

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification which totals 100 points.

Please note: If self employed, proof of income upon submission is required by way of bank statements, accountant's letter or group certificate.

RENT PAYMENT LEDGER OR LAST 4 RENT RECEIPTS	50 POINTS
CURRENT DRIVERS LICENCE OR PROOF OF AGE CARD	30 POINTS *
PASSPORT	30 POINTS *
PREVIOUS TENANCY AGREEMENT	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
CURRENT MOTOR VEHICLE REGISTRATION	15 POINTS
COPY OF <u>RECENT</u> TELEPHONE ACCOUNT, ELECTRICITY ACCOUNT, GAS ACCOUNT, BANK or CREDIT CARD STATEMENTS	15 POINTS
PENSION CARD	10 POINTS
COUNCIL or WATER RATES NOTICE	15 POINTS
HEALTH CARE CARD	10 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

At least one item listed with an “ * ” must be provided.

PLEASE ATTACH PHOTOCOPIES OF ALL PAPERWORK TO YOUR APPLICATION.

**On approval of application all rental payment and bond payments,
Must be paid in Cash or Money Order.**

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details, the application may not be accepted for process.

APPLICATION FOR RESIDENTIAL TENANCY

Property Address: _____

Lease commencement date? _____

Lease term? _____

Application Details:	
Full Name:	
Date of Birth:	
Phone (H):	Phone (W):
Mobile:	
Email Address:	

Employment References: (if self employed, please include bank statement or proof of income from accountant)		
Are you currently employed?	Yes	No
Employer:		
Position / Role:		
Employment Address:		
Referee Name:	Contact Number:	
Employment Type:	Full Time	Casual Part Time
Period of Employment:		
Weekly Income: \$		

Centrelink Details: (please provide proof)		
Do you receive Centrelink payments?	Yes	No
Type of Benefit Received:	Amount: \$	
Frequency:	Fortnightly:	Weekly :

Current Address:	
Address of Property:	
Situation: Renting Owned Other:	
Period of Occupancy:	
Landlord or Agent's Name (if applicable):	
Landlord or Agent's Address:	
Landlord or Agent's Phone:	Fax:
Rent per week: \$	Bond currently held: \$
Reasons for Leaving:	

Previous Address:	
Address of Property:	
Situation: Renting Owned Other:	
Period of Occupancy:	
Landlord or Agent's Name (if applicable):	
Landlord or Agent's Address:	
Landlord or Agent's Phone:	Fax:
Rent per week: \$	
Reasons for Leaving:	

Personal Referees (please provide details of two referees who are not related to you)	
Name:	Phone:
Relationship:	Known Since:
Name:	Phone:
Relationship:	Known Since:

Emergency Contact:	
Contact Name:	
Contact Number:	Relationship:

Occupant Details:		
No. of adults occupying property:	No. of children?	Ages?
Names of persons intending to reside on premises:		
1.	4.	
2.	5.	
3.	6.	

Pets:
Type(s):
Breed(s):

APPLICANT NAMES & DETAILS

Applicant One:	
Surname:	Given Name(s):
Date of Birth:	

Applicant Two:	
Surname:	Given Name(s):
Date of Birth:	

Applicant Three:	
Surname:	Given Name(s):
Date of Birth:	

Applicant's Signature: _____

Have you ever had a tenancy terminated by a Landlord or Agent?	Yes No
If yes, please provide details:	
Have you ever been refused a tenancy on a property by a Landlord or Agent?	Yes No
If yes, please provide details:	
Are you currently in debt to another Landlord or Agent?	Yes No
If yes, please provide details:	
Have any deductions ever been made from your rental bond?	Yes No
If yes, please provide details:	
Is there any reason known to you that would affect your ability to pay future rental payments?	Yes No
If yes, please provide details:	

TICA APPLICATION FOR TENANCY

In order to process this application all questions must be answered fully. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my own free will. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

I declare the following

1. I inspected the above property on the
2. I wish to apply to rent the above property for a period of _____ months.
3. I wish to agree that the rent is \$ _____ per week/fortnight/month and that the rental bond is \$ _____
4. I the applicant/s declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
5. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
7. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with **TICA DEFAULT TENANCY DATABASE** and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH/BANK CHEQUE/MONEY ORDER.

9. I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 8 above.
10. I agree that I will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
11. I agree to allow the agent to photocopy the information supplied by me for their records.
12. I agree that upon communication of acceptance of this application by the landlord or his agent that the tenancy shall be binding on both the landlord and tenant. I will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

PLEASE COMPLETE IN FULL

If you dispute part or all of the amount specified in this statement, and if you have been unable to resolve the dispute, you may apply to the NSW Department of Fair Trading Tribunal for a determination of the matter. By law, legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

I, the applicant do solemnly declare that the above information is true and correct and that I supplied it of my own free will. I have inspected the above mentioned premises, and wish to take a tenancy of such premises in its inspected condition for a period of months, fromand at the weekly rental of \$..... The rental to be paid is within my means and I undertake to pay a security bond.

AUTHORITY BY APPLICANT

I authorise the landlord's agent:-

1. To check with my employer, my past and present landlord/agent and the referees named as to my suitability as a tenant;
2. I agree to pay a one week rent payment as a holding deposit should my application be successful. These monies will then become the first week's rent payment upon moving in.
3. Should my application be unsuccessful, I acknowledge that the agent's decision is final;
4. To request and receive from the tenancy recording service (including TICA) and from other real estate agencies information regarding my previous tenancies.

Once your application has been approved you will be required to immediately pay a holding deposit of one week's rent. The holding period is for 48 hours.

If you choose not to proceed with the tenancy, and you advise our office within the holding period, the entire holding deposit will be refunded. If you fail to notify our office of your decision not to go ahead with the tenancy within the agreed holding period, the amount will not be refunded. If you indicate that you will proceed but then fail to enter into the tenant agreement, you will forfeit the holding deposit.

Signature of Applicant: _____ **Date:** _____

ALL SECTIONS OF THIS APPLICATION FORM MUST BE COMPLETED BEFORE THIS APPLICATION IS PROCESSED