once the Holding Deposit has been paid, the Landlord undertakes not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
- The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.
- Despite sections (b) and (c) the holding must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- The Holding Deposit will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.

## K. UTILITY CONNECTION

# myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478 enquiry@myconnect.com.au  
 Fax : 1300 854 479 www.myconnect.com.au

**Yes, Please Contact Me**  **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:  
 Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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.

Tick here to opt out

