

TENANT APPLICATION INFORMATION

TENANT TO RETAIN THIS INFORMATION

APPLICATIONS **WILL NOT** BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED

OFFICE HOURS

Our office is open Monday to Friday 8.30am – 5.00pm only.

PHOTO IDENTIFICATION & REQUIRED SUPPORTING DOCUMENTS

When submitting your application, you **MUST** submit a form of photo identification. You will also be required to submit supporting documents with your application. Your application **will not be processed** if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 POINT IDENTIFICATION CHECK

Please speak with the Property Manager should you be unable to meet the 100-point check criteria

- | | |
|-------------------------------------|--|
| ✓ 50 points – Previous Rent Ledgers | ✓ 20 points – Min. 2 references from previous Agent/Landlord |
| ✓ 30 points – Passport | ✓ 20 points – Current Motor Vehicle Rego Papers |
| ✓ 30 points – Driver's Licence | ✓ 10 points – Copy of Telstra/Origin/Gas Account |
| ✓ 20 points – Birth Certificate | ✓ 10 points – Other Identification |

- Photo Identification (e.g. 18+ Card, Driver's Licence, University or TAFE Card, Passport)
- Other Identification (e.g. Medicare card, bank card, pensioner card)
- Proof of current address (e.g. Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (e.g. Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (e.g. Wage Slips, Bank Statements, Employee Letter, Centrelink Income Statement)
- Written References (e.g. Personal, Rental and Employment)

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

TENANT DATABASE CHECKS

Our agency utilises TICA (a national tenant database agency) for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties. If you have any questions relating to this service or your personal information that may be held you can contact the company direct on 1902220346.

SECURING THE PROPERTY

Once our office has communicated to you that the application has been approved, you will be required to pay one weeks rent to secure the property. Please note that this must be paid in **cleared funds**. Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until this money has been received and your tenancy signed.

UNSUCCESSFUL APPLICATIONS

If your application is unsuccessful, a member of our team will notify you. As you can appreciate we receive many applications on properties and the final decision is often determined by the lessor of the property. If you are unsuccessful, our office will retain your application on file in the event of the successful applicant not proceeding or you may request that your application be transferred to another available property for rent.

APPROVAL OF APPLICATION INFORMATION

TENANT TO RETAIN THIS INFORMATION

APPROVAL OF AN APPLICATION – TENANCY AGREEMENT AND ADDITIONAL TERMS

Upon your application being approved, you will receive a copy of the Tenancy Agreement and any additional terms, Body Corporate By-Laws (if applicable), the prescribed Information for a Tenant, our agency's Tenant Information Sheet and an additional terms for pets if pets have been approved at the premises. It is important that you read and understand this documentation, including any special conditions prior to entering into the Tenancy Agreement.

PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require two weeks' rent and four weeks' bond. **This office does not accept bond transfers. If you are relying on a Department of Housing bond, please discuss this with our office prior to signing the Tenancy Agreement.**

PAYMENT OF RENT DURING THE TENANCY – PLEASE BRING YOUR BANK DETAILS

It is our company policy that all rental payments are to be made direct to our bank trust account. We offer three forms of banking methods. This will be discussed with you when signing your tenancy agreement.

- (1) Payment of rent by our Rent Card where you can utilise the telephone and other options to make payments,
- (2) Direct bank transfer payments or
- (3) Credit/Debit card payments

SIGNING OF DOCUMENTS

All approved tenants listed on the Tenancy Agreement (excluding additional occupants not required to sign the Agreement) must be present to sign the Tenancy Agreement and other associated documents prior to collecting the keys. The keys will not be released unless all tenants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

A member of our team will contact you to organise an appointment time to sign these documents. You should allow up to an hour for this appointment to enable the Property Manager to discuss all obligations associated with signing the agreement as well as our expectations during the tenancy.

PETS

If our office has approved pets at the property you will be required to sign a Pet Additional Terms Agreement.

SMOKING

It is our company policy that no smoking is permitted inside the property due to health and safety and fire risks.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

COLLECTION OF KEYS

Our office is open Monday to Friday 8.30am – 5.00pm. You will need to collect the keys, finalise the payment of monies and sign all documents in these hours ONLY.

EQUALITY AND FAIRNESS OF THE APPLICATION PROCESS

When processing applications all applicants must be considered in accordance with the Equal Opportunity Act. Our office supports this and there is no discrimination based on: sex, marital status, pregnancy, gender history, parental or carer status, sexual orientation, race, religious or political conviction, disabilities, mental health, age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

FORM 1 – CL8

Date received ____/____/____ Time ____am/pm

OFFICE USE ONLY

 Application signed and all details complete
 Photocopy Tenant's ID 100-point check
TENANT INFORMATION

 Below is a summary of the money required in **cleared funds** prior to taking possession of the property

Four weeks' bond & two weeks' rent

RENT \$_____ + BOND \$_____

 Tenant Database Check: Listed Yes No
 (Advised tenant of listing **TEN 8J**)
 Process Application – Attach **F1A/B/C**
 Lessor Approved Yes No / Contact Tenant

APPLICATION FOR TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY ALL APPLICANTS TO BE PROCESSED

RENTAL PROPERTY: _____

 HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY? To Let Sign Rental List Telephoned
 Newspaper _____ Window Card Internet Site _____

GENERAL INFORMATION

 Are there additional Applications for Tenancy forms being submitted for this tenancy? Yes (please attach) No

How many tenants wish to reside in the property? _____ Adults _____ Children

List the names of the tenants to be the applicants (Signing Agreement)

List full names of requested approved applicants wishing to reside at the property & ages of children (if applicable)

 How many cars will be kept at the property? _____ Are all the cars registered Yes No

 Will a Boat Trailer Caravan Motor Home Motorbike be kept at the property? Yes No

 Do any applicants have pets? (Check with agent for approval) Yes No

 Cats No. _____ Dogs No. _____ Breed/Type _____

 Birds No. _____ Breed/Type _____ No. of Cages _____ Fish No. of tanks _____

Other _____ (List No. & Breed/Type)

 Are the pets (if applicable) registered with the council? Yes No

 Do any applicants smoke? Yes No

 Do you have contents insurance? Yes No

 Do you intend to apply for a Department of Housing Bond? Yes No

Have any of the applicants wishing to reside in the property been evicted or are in debt to another owner or agent?

 No Yes – If yes, give details: _____

APPLICANT ONE DETAILS

Name	D.O.B. / /	
Are you known by another name		
Contact No. Home	Work	Mobile
Email Address	Fax No.	
Car Registration	Driver's Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID

APPLICANT ONE CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Sales Agent (if property sold)		
Address of above	Phone No.	
Period of occupancy / / to / /	[] years	[] months
Reason for leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

APPLICANT ONE PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Sales Agent (if property sold)		
Address of above	Phone No.	
Period of occupancy / / to / /	[] years	[] months
Reason for leaving		
Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why		

APPLICANT ONE INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment	
Employer	Net weekly wage \$	
Address	Phone No.	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual [] hours per week
If less than six months list Previous Employer		
Occupation	Period of employment	
Employer	Net weekly wage \$	
Address	Phone No.	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual [] hours per week
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$	
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$	
<input type="checkbox"/> Unemployment Benefit	Allowance \$	
<input type="checkbox"/> Self-Employed (Name of Business)	Wage \$	
Address	Phone No.	
How long established	ABN No.	
Accountant Name	Phone No.	
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income \$	

APPLICANT ONE PERSONAL REFERENCES – Does not include relatives (This must be completed in full)

Contact Name	Address
Phone No.	Relationship
Contact Name	Address
Phone No.	Relationship
Contact Name	Address
Phone No.	Relationship

Next of Kin not living with you or other person to contact in case of an emergency _____

Address _____ Phone No. _____

APPLICANT TWO DETAILS

Name	D.O.B. / /	
Are you known by another name		
Contact No. Home	Work	Mobile
Email Address	Fax No.	
Car Registration	Driver's Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID

APPLICANT TWO CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Sales Agent (if property sold)		
Address of above	Phone No.	
Period of occupancy / / to / /	[] years	[] months
Reason for leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

APPLICANT TWO PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Sales Agent (if property sold)		
Address of above	Phone No.	
Period of occupancy / / to / /	[] years	[] months
Reason for leaving		
Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why		

APPLICANT TWO INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Net weekly wage \$
Address	Phone No.
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
If less than six months list Previous Employer	
Occupation	Period of employment
Employer	Net weekly wage \$
Address	Phone No.
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment Benefit	Allowance \$
<input type="checkbox"/> Self-Employed (Name of Business)	Wage \$
Address	Phone No.
How long established	ABN No.
Accountant Name	Phone No.
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income \$

TERMS AND CONDITIONS AUTHORITY AND PRIVACY DISCLAIMER

Applicant's Name/s: _____
(Include Applicant 1 and Applicant 2 Name)

RENTAL PROPERTY: _____

GENERAL TERMS AND CONDITIONS

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I/we agree that once the application has been approved I agree to pay one weeks rent to secure the property. In this instance that being \$_____. I agree that the property will be advertised and marketed until the requested rent has been paid and the Tenancy Agreement has been signed by all parties.

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for 2 weeks. Following this period all details held will be disposed of. I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

PRIVACY TERMS AND CONDITIONS

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property. I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

Applicant 1 Signature: _____ Date: ____/____/____

Applicant 2 Signature: _____ Date: ____/____/____

ADDITIONAL SIGNATURES REQUIRED OVERPAGE TO COMPLETE APPLICATION

I/we, **authorise** the agent to collect, use and disclose personal information to:

- (a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) prepare agreements and tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge, claim or transfer (to or from) a Bond Authority
- (e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) refer to Collection Agents and Lawyers (where applicable)
- (g) lodge Insurance claims (where applicable)
- (h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) utility connection providers, where the applicant has opted for such a service
- (i) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

Applicant 1 Signature: _____ Date: ____/____/____

Applicant 2 Signature: _____ Date: ____/____/____

Agent to Witness: _____ Date: ____/____/____