

APPLICATION FOR TENANCY

BENCHMARK
NATIONAL

Address of premises applying for:

Name of first applicant:

Date application submitted:

VERY IMPORTANT – PLEASE READ

- 1) **Complete this form accurately, neatly & complete ALL sections.**
- 2) **Attach photocopies of relevant identification documents. Photo ID should be in colour. We will not make photocopies.**
- 3) **Submit to our office by bringing in, faxing or emailing. See contact details below.**
- 4) **You will be notified ONLY if you are the successful applicant. This can take up to 5 working days from submission. If you do not hear within that time you have not been successful.**
- 5) **If approved, you will receive further instruction of what comes next. See General Terms of Pre-Tenancy on the second last page for some of those details.**

BENCHMARK NATIONAL MOOREBANK

CAN 116 011 262 ABN 33 116 011 262

43 Stockton Avenue Moorebank NSW 2170

Ph: 02 9822 4333 Fax: 02 9601 8899 E-mail: leasingmb@benchmarknational.com.au

100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification, which totals at least 100 points.

An application is automatically unsuccessful without:

At least 100 points per applicant.

Each of the Mandatory ID.

ITEM	POINTS	APP.No1	APP.No2	APP.No3	APP.No4
MANDATORY ID:					
Drivers License and/or Passport (if applicable)	30 Points				
Proof of age/other photo ID card	30 Points				
Pay Advice/Letter or statement	15 Points				
Bank or Credit Card Statement	15 Points				
Utility Bill (in your name)	15 Points				
Tenancy Ledger (if applicable)	20 Points				
Choose from the following for additional points:					
Previous Tenancy Agreement	20 Points				
Rental Bond Receipt	20 Points				
Motor Vehicle Registration	15 Points				
Pension/Student Card	15 Points				
Key Card or Credit Card	15 Points				
Health Care Card	15 Points				
Medicare Card	10 Points				
Birth Cert. or Aust .Citizen Cert.	10 Points				
	TOTAL POINTS:				

APPLICANTS DETAILS

Complete details of all adults (over 18 yrs of age) who WILL be on the lease.

Applicant 1 Full Name: _____ Ph: _____ D.O.B. _____

Applicant 2 Full Name: _____ Ph: _____ D.O.B. _____

Applicant 3 Full Name: _____ Ph: _____ D.O.B. _____

Applicant 4 Full Name: _____ Ph: _____ D.O.B. _____

Email address for first point of contact: _____

GENERAL INFORMATION

Complete details of all other people (including children) to occupy the property NOT going on the lease.

Full Name: _____ D.O.B. _____

Full Name: _____ D.O.B. _____

Full Name: _____ D.O.B. _____

Full Name: _____ D.O.B. _____

Current Residential Address _____

Are you currently (please tick)

Renting

Living with Parents

Own your own home

Armed Forces

Other – give details _____

ALL the following questions MUST be answered:

1. What is your reason for renting?

Give details:- _____

2. How many cars will be parked at the property? _____

3. Will Centre Link or Department of Housing be assisting with any payments? YES/NO

If yes give details:- _____

4. Are you a smoker? YES/NO

5. Can you commence this tenancy within 7-14 days? YES/NO

If yes give details:- _____

6. Do you have any pets? YES/NO

If yes give details:- _____

If you say you do not own any pets and you are found to be having pets on the property your lease will be terminated immediately.

APPLICANTS-PREVIOUS RENTAL DETAILS

If you have previously rented, please complete the section below:

Address of current/last premises rented _____

Rent per week \$ _____ How long have you lived there: _____

Name of Landlord or Agent: _____

Address or landlord or agent: _____

Phone number of Landlord or Agent: _____

The following questions must be answered:

1. Has your tenancy ever been terminated by a landlord or agent YES/NO
If yes give details:- _____

2. Have you ever been refused a property by any landlord or agent YES/NO
If yes give details:- _____

3. Are you in debt to another landlord or agent YES/NO
If yes give details:- _____

4. Have any deductions ever been made from your rental bond YES/NO
If yes give details:- _____

5. Is there any reason known to you that would effect your future rental YES/NO
payments If yes give details:- _____

6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

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Applicant 1

.....
Applicant 2

.....
Applicant 3

.....
Applicant 4

EMPLOYMENT DETAILS

Applicant 1 Employer's Name: _____
Employers address: _____
Manager's Name: _____ Contact number _____
Length of employment: _____ Position held: _____
Weekly Salary: _____

Applicant 2 Employer's Name: _____
Employers address: _____
Manager's Name: _____ Contact number _____
Length of employment: _____ Position held: _____
Weekly Salary: _____

Applicant 3 Employer's Name: _____
Employers address: _____
Manager's Name: _____ Contact number _____
Length of employment: _____ Position held: _____
Weekly Salary: _____

Applicant 4 Employer's Name: _____
Employers address: _____
Manager's Name: _____ Contact number _____
Length of employment: _____ Position held: _____
Weekly Salary: _____

DRIVERS LICENCE

Applicant 1 License Number: _____ Card Number: _____
State: _____ Expiry Date: _____
Make/Model or Vehicle: _____ Registration Number: _____
Registration Expiry Date: _____

Applicant 2 License Number: _____ Card Number: _____
State: _____ Expiry Date: _____
Make/Model or Vehicle: _____ Registration Number: _____
Registration Expiry Date: _____

Applicant 3 License Number: _____ Card Number: _____
State: _____ Expiry Date: _____
Make/Model or Vehicle: _____ Registration Number: _____
Registration Expiry Date: _____

Applicant 4 License Number: _____ Card Number: _____
State: _____ Expiry Date: _____
Make/Model or Vehicle: _____ Registration Number: _____
Registration Expiry Date: _____

REFERENCES

BANK REFERENCES

If one or two applicants only, you must record two accounts each if applicable..

Applicant 1 Bank: _____ Branch _____ CHQ SAV CRED

Applicant 2 Bank: _____ Branch _____ CHQ SAV CRED

Applicant 3 Bank: _____ Branch _____ CHQ SAV CRED

Applicant 4 Bank: _____ Branch _____ CHQ SAV CRED

PERSONAL REFERNCES

If one or two applicants only, you must record TWO each.

Applicant 1

Name of Referee: _____ Phone Number: _____

Address: _____

Email Address: _____

Relationship _____

Applicant 2

Name of Referee: _____ Phone Number: _____

Address: _____

Email Address: _____

Relationship _____

Applicant 3

Name of Referee: _____ Phone Number: _____

Address: _____

Email Address: _____

Relationship _____

Applicant 4

Name of Referee: _____ Phone Number: _____

Address: _____

Email Address: _____

Relationship _____

NEXT OF KIN

If one or two applicants only, you must record TWO next of kin each.

Applicant 1 Name: _____ Phone Number: _____

Applicant 2 Name: _____ Phone Number: _____

Applicant 3 Name: _____ Phone Number: _____

Applicant 4 Name: _____ Phone Number: _____

BENCHMARK NATIONAL MOOREBANK
GENERAL TERMS OF PRE- TENANCY

- Under no circumstances do we allow pets on to properties we manage.
- All of our leases are a standard term of 6 months, unless otherwise stated.
- All leases are signed on a Friday afternoon only to commence Saturday.
- Properties are unfurnished unless otherwise stated.
- Under no circumstances does this office accept cash.
- Once approved we require a holding deposit of 1 week rent to cease advertising of the property. If this has not been received within 2 days of approval, the property is re-opened for inspection.
- If for any reason the lease is not signed prior to the agreed lease start date the holding deposit is forfeited and property is re opened for inspections.
- There is **STRICTLY** no access to a rental property **FOR ANY REASON** once you have been approved prior to receiving the keys

If you are the successful applicant then we require:

Reservation fee (used as first weeks rent)

Advance rent payment (used to keep 1x week in advance)

Payment of rental bond (4x weeks rent)(bank cheque or money order **ONLY** made payable to **RENTAL BOND BOARD**)

**All applicants must be present at the lease signing appointment &
all payments must be ready or keys will NOT be handed over.**

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Applicant 1

.....
Applicant 2

.....
Applicant 3

.....
Applicant 4

MATERIAL FACTS.

- There is A contact for the sale of this Property YES / NO
- A Serious Violent Crime has been committed at this premises
In the last five years. YES / NO
- There is Mortgagee taking action for Possession of this premises YES / NO
- The Premises Has been Subject to serious flooding or Bushfires in
The last 5 years. YES / NO
- The premises is subject to a significant health or safety risk/s YES / NO
- Council waste services will be provided to the tenant on a different basis
To what is generally applicable to a residential premises YES / NO
- Because of ZONING the tenant will NOT be able to apply for
A parking permit YES / NO
- The existence of a driveway that the tenant is required to share legally
With other persons YES / NO
- The Landlords intention to add any special clauses to the standard
Lease and what those might be. YES / NO

UTILITY CONNECTIONS

FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities

FAST CONNECT

FREE SERVICE

		Tick	Connection Date
ELECTRICITY	AGL	Tick to Connect <input checked="" type="checkbox"/>	/ /
GAS	AGL	Tick to Connect <input checked="" type="checkbox"/>	
TELEPHONE	TELSTRA	Tick to Connect <input type="checkbox"/>	

If you do not wish to have your gas and electricity connected by your agent please tick here

Do you require:

Broadband Internet

Wireless Broadband

Pay TV (Foxtel)

FAST CONNECT PRIVACY POLICY
To provide application lodgment services to our customers (you) it is necessary to collect certain information about you. You may choose not to supply some or all of the information requested by Fast Connect. Full policy is with AGI disclosure. Fast Connect provide an application lodgment service only. The Applicant(s) is/are solely responsible for all fees, charges and third party payments in respect to connections, account establishments, hours and usage to all service providers. Fast Connect have no responsibility for the performance of the service providers in respect to connections, charges or supply, including delays and discontinuity of supply. The Applicant(s) acknowledge(s) that the service provider will supply under their standard conditions of supply as amended from time to time. Charges may include a security bond, connection fee, account establishment fee, usage charges, callout and installation fees and other charges as applicable from time to time.

TENANT/S SIGNATURE

..... DATE

..... DATE

AUTHORITY BY EACH APPLICANT

I authorise the landlord's agents, Benchmark National Moorebank to;

1. To check with my previous or current employer, my previous or current landlord and all of my referees named as my suitability as a tenant;
2. To report any details of the tenancy to any Tenancy Re-coding Services as the agent deems necessary, including breaches of the tenancy agreement or positive references.
3. To request and receive from any tenancy re-coding services and from other Real Estate Agents regarding my previous tenancies; **YOU MUST COMPLETE THE DISCLOSURE FORM ON FOLLOWING PAGE**

NAME AND SIGNATURE OF EACH APPLICANT:

1. Name _____

Signature: _____

2. Name _____

Signature: _____

3. Name _____

Signature: _____

4. Name _____

Signature: _____

A NOTICE TO ALL APPLICANTS *All the information given by each applicant is correct and accurate, if any information given is incorrect; this will result in an unsuccessful application. If you dispute part or all of the amount specified in this statement, and if you have been unable to resolve the dispute, you may apply to Consumer, Trader, and Tenancy Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served by you.*

Privacy Disclosure Form

This form provides information about how we use your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed by the Applicant

Name: _____

Signature: _____

Date: _____