

## Tenancy Application Package

**Address:** \_\_\_\_\_

All Tenancy Applicants **Please Note** The Following:

- **OUR OFFICE CANNOT PHOTOCOPY YOUR SUPPORTING DOCUMENTATION – PLEASE ENSURE THIS IS DONE PRIOR TO HANDING YOUR APPLICATION IN.**
- This office is a member of TICA default tenancy control system (a division of tenancy information centre Australasia Holdings Pty Ltd)
- All applications for tenancy in this office are processed through TICA to check applicant's prior tenancy records

### **SUPPORTING DOCUMENTATION CHECK**

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.

**A) Proof of Identity (30 points) – please tick**

**You must provide ONE of the following.**

- Drivers Licence  
Or
- Passport  
Or
- Birth Certificate + Photo ID

**B) Proof of Income (30 points) – please tick**

**You must provide at least ONE of the following.**

- Last Pay Slip  
Or
- Current Centrelink Statement  
Or
- Current Bank Statement

**C) Supporting Documentation (40 points) – please tick**

**You must provide at least 40 points of the following documentation.**

- Current Rental Ledger (40 points)
- Medicare Card (20 points)
- Two Written References (20 points)
- Recent Rates Notice (30 points)
- Vehicle Registration Papers (10 points)
- Current Electricity/Phone Account (10 points)



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## Applicant Details

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date Of Birth: \_\_\_/\_\_\_/\_\_\_ Driver's Lic. No & State: \_\_\_\_\_

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_ No. Of Occupants: \_\_\_\_\_

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_

Reg. No: \_\_\_\_\_ OWNED/FINANCED Smoker: Y/N No. Of Pets \_\_\_\_\_

Type/s & Breed/s: \_\_\_\_\_ Inside or Outside? \_\_\_\_\_ Registered? Y/N

### Current Employment Details

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Period Of Employment: \_\_\_\_\_ Income: \$ \_\_\_\_\_ per week nett

### Previous Employment Details

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Period Of Employment: \_\_\_\_\_ Income: \$ \_\_\_\_\_ per week nett

Additional Income or Benefits Received: \$ \_\_\_\_\_ per WEEK or FORTNIGHT (please circle)

### Current Tenancy Details

Address: \_\_\_\_\_

Period of Occupancy: FROM \_\_\_/\_\_\_/\_\_\_ - TO \_\_\_/\_\_\_/\_\_\_

Occupancy Basis: Owned/Rented (solo/shared)/ Living With Family/In Accommodation

Rent Paid: \$ \_\_\_\_\_ per week/fortnight/calendar month Bond Paid: \$ \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Previous Tenancy Details

Address: \_\_\_\_\_

Period of Occupancy: FROM \_\_\_/\_\_\_/\_\_\_ - TO \_\_\_/\_\_\_/\_\_\_

Occupancy Basis: Owned/Rented (solo/shared)/ Living With Family/In Accommodation

Rent Paid: \$ \_\_\_\_\_ per week/fortnight/calendar month Bond Paid: \$ \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Personal Details**

Person to contact in emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Nearest relative not living with you: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If self employed, evidence will be required such as tax or annual returns, accountant's statement—please advise of details

Company or Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lessor/Agent (if leased premises) \_\_\_\_\_

**Personal Referees**

(Four people who we can contact & who you have known for at least 12 months)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## TERMS OF TENANCY

**Rent:** \$\_\_\_\_\_ per week /fortnight/calendar month

**Term:** Three/Six/Twelve Months (please circle)

**Lease Start Date:**\_\_\_\_\_

I undertake to pay a rental bond of \$\_\_\_\_\_ (4 weeks rent) by way of:

Cash

Bank Cheque or Money Order

Direct to NSW Fair Trading via Rental Bonds Online using Visa, MasterCard or BPAY

On approval of application a **non-refundable** holding deposit equal to 1 weeks rent must be paid within 24 hours of approval. 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 14 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 FOLLOWING QUESTIONS MUST BE ANSWERED

**1.** Has your tenancy ever been terminated by a landlord or agent? **YES/NO**

If yes, please give details:\_\_\_\_\_

**2.** Have you ever been refused a property by any landlord or agent? **YES/NO**

If yes, please give details:\_\_\_\_\_

**3.** Are you in debt to another landlord or agent? **YES/NO**

If yes, please give details:\_\_\_\_\_

**4.** Have any deductions ever been made from your rental bond? **YES/NO**

If yes, please give details:\_\_\_\_\_

**5.** Is there any reason known to you that would effect your rental payments? **YES/NO**

If yes, please give details:\_\_\_\_\_

## AUTHORITY & DECLARATION OF APPLICANT

I authorise the landlord's agent

**a]** to check with my previous or current employer, my previous or current landlord/ agent, and the referees named as my suitability as a tenant;

**b]** to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and

**c]** to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.

**d]** I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.

**E]** I have inspected the subject premises and accept them as inspected.

**APPLICANT'S SIGNATURE:**\_\_\_\_\_ **DATE:**\_\_\_\_\_

# Tenants Acknowledgement

I \_\_\_\_\_ applying for the property at \_\_\_\_\_  
hereby acknowledge that I have viewed the above property and am willing to  
accept the property in its current condition and cleanliness **OR** would like the  
following cleaning or maintenance carried out before my application is approved.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_



## This is a **FREE** service that connects all your utilities and services

Direct Connect can help arrange for the connection or  
provision of the following utilities and other services

**ELECTRICITY • GAS • PHONE • INTERNET • PAY TV • INSURANCE • CLEANERS  
REMOVALIST • TRUCK OR VAN HIRE**

We guarantee that when you connect with one of your market leading electricity and gas suppliers, your services  
will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further  
information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct  
Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this  
application to confirm your information and explain the details of the services offered. Direct Connect is a one stop  
connection service. Direct Connect's services are free. However, the relevant service providers may charge you a  
standard connection fee as well as ongoing service charges.

**DECLARATION AND EXECUTION:** By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms & Conditions (Which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the  
invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf  
of all applicants listed on this application.

**Signature**

**Date**

# Privacy Policy & Disclosure

**THIS PRIVACY POLICY MUST BE READ AND SIGNED BEFORE YOUR APPLICATION WILL BE PROCESSED.**

First National Real Estate Tamworth respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us. In our agency business, we use personal information collected from tenants and applications for tenancy in the following ways.

## **Tenants/Prospective Tenants:**

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenants' identity, to process and evaluate the application and to manage the tenancy.

***Personal information collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment & personal referees, as well as to tradespeople, owner's corporations, government & statutory authorities, financial institutions, other agents, operators of tenancy reference databases and to third parties as required by law. If the tenant fails to comply with their obligations under the tenancy agreement that fact may also be disclosed to the landlord, other agents and operators of tenancy databases. If this information is not provided we may not be able to process the application.***

We will only disclose the above-mentioned information to the parties as required to perform our duties under any agreement to achieve the purposes specified above and to provide an effective service, or otherwise allowed under the Privacy Act 1988.

Real Estate and tax laws require some of the above-mentioned information to be collected. If the information is not provided we may not be able to act effectively or at all.

I, \_\_\_\_\_ authorise the agent to disclose personal information contained in my application to the lessor, credit providers, tenant default agencies and references names on the application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I agree that once a Tenancy Agreement has been entered into, should I fail to comply with my obligations under the agreement, such failure may be disclosed to third party operators of credit default registry or other agents.

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**Signature of Applicant for Tenancy**

**Date:** \_\_\_/\_\_\_/\_\_\_

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**Signature of Agent**

**Date:** \_\_\_/\_\_\_/\_\_\_