

southlands

e s t a t e a g e n t s

Residential Tenancy Application Form



Southlands Estate Agents

Shop 9/2 Birmingham Rd, South Penrith 2750

Tel: 02 4721 1111

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Web: www.southlandsea.com.au

Supporting Documentation

The following documentation needs to be submitted along with your application. Please note this application cannot be processed unless supporting documentation is provided in full. Please note we do not supply a photocopy service.

<p>100 Points of Identification (Must include at least one form of Photo ID)</p> <ul style="list-style-type: none"> • Medicare Card (25 Points) • Bank Card (25 Points) • Passport (70 Points) • License (40 Points) • Birth Certificate (70 Points) • Pension Card (40 Points) • Proof of Age Card (40 Points) 	<p>Proof of Income (Must include a Bank Statement plus at least two of the following)</p> <ul style="list-style-type: none"> • 3 Most recent Payslips • Previous year Tax return • Employment Letter confirming employment status, role and salary • Centrelink Summary • Bank Statement (must include) 	<p>Home Owners (If your current or last address was your own home you will need to provide 2 of the following)</p> <ul style="list-style-type: none"> • Mortgage Documents • Certificate of Title • Front page of Sale Contract demonstrating ownership • Reference from Selling Agent and or solicitor is also very helpful • Copy of recent Land Rates • Copy of recent Water Rates
<p>Proof of Address</p> <ul style="list-style-type: none"> • Utility Bill • Car Registration 	<p>Tenancy Reference (Must include at least two of the following)</p> <ul style="list-style-type: none"> • Current lease • Ledger 	

	X	
Applicant Print Name	Applicant Signature	Date

Guidelines for renting a property through Southlands Estate Agents

The applicant accepts the following guidelines when applying for a rental property through Southlands Estate Agents:

1. Our Agency reserves the right to accept multiple applications for each property.
2. All Adults over the age of 18 who will occupy the premises must complete a Tenancy Application Form.
3. If the application is not completed in full, or is submitted not in full, it will not be processed until such information is made available.
4. The Applicant agrees they have viewed the property or someone on their behalf has viewed the premises with an agent from our office before and application can be processed.
5. Bond Transfers are not accepted by this office.
6. Keys will not be handed over until the full bond has been received and confirmation from the Rental Bond Board has been given to our office, 2 weeks rent has been paid and all Tenants have signed the Tenancy Agreement.
7. We will endeavour to notify you by phone whether or not your application has been approved within two business days of receipt of the complete application.
8. The Landlord's decision to approve or decline your application will be based on the number and quality of references provided and demonstrated ability to pay rent and maintain the property to an acceptable standard.
9. We always require our tenants to pay their rent and maintain a minimum of one week in advance at all times.

Privacy Acknowledgement

In accordance with Privacy Principal 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application, a tenancy applicant is required under the National Privacy Principles of Privacy Act to be aware that an organisation may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent. In accordance with the National Privacy Principles, the database member discloses that in addition to information being supplied to a database company, other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

- I/we the said applicants/declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our information to be provided to any other tenancy databases for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.
- I/we agree and understand that once a tenancy application has been lodged with a member of a Tenancy Database and an inquiry made with a tenancy database my/our information may be recorded as making any inquiry.
- I/we agree that in the event of a default occurring under a Tenancy Agreement I/we give my/our permission to the member of a Tenancy Database to register any of my details of such breach with a Tenancy Database. I/we further agree and understand that removal of such information from a database company is subject to the conditions of the Database Company.
- I/we understand that TICA Tenant Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their Tenancy Agreements.
- I/we agree and understand that should I/we fail to provide the database member with the information and acknowledgments required, the database member may elect to not proceed with my/our Tenancy Application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.
- I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 364. I/we acknowledge that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.
- I/we accept this application & all relevant documentation pertaining to this application may be passed on to the owner for their perusal.
- I/we declare that I/we have inspected the premises and authorise Southlands Estate Agents to carry out all reference checks required to process my application.
- I/we declare that I am over 18 years of age and eligible to enter into this agreement.
- I/we understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

Property Details

Address of Property

Rent per Week \$ Lease Commencement Date / /

Lease Term 6 months 12 months Have you inspected the property? No Yes - when: / /

Occupancy Details

Total Number of Adult Occupants (over the age of 18)

Total Number of Children Occupants (under the age of 18) Ages of Children

Personal Details

Title Passport No

Full Name Australian Citizen Yes No

Date of Birth / / Contact Number

Current Address Work Contact No

Email Address

Drivers License No State: Mobile Number

Car Registration No Do you smoke? Yes No

Current Living Situation

Are you the Owner Renter Other:

Time at Current Address Years Months

Name of Landlord/Selling Agent Phone No

Rent/Mortgage paid \$ Per Week Month

Reason for leaving

Was the bond refunded in full? Yes No - please specify why:

Has your rent always been paid on time? Yes No

Previous Living History

Were you the Owner Renter Other:

Time at Previous Address Years Months

Name of Landlord/Selling Agent Phone No

Rent/Mortgage paid \$ Per Week Month

Reason for leaving

Was the bond refunded in full? Yes No - please specify why:

Was your rent always been paid on time? Yes No

Pets

Will any pets be kept at the premises No Yes - how many: Are they Indoor Outdoor Other:

Type/Breed Size Council Registration No

I agree that under no circumstances no pets can be kept at the premises unless approved by the Landlord/Agent, and a pet clause is added to the lease (please tick)

Current Employment or Centrelink Details

Occupation	<input type="text"/>	Contact Name	<input type="text"/>	
Company Name	<input type="text"/>	Contact Phone No	<input type="text"/>	
ABN	<input type="text"/>	Contact Email	<input type="text"/>	
Employment Address	<input type="text"/>	Length at Employment	<input type="text"/> Years <input type="text"/> Months	
	<input type="text"/>	Income Net Weekly	\$ <input type="text"/>	
Terms	<input type="checkbox"/> F/Time <input type="checkbox"/> P/Time <input type="checkbox"/> Casual <input type="checkbox"/> Subcontractor <input type="checkbox"/> Centrelink		Income Net Annually	\$ <input type="text"/>

Previous Employment or Centrelink Details

Occupation	<input type="text"/>	Contact Name	<input type="text"/>	
Company Name	<input type="text"/>	Contact Phone No	<input type="text"/>	
ABN	<input type="text"/>	Contact Email	<input type="text"/>	
Employment Address	<input type="text"/>	Length at Employment	<input type="text"/> Years <input type="text"/> Months	
	<input type="text"/>	Income Net Weekly	\$ <input type="text"/>	
Terms	<input type="checkbox"/> F/Time <input type="checkbox"/> P/Time <input type="checkbox"/> Casual <input type="checkbox"/> Subcontractor <input type="checkbox"/> Centrelink		Income Net Annually	\$ <input type="text"/>


Self Employed

Company Name	<input type="text"/>	Accountant Name	<input type="text"/>
Length of ownership	<input type="text"/>	Accountant Landline	<input type="text"/>
Business type	<input type="text"/>	Solicitor Name	<input type="text"/>
Position type	<input type="text"/>	Solicitor Landline	<input type="text"/>
ABN	<input type="text"/>	Income Net Weekly	\$ <input type="text"/>

Personal Referees

1. Full Name	<input type="text"/>	Length of Relationship	<input type="text"/>
Occupation	<input type="text"/>	Mobile Number	<input type="text"/>
Relationship	<input type="text"/>	Email Address	<input type="text"/>

Free Utility Connection Service



MyConnect offer a completely FREE service for home movers.


MyConnect will call you to arrange the connection of your required utilities at your new property.


Yes, please contact me


Interpreter required


OR Tick here to opt out


We connect



Electricity


Gas








Phone








Internet


Pay TV


Plus more...

Our retailers

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

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