

IDENTITY CHECK

When making an application to lease a property with Borrelli Quirk Newcastle Real Estate Pty Ltd, you must provide us with copies of identification so we can verify your identity. The point system we use is similar to those used in financial institutions. Proof of income and photo ID is mandatory in all cases.

Application will NOT BE ACCEPTED until all documents have been provided.

***** A tenant ledger MUST be provided if you are currently renting with a Real Estate agent**

Driver's License or other Photo ID

Passport and or Visa

Proof of Income (pay slips, Centrelink statement or letter from employer. Bank statements DO NOT count)

Previous Tenancy Rental Ledger

Current Bank Statement

Council Rates (if you are a home owner)

A Reservation Fee equal to one week's rent will only be accepted on approval from the landlord. This fee will only reserve the property for the agreed period and you will forfeit this payment, should you decide not to proceed or if the holding period is exceeded. This payment must be paid within 24 hours of approval.

If your application is successful, the following is required upon signing of the lease:

Initial payments will only be accepted in the form of Credit Card Payment, Direct Transfer, a money order or Bank cheque (NOT a personal cheque) these are to be made out to Joe Borrelli Real Estate Pty Ltd as the payee

- 2 weeks rent in advance. Rent can be paid fortnightly or monthly (if requested by the tenant)
- Rental bond (4 weeks rent). The bond will be lodged by the tenant with The Rental Bond Board
- Rent can be paid either by direct deposit, cheque, bank cheque or money order
- CASH WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

All applications are subject to landlord approval. If your application is unsuccessful, we will endeavour to notify you as soon as possible, however a reason will not be provided and your application will be destroyed to protect your privacy.

PLEASE NOTE: You will be entering into a Residential Tenancy Agreement. A breach of this agreement may result in your details being listed on a tenancy database in accordance with the Residential Tenancies Act.

Signed and understood by all applicants: _____

Date: ____/____/____

Rental application

1. Property Details

Address: _____

Suburb: _____ P/Code: _____

Amount per week: \$ _____

Lease term: 12 months _____ 6 months _____

Commencement date: _____

Number of applicants: _____

Adults: _____ Children: _____ Age/s: _____

2. Personal Details

First name: _____

Surname: _____

DOB: _____ Age: _____

Drivers Licence number: _____ State: _____

Alternate Id: Passport number: _____

Home phone: _____

Mobile: _____

Email: _____

Address: _____

Suburb: _____ P/Code: _____

3. Emergency contact information

First name: _____

Surname: _____

Relationship: _____

Address: _____

Suburb: _____ P/Code: _____

Phone number: _____

Declaration:

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for residential tenancy. We may need to collect information about you from previous landlords or letting agents, our current or previous employer and our referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owners of a property to which the application relates. If this application is successful we may disclose our details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any the properties at your request. You have the right to access personal information that we hold about you by contacting our Property Manager. If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

I acknowledge this application is subject to the approval of the owner. 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 I am satisfied with the current condition and cleanliness of the property.

Date of inspection: ____ / ____ / ____

Name: _____

Signature: _____

Date: _____

Applicant History

4. Current Residential Information

How long have you lived at your current address?
 Start date: _____ End date: _____
 Name of landlord/agent: _____
 Agents Address: _____
 Suburb: _____ P/Code: _____
 Phone number: _____
 Email: _____
 Rent paid: \$ _____
 Reason for leaving: _____
 Did you receive housing assistance to pay your bond?
 Yes _____ No _____ (please circle)

5. Previous Residential Information

Previous Address: _____
 Suburb: _____ P/Code: _____
 Start date: _____ End date: _____
 Name of landlord/agent: _____
 Agents Address: _____
 Suburb: _____ P/Code: _____
 Phone number: _____
 Email: _____
 Rent paid: \$ _____
 Reason for leaving: _____
 Did you receive housing assistance to pay your bond?
 Yes _____ No _____ (please circle)

6. Student information

Course Name: _____
 Course length: _____
 Place of study: _____

6. Current Employment Details

Occupation: _____
 Company name: _____
 Work phone: _____
 Contact name: _____
 Address: _____
 Suburb: _____ P/Code: _____
 Duration of employment: Years: _____ Months _____
 Income Weekly: \$ _____

7. Previous Employment Details

Occupation: _____
 Company name: _____
 Work phone: _____
 Contact name: _____
 Address: _____
 Suburb: _____ P/Code: _____
 Duration of employment: Years: _____ Months _____
 Income: \$ _____

8. Other information

Car type & registration: _____
 Smoker: Yes _____ No _____
 Pets: Yes _____ No _____
 Notes (Breed, desexed, age, inside/outside etc.): _____

Please answer the following questions:

Have you ever been evicted by a landlord or agent Y or N
 Are you in debt to another landlord or agent Y or N
 If yes, would that affect your rent payments Y or N
 Have you been before the CTTT/NCAT Y or N
 Details: _____

Rental Reference Check Consent Form:

I, the applicant acknowledge that I have read the Privacy disclosure statement. I authorise the agent to collect information about me from:

- Previous letting agents and/or landlords
- My personal referees
- My previous and current employer
- Any tenancy default database which main contain personal information about me. I also authorise the agent to disclose details about any defaults by me under the tenancy to which the application related to any tenancy default database to which is subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the agent to disclose the personal information collected about me to the owner of the property even if the owner/s is resident outside Australia and to third parties, valuer, contractor, sales people, insurance companies, body corporate companies, other agents and tenancy default databases.

Name of applicant: _____ Signature: _____

Date: ____/____/____

OFFICE USE ONLY

Dear agent, please complete the form below and email to jessica@bqnre.com.au with a **copy of the tenant ledger**.

Address: _____

Date lease commenced: _____ Date lease ended: _____ Rent paid: \$ _____

Reason for leaving: _____

Were the tenants in arrears? Yes No Have any breach notices been issued: Yes No

If yes, please specify: _____

What was the condition of the property? Excellent Great Good Poor
(During routine inspections)

Were the lawns maintained: Yes No Were the tenants demanding of repairs? Yes No

Were pets kept at the property? Yes No Type: _____

Did the tenant leave the property in clean and tidy? Yes No If no, please specify? _____

Was the bond refunded in full? Yes No If no, why? _____

Was the tenant amicable during their tenancy? Yes No

Would you rent to this tenant again? Yes No What would you rate there tenants out of 10? _____

Other comments: _____

Property Manager: _____ Signature: _____ Date: _____