

RESIDENTIAL TENANCY APPLICATION

PLEASE NOTE THAT WE DO NOT PHOTOCOPY ANY DOCUMENTS. PLEASE ENSURE ALL DOCUMENTS ATTACHED ARE COPIES. DO NOT ATTACH ORIGINALS TO YOUR APPLICATION.

IMPORTANT NOTICE TO ALL APPLICANTS

1. Prior to completing a Residential Tenancy Application form, at least one (1) of the applicants must have physically viewed the property
2. Every person over the age of 18 years must complete a Residential Tenancy Application form and provide references and proof of income
3. This Residential Tenancy Application form must be completed in full and copies of **ALL** documentation i.e. 100 points of identification, references, proof of income etc are attached.
4. The following information must be supplied for **EACH APPLICANT**:

IDENTIFICATION

- 100 points of identification (as listed on page 7 of this Residential Tenancy Application form) and **MUST** include:
 - Current photo identification
 - Rental history (see below)
 - Proof of income (see below)
 - Current bank statement

IF RENTING THROUGH AN AGENT

- Rental ledger – this must be a continuous document/report from the start of the tenancy to date of application
- All contact details of your current Agent must be listed on the Residential Tenancy Application form

IF RENTING PRIVATELY

- Written rental reference from the owner with all their contact information clearly listed
- Last three (3) week's worth of rent receipts
- Rental ledger (if available)

PROOF OF INCOME

- If employed
 - Letter from your employer (on company letter head) confirming your employment status, wage/salary amount and length of employment along with four (4) week's worth of pay slips
- If self employed
 - Copy of the last 24 months personal tax return summary
 - Letter from accountant (on company letter head) stipulating length of trading and personal income from company
 - Copy of Certificate of Business Registration
- If receiving benefits
 - Current Centrelink statement or statement from retirement fund, insurer etc (as applicable)

PLEASE READ CAREFULLY

- Applications will **ONLY** be assessed once **ALL** information is supplied by **ALL** applicants
- Applications are assessed on the information supplied and then forwarded to the landlord for consideration. The decision is always made by the Landlord
- We are not required to give a reason for non-acceptance should your application be refused by the Landlord
- Our office reserves the right to allow for any changes or additions to the above at any time
- All documentation provided to Forge Real Estate as part of this application become the property of Forge Real Estate and will not be returned. All unsuccessful or withdrawn applications will be destroyed.

FAILURE TO COMPLETE THIS RESIDENTIAL TENANCY APPLICATION IN FULL RESULTS IN INVALIDATION OF THE APPLICATION.

RESIDENTIAL TENANCY APPLICATION

This application is submitted to the agent on: _____/_____/_____

In order to process this application all questions must be answered in full. The completion of this application is not an acceptance.

Failure to complete this application in full 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/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following

1. I/We inspected the above property on ____/____/_____ with _____ (agent) and accept the property in the condition presented to us on the day of inspection.
2. I/We wish to apply to rent the above property for a period of _____ months commencing on _____
3. I/We agree that the rent is \$_____ per week and that the rental bond payable is equivalent to four (4) weeks rent
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. **I/We 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/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.**
7. I/We agree and understand that in the event of this application being approved by the Landlord, their agent may report any defaults that may occur at the end of the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we 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 OFT regulations/guidelines of the database companies and subject to payout of any default.
8. **I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by **BANK CHEQUE, MONEY ORDER, EFT OR BPAY PAYMENT ONLY. PERSONAL CHEQUES AND CASH WILL NOT BE ACCEPTED.****
9. I/We agree that no keys for the property will be provided by the agent to me/us until such time as the Residential Tenancy Agreement is signed and all monies owed are paid in full in accordance with clause 8 above
10. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I/We agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

1. Applicant/s Signature

2. Applicant/s Signature

3. Applicant/s Signature

1. Print Name

2. Print Name

3. Print Name

APPLICANTS PERSONAL DETAILS

Full Name: _____

Marital Status: _____ Date Of Birth: _____

Drivers License No: _____ State of issue: _____ Passport No: _____

Contact Numbers (H) _____ (W) _____ (M) _____

Email address: _____ @ _____ Personal or Business (please circle)

Number of Occupants: Adults _____ Children _____ Ages _____

Type of Vehicle: _____ Registration: _____ Owned or Financed: _____

Pets: _____ Are they Registered: Yes / No Breed: _____

Current Address: _____

Period of Occupancy: _____ Rent Paid: \$ _____ Bond: \$ _____

Reason for Leaving: _____

Name & Address of current Agent/Landlord: _____

Phone: _____ Fax: _____ Email: _____

Previous Address: _____

Period of Occupancy: _____ Rent Paid: \$ _____ Bond: \$ _____

Reason for Leaving: _____

Agent/Landlord: _____ Phone: _____

Was bond refunded in full: _____

If no, why not?: _____

EMPLOYMENT A letter from your employer is required to confirm your employment AND at least 1 month's worth of pay slips

Are you employed? Yes No Basis: _____ Weekly Salary Nett: \$ _____

Current Occupation: _____

Current Employer: _____

Full Address: _____

Phone: _____ Fax: _____

Period of Employment: _____ Contact: _____

If period of current employment is less than 12 months, please complete below:

Previous Employer: _____ Period: _____

Phone: _____ Contact name: _____

If receiving benefits from Centrelink, please confirm below: Please provide a Centrelink Income Statement

Type of benefits received: _____ Amount: \$ _____ per week or Fortnight

If self employed, the following documents must be received with your application:

- **Copy of registration certificate**
- **Last income/tax summary or letter from your accountant confirming income details**

SELF EMPLOYMENT DETAILS

Company or Business name: _____

Address: _____ or Work from home? YES OR NO

ABN: _____ Date Formed: _____

Phone: _____ Fax: _____

Accountant: _____ Contact: _____

Address _____

Phone: _____ Fax: _____

BUSINESS REFERENCES – If self employed only

1. Name: _____

Business/ Work Name: _____

Address: _____ Phone: _____

2. Name: _____

Business/ Work Name: _____

Address: _____ Phone: _____

PERSONAL REFERENCES – Persons NOT living OR related to you and who are in regular contact with:

**** Please advise your referees that they will be contacted by Forge Real Estate for a personal reference ****

1. Name: _____

Address: _____ Phone No: _____

Relationship: _____ How Long Known: _____

2. Name: _____

Address: _____ Phone No: _____

Relationship: _____ How Long Known: _____

Next of Kin*: _____

Address: _____ Phone: _____

Relationship to you: _____

Person to contact in case of an Emergency*: _____

Address: _____ Phone: _____

Relation to you: _____

*** By signing an Residential Tenancy Application and/or residential tenancy agreement with this office, you grant us permission that in case of an emergency, concern for your whereabouts or general state of health, we have permission to contact this person.**

EXTRA PEOPLE TO PERMANENTLY RESIDE AT PROPERTY (EXTRA ADULTS ONLY)

			COPY OF ID PROVIDED (Tick)
1.	SURNAME _____ GIVEN NAMES _____ D.O.B _____ D/L _____ STATE _____ PASSPORT _____ LAST SUBURB _____		<input type="checkbox"/>
2.	SURNAME _____ GIVEN NAMES _____ D.O.B _____ D/L _____ STATE _____ PASSPORT _____ LAST SUBURB _____		<input type="checkbox"/>
3.	SURNAME _____ GIVEN NAMES _____ D.O.B _____ D/L _____ STATE _____ PASSPORT _____ LAST SUBURB _____		<input type="checkbox"/>
4.	SURNAME _____ GIVEN NAMES _____ D.O.B _____ D/L _____ STATE _____ PASSPORT _____ LAST SUBURB _____		<input type="checkbox"/>

FURTHER IDENTIFICATION

Name of Banking Institution: _____

Account Name: _____ Type of Account: _____

BSB Number: _____ (6 digits) Account Number: _____

TENANT CHECKS – (OFFICE USE)

	Web Site	Result
Applicant 1	<input type="checkbox"/> Tica <input type="checkbox"/> Barclay <input type="checkbox"/> RP Data	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments:
Applicant 2.	<input type="checkbox"/> Tica <input type="checkbox"/> Barclay <input type="checkbox"/> RP Data	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments:
Applicant 3.	<input type="checkbox"/> Tica <input type="checkbox"/> Barclay <input type="checkbox"/> RP Data	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments:
Applicant 4.	<input type="checkbox"/> Tica <input type="checkbox"/> Barclay <input type="checkbox"/> RP Data	<input type="checkbox"/> No information found <input type="checkbox"/> Found Comments:

APPLICANT/S PREVIOUS RENTAL DETAILS

The following questions must be answered:

1. Has your tenancy ever been terminated by a landlord or agent Yes / No
If yes give details _____
2. Have you ever been refused a property by any landlord or agent Yes / No
If yes give details _____
3. Are you in debt to another landlord or agent Yes / No
If yes give details _____
4. Have any deductions ever been made from your rental bond Yes / No
If yes give details _____
5. Is there any reason known to you that would affect your future rental payments Yes / No
If yes give details _____
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing this application for tenancy.

NOTICE TO ALL TENANCY APPLICANTS - 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered **each applicant** is required to produce sufficient identification, which totals at least 100 points each. Should you have difficulties in providing this identification please advise us prior to submission of your application.

ITEM	POINTS	APP. No 1	APP. No 2	APP. No 3	APP. No 4
MANDATORY ID REQUIRED					
Drivers Licence OR	30 Points				
Proof Of Age Card OR					
Passport					
Current bank statement					
PLUS					
Pay Advice (min 4 recent slips) AND	15 Points				
Confirmation of Employment Letter OR					
Centrelink Payment Confirmation					
Choose from the following for remaining points:					
Tenancy History Ledger	20 Points				
Previous Tenancy Agreement					
Rental Bond Receipt					
Motor Vehicle Registration	15 Points				
Telephone Bill					
Electricity Bill/Gas account					
Pension Card					
Key Card or Credit Card (one only)					
Health Care Card	10 Points				
Medicare Card					
Birth Cert. or Aust. Citizen Cert.					
Other:					
TOTAL POINTS:					

This Statement MUST be signed by ALL applicants in order for your Residential Tenancy Application to be processed.

Privacy Disclosure Statement

*Forge Project Marketing
Trading as Forge Real Estate
Shop 1, 1 Park Road
WALLACIA NSW 2745
Phone: 4773 9511*

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to access your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agent your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use three databases operated by TICA Default Tenancy Control Pty Ltd, Barclay MIS and RP Data. You can find out more information about this database through its website at www.tica.com.au, www.barclay.com.au and www.rpdata.com.au. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Privacy Consent

I, the applicant acknowledge that I have read the Privacy Notice of Forge Project Marketing trading as Forge Real Estate. I authorize Forge Real Estate to collect information about me from:

- a) My previous letting agent and/or landlords*
- b) My personal referees and*
- c) Any tenancy Default Database which may contain personal information about me, I also authorize Forge Real Estate to disclose details about any default by me under the tenancy to which this application relates to and any tenancy default database to which it subscribes including TICA.*
- d) My current employer and (if applicable) previous employer*

I authorise Forge Real Estate to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia. I also authorise Forge Real Estate to confirm my details to an arranger of:

- ❖ Financial Service Products (to assist with a home loan application)*
- ❖ Insurance Services (for contents insurance and other insurance products) and*
- ❖ Utilities (to arrange connection or transfer of telephone, gas, electricity, etc)*

1. Print full name: 2. Print full name:

Signature: Signature:.....

Date:...../...../..... Date:...../...../.....

3. Print full name: 4. Print full name:

Signature: Signature:.....

Date:...../...../..... Date:...../...../.....