

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

IN ORDER FOR YOUR APPLICATION TO BE PROCESSED YOU MUST PROVIDE 100 POINTS OF IDENTIFICATION, ONE OF WHICH MUST BE A FORM OF PHOTO ID.

Drivers Licence	40Pts
Passport	40Pts
Birth Certificate (Original)	30Pts
Other Photo ID	30Pts
Current Wage Slip	20Pts
Previous Landlord Reference	20Pts
Previous 2 Rent Receipts	20Pts
Motor Vehicle Registration Certificate	10Pts
Bank Statement	10Pts
Phone Account	10Pts
Electricity Account	10Pts
Gas Account	10Pts
Birth Certificate (Certified Copy)	10Pts

IF YOU ARE UNABLE TO MEET THESE REQUIREMENTS PLEASE ASK TO SPEAK TO THE PROPERTY MANAGER

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

COLLECTION OF KEYS – Arrange with the property manager for collection of keys
Our rentals department is open Friday 9:00am – 5:00pm.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$500 per week, the bond requirement may vary. **This office does not accept full bond transfers.** All monies must be paid in cleared funds or cash prior to collecting the keys.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

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 connections costs and deposits are the tenant's responsibility.

ENERGEX (Electricity/Gas)

13 12 53

TELSTRA (Telephone) 13 22 00

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Condition Report to our office within three days of moving into the property. Keep the report in a safe place during your tenancy, as will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY

Our office is a member of the Tenancy Information Centre of Australia (TICA), which is a tenant database agency. It is important to note that should you vacate the property owing money in excess of bond, your details will be listed with this agency when your tenancy has ended. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

Application For Residential Tenancy

PROPERTY ADDRESS:	
Full Name:	D.O.B. / /
Current Address:	
Phone (H):	Phone (W):
Period of Occupancy:	Current Lessor / Agent: Phone Number:

Previous Address:	Phone:
Period of Occupancy:	Previous Lessor / Agent:
Address:	Phone:
Was Bond Refunded in Full: YES / NO	If Not, Why Not:

Pets: YES / NO	Registered: YES / NO	If Yes, Who With:
Number of children:	Ages:	
Car Reg:	State:	Drivers Licence No
Passport No.:	Country:	18+ Card:

PERSONAL REFEREES (Not Relatives) This section MUST be completed in full:

Name:	Ph (H):
Address:	Ph (W):
Relationship:	Known Since: Mobile:
Name:	Ph (H):
Address:	Ph (W):
Relationship:	Known Since: Mobile:
Name:	Ph (H):
Address:	Ph (W):
Relationship:	Known Since: Mobile:

STUDENTS

Name of College, TAFE or University:	
Full Time / Part Time	Student Id No.:
Parent / Guardian Name:	
Address:	

EMPLOYMENT DETAILS

Current Occupation:		Current Employer:	
Address:		Phone:	
How Long:	Full time / Part time (hrs per wk)	Net Weekly Salary \$	
If Less Than 6 Months - Previous Employer:			
Address:		Phone:	

SELF EMPLOYED

Name of Business:		Industry:	
Address:		Phone:	
Net Weekly Salary: \$	Accountant Name:	Phone:	

BUSINESS REFERENCES

Name:		Business Name:	
Address:		Phone:	
Name:		Business Name:	
Address:		Phone:	
Name:		Business Name:	
Address:		Phone:	

RELATIVE TO CONTACT IN CASE OF EMERGENCY

Name:		Relationship:	Ph(H):
Address:			Ph(W):

AUTHORITY:

I, the Applicant, do solemnly and sincerely declare that the above information is true and correct and that I have supplied this information of my own free will. I Hereby Authorise the letting agent to conduct any and all inquiries and or searches as required to verify the information contained in this application.

I, the Applicant, do solemnly and sincerely declare that I am not an undischarged bankrupt. I have inspected the above mentioned premises and wish to take a tenancy of such premises for a period of _____ months from / / at a rental of \$_____ per week and that the rental to be paid is within my means. I also agreed that immediately upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both landlord and tenant.

Applicant Signature:	Date: / /
Applicant Name:	

TERMS AND CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the lessor have collected this information of the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I 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, the applicant agree that I will not be entitled to occupation of the premises until:

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

it is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches, which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenant agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the first weeks rent to secure the property. In this instance that being \$_____. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agree that this tenancy shall be binding.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obligated to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ DATE _____

AGENT to sign _____ DATE _____