



APPLICATION REQUIREMENTS

Separate Application to be completed for each Adult.

Please provide a copy of these documents for each applicant for identification:

- Driver's License or Passport
- Medicare Card
- ATM card

We will also require a copy of your last 2 pay slips or an up to date Centrelink statement to confirm income.

APPLICATION FOR TENANCY

APPLICATION FOR TENANCY

Should there be more than one applicant a separate application form should be completed for each applicant.

OFFICE USE ONLY	Agents Name	KCAH Pty Ltd As Trustee For HicCon Trust			
	Address	42 Bank Street			
		MOLONG, NSW		Postcode 2866	
	Phone	02 6366 8800	Fax	02 6366 8886	
				Email	kerry@molongre.com.au

PREMISES

Address of Premises applied for:

Car space/garage/storeroom number		Excluding:
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APPLICANT

PERSONAL DETAILS

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> other	Date of Birth	/	/
Full name								
Present address								
								Postcode
Phone: Work					Home			
Fax: Work					Home			
Email					Mobile			
Vehicle registration No.					Driver's Licence No.			
Passport No.					Expiry Date	/	/	
Bank or Building Society					Branch			
BSB	/							
					Account Number			

PERSONAL REFERENCES

Referee 1 - Name								
Phone: Work					Mobile			
Fax					Email			
Referee 2 - Name								
Phone: Work					Mobile			
Fax					Email			

EMPLOYMENT HISTORY

Occupation of Applicant								Date commenced	/	/
Gross weekly wage/salary										
Employer's name										
Employer's address										Postcode
Phone: Work					Mobile					
Fax					Email					
Previous employer's name										
Previous employer's address										Postcode
Phone: Work					Mobile					
Fax					Email					
Period of employment	/	/		to	/	/				

EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name								Relationship		
Address										
										Postcode
Phone: Work					Mobile					
Phone: Home					Email					

TENANCY HISTORY

Name of present Landlord/Agent										
Phone: Work					Mobile					
Email										
Reason for leaving										

APPLICATION FOR TENANCY

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 Length of time at present address Current rent paid \$

 Name of previous Landlord/Agent
 Phone: Work Mobile
 Email
 Reason for leaving

 Address of previous premises rented

 Postcode

OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

 Adults Children Ages of Children

 Pets Yes No If Yes, number and type

 Smoker(s) Yes No

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

 Signature of Applicant Date / /

DETAILS OF RENTAL - OFFICE USE ONLY

 Type of Premises:
 Furnished Unfurnished

 Rent \$ per

 commencing from / / for a period of months / weeks

Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.

Residential Tenancy Agreement

 Residential Tenancy Agreement to be signed on / / at am/pm

INITIAL PAYMENT

 Rental Bond \$ Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required prior to the execution of a Residential Tenancy Agreement.

 Rent months / weeks / days \$ Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

 Sub Total \$

 Less Holding Fee (if any) \$

 Total \$

 Initial payment must be made by

Personal cheques will not be accepted.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Agent.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

 The Applicant, if approved, will pay a Holding Fee of \$ equivalent to days rent

 to hold the Premises in favour of the Applicant for a period of days

 from / / to / / or as varied in writing

1. If the Applicant has paid a holding fee, the Landlord must not enter into a Residential Tenancy Agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the Landlord that the tenant no longer wishes to enter into the Residential Tenancy Agreement.
2. A holding fee may be retained by the Landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the Residential Tenancy Agreement.
3. A holding fee 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 Agent.

APPLICATION FOR TENANCY

APPLICATION FOR TENANCY

4. If a Residential Tenancy Agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the Landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? YES NO If Yes, date application made / /

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the abovementioned Premises and wish to take a tenancy for such Premises for a period of

weeks, at a rental of \$ **per week and I declare that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.**

I/We,

Trading as

the Agents acting for the owner of the above Premises, acknowledge receipt of the above Application and, if the Applicant is approved, agree to prepare within the holding period (if any) a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The *Privacy Act 1988* (Cth) (the **Act**) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses and discloses personal information.

The Agent may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by updating it on the Agent's website or by other written notification to the Applicant. Any changes to this Privacy Policy take effect upon the earlier of the update to the website or other notification to the Applicant.

This Application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage.

The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to:

- (a) identify and verify the Applicant's identity; (b) process and assess the Application; (c) assess the Applicant's ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) make recommendations to the Landlord; (e) manage the tenancy for the Landlord; (f) process any payment (including without limit the exchange of personal information with the relevant payment provider, where necessary); (g) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors in relation to or in connection with the Residential Tenancy Agreement; (h) comply with any applicable law; and (i) comply with any dispute resolution process.

If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the Application.

Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including to the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, other third parties instructed by the Applicant and any prospective or actual purchaser of the Premises including to their prospective or actual mortgagee (if any), or as required by any applicable law. Information held by tenancy databases may also be requested by and disclosed to the Agent and/or the Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Agent may also use the Applicant's information including personal information for marketing and research purposes to inform the Applicant of products and services provided by the Agent, which the Agent considers may be of value or interest to the Applicant, unless the Applicant tells the Agent (see opt out option below) or has previously told the Agent not to. If the Applicant **does not** wish to receive any information about such products and services then please tick this box: or otherwise notify the Agent using the Agent's contact details set out earlier in this Application.

The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this Application. The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information). The Applicant has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.

The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, and unauthorised access, modification or disclosure.

By signing this Application, the Applicant acknowledges that it has read, understands and accepts the terms of this Privacy Policy and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Applicant's Signature

Date

 / /

Agent's Signature

Date

 / /

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

How did you find this Property?

Local Paper
 Internet
 Sign on Property
 Agent's Window
 Letterbox Drop
 Referral
 Other

**OFFICE
USE
ONLY**

References checked by

Employment

Present Landlord / Agent

Previous Finalised Credit

Bank

References

Notes



TENANT REFERENCE

I/We (Insert Name/s): _____
Of (Insert Address): _____

Hereby give permission for my current or previous Real Estate Agent (Insert Agent details):

Name: _____
Contact Number: _____

To complete the below information regarding my rental history, in order to process a rental application I have submitted

Tenant Signature/s _____
Date _____

To:
Agency: _____
Phone: _____
Fax: _____
Email: _____

From:
Molong Real Estate
Phone: (02) 6366 8800
Fax: (02) 6366 8886
Email: office@molongre.com.au

Please complete sign and fax or email, with a copy of the tenant ledger to our Property Manager

Lease period _____ to _____
Lease expiry _____
Weekly rent _____

Rent paid to date Yes / No _____
Rent paid on time? Yes / No _____
Terminations Notices issued? Yes / No _____
Rent Arrears? Yes / No _____
Routine Inspections Yes / No _____

Issues with pets kept at the property? Yes / No _____
Bond Refunds/Claims? Yes / No _____
What was the condition of the property during their tenancy? _____
Would you rent to them again? Yes / No _____
Any other additional information that you feel may be relevant _____

Completed by:
Name: _____ Agency: _____
Signed: _____ Date: _____

With thanks for your assistance
MOLONG REAL ESTATE



Please complete all sections of this application to enable us to connect your utilities.

Applicant Details

Mr [] Ms [] Miss [] Mrs [] Other [] Given Name/s: _____

Surname: _____ Date of Birth: ____/____/____

Phone Number: _____ Mobile Number: _____

Property Details

Property Manager: _____

New Property Address: _____

Move in date: ____/____/____

Connection date: ____/____/____

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



YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Phone: 1300 400 600
Fax: 1300 326 468

- Electricity Gas Telephone Internet Pay TV
Car Life Health Home & Contents Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and http://www.iselect.com.au/privacy-policy/.YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____ Date: ____/____/____