



Tenancy Application Form (2018)

LEVEL 1, 382 Chapel Road Bankstown 2200
Phone 02 97086333 Fax 02 97086733

**** Complete ALL sections
(incomplete applications cannot
be processed)**

Email application and details to : banksmpm@benchmarknational.com.au

(**NO mobile numbers for employment or references**) **APPLICATION** date received / / 2018 Time _____ am / pm

What **NOTICE PERIOD MUST** you give your **CURRENT Landlord / AGENT?** NONE 7 days 14 days 21 days MORE

Applying for : _____

Rental Amt \$ _____ (Weekly) How many will reside at the property Adults Children (Ages of children)

Bond Amt will be **4 weeks rent** Preferred tenancy term (mths). Any pets NO YES – Type _____

APPLICANT (1)

Mr Mrs Ms Surname _____ Given names _____ D O B _____

Home phone _____ Mobile _____ Email _____

Drivers Licence No _____ Expiry _____ Passport No _____ Country _____

Pension No _____ Type _____ Motor vehicle type _____

Rego No _____ State of issue – NSW (other) _____ Other Identification _____

CURRENT address _____ How long? _____ yrs _____ mths

Current rent payment \$ _____ Current landlord / agent _____

Phone No of Landlord / agent _____ Reason for leaving _____

What **NOTICE PERIOD MUST** you give your **CURRENT Landlord / AGENT ?** NONE 7 days 14 days 21 days MORE

PREVIOUS address _____ How long? _____ yrs _____ mths

Previous landlord / agent _____ Phone No of Landlord / agent _____

CURRENT EMPLOYMENT DETAILS **FULL TIME** **PART TIME** **CASUAL** **SELF EMPLOYED** **NOT WORKING**

Employer _____ Occupation _____ How long? _____ yrs _____ mths

Address _____ Net income per week \$ _____ Phone _____

Contact person at employment _____ Accountant (if self employed) _____

PREVIOUS EMPLOYMENT DETAILS **FULL TIME** **PART TIME** **CASUAL** **SELF EMPLOYED** **NOT WORKING**

Employer _____ Occupation _____ How long? _____ yrs _____ mths

Address _____ Net income per week \$ _____ Phone _____

Contact person at employment _____ Accountant (if self employed) _____

APPLICANT (2)

Mr Mrs Ms Surname _____ Given names _____ D O B _____

Home phone _____ Mobile _____ Email _____

Drivers Licence No _____ Expiry _____ Passport No _____ Country _____

Pension No _____ Type _____ Motor vehicle type _____

Rego No _____ State of issue – NSW (other) _____ Other Identification _____

CURRENT address _____ How long? _____ yrs _____ mths

Current rent payment \$ _____ Current landlord / agent _____

Phone No of Landlord / agent _____ Reason for leaving _____

PREVIOUS address _____ How long? _____ yrs _____ mths

Previous landlord / agent _____ Phone No of Landlord / agent _____

CURRENT EMPLOYMENT DETAILS **FULL TIME** **PART TIME** **CASUAL** **SELF EMPLOYED** **NOT WORKING**

Employer _____ Occupation _____ How long? _____ yrs _____ mths

Address _____ Net income per week \$ _____ Phone _____

Contact person at employment _____ Accountant / (if self employed) _____

PREVIOUS EMPLOYMENT DETAILS **FULL TIME** **PART TIME** **CASUAL** **SELF EMPLOYED** **NOT WORKING**

Employer _____ Occupation _____ How long? _____ yrs _____ mths

Address _____ Net income per week \$ _____ Phone _____

Contact person at employment _____ Accountant (if self employed) _____

PERSONAL REFERENCES (NOT family or EMPLOYMENT contacts)

1. Name _____ Relationship to applicant _____
 Address _____ Home phone _____ Mobile No _____
2. Name _____ Relationship to applicant _____
 Address _____ Home phone _____ Mobile No _____

Emergency contact numbers / Next of Kin

1. Name _____ Relationship to applicant _____
 Address _____ Home phone _____ Mobile No _____
2. Name _____ Relationship to applicant _____
 Address _____ Home phone _____ Mobile No _____

Is the supplied information **correct WITHOUT ANY GAPS** in either addresses or employment details ? YES NO

- Does your **DRIVERS LICENCE** show the **current address** ? YES NO why _____
- Has anyone been evicted by a landlord or agent? YES NO Have you ever had an application declined ? YES NO
- Are you currently in debt to a landlord or agent? YES NO Have you attended any Tribunal hearings? YES NO
- Have you had a termination notice issued ? NO YES reason _____

If the property has a swimming pool – have you maintained a pool in the past and know what is required ? YES NO

APPLICATION TERMS and CONDITIONS for

To complete this application you are required to complete all questions to the. Any false information could jeopardise the success of your application. The completion of this application **does not constitute an offer or acceptance of your application.**

1. No application will be considered unless the intending tenant has completed an inspection of the proposed property with a member of the staff.
2. We require identification documentation to accompany this application. *The full lists of such documents are located at the bottom of this application.*
3. Upon Landlords approval of your application, a *holding fee will be required to take the property off the market. The holding fee is non refundable under certain conditions.*
4. The agent reserves the right to accept more than one application on any one property. No property will be removed from our list of available properties unless the holding fee is paid and/or the tenancy agreement is duly signed and all rents, bonds are paid in accordance with this agreement.
5. Upon approval of your application a copy (if requested) of this completed application form may be provided to the landlord for his / her records.

DECLARATION by ALL APPLICANTS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I/ We authorise the Agent to obtain / supply personal information from or to :

- (a) The owner or the Agent(s) of my current or previous residence; (b) My personal referees and employer/s;
 (c) Any record listing or database of defaults by tenants; (d) Submit supply a copy of the application / ledger to the landlord (if requested)

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents
 (c) allow trades people or equivalent organisations to contact me (d) lodge/claim/transfer to/from a Bond Authority
 (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable)
 (g) complete a credit check with necessary databases

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 cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

I / We acknowledge and affirm that I / We have read and understood all of the information provided in this application.

I / We further acknowledge that Benchmark National BANKSTOWN accepts rent payments from nominated sources outlined in the tenancy agreement.

I / We further agree that my / our current / previous agent can provide any and all information pertaining to my/ our current/ previous tenancy including but not limited to rent ledgers and condition reports.

ALL applicants to SIGN HERE _____ Date _____ 2018

APPLICATION INSTRUCTIONS – ALL applications MUST BE - FULLY completed

Documentation required to complete the application:

- Proof of ALL income(s) / Letter from employer (on letterhead) confirming term of employment
- Copy of **tenants ledger** from current agent and/or supply **copies of last 4 rent receipts**
- Copy of Licence(s) / passport(s) / other identification
- Copies of phone bills / electricity accounts **showing current address**
- Centrelink statements / Housing Department letters / any other statements
- Medicare cards / Health Fund cards /

*If application approved then any missing documentation / proof MUST be supplied within 24 hours of approval.
 Keys cannot be released until all documents are supplied*

ENTRY COSTS

Bond \$ _____
 (Bond will be paid direct to the Rental Bond Board)

Rent \$ _____
 (Holding fee at application approval)

\$ _____
 2nd wks rent

All the above MUST be paid BEFORE the keys are released and Lease signed