

# TENANCY APPLICATION



<b>AGENCY NAME</b>	<b>NETWORK AUSTRALIAN REAL ESTATE ST MARYS</b>
<b>ADDRESS</b>	2/167 Queen St St Marys 2760
<b>PHONE</b>	02 96239077
<b>FAX</b>	02 96239103
<b>EMAIL</b>	info@stmarysrealestate.net.au

Australian Real Estate St Marys welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

**Please read prior to completing your Application**

- **HOLDING FEE** (If Applicable) - The Applicant undertakes to pay a Holding Fee of equivalent to one week's rent on approval of Application. The Holding Fee will be credited against the statement of costs owing prior to moving in. If the Applicant decides not to take the premises after the Holding Fee has been paid following approval of Tenancy, the Agent may retain the Holding Fee if the 7 days holding period has passed.
- **RENT AND BOND** – 2 week's Rent and Bond equivalent to four times the weekly rent is due and payable prior to or at commencement of Tenancy. Please refer to our Agency as to monies required to secure the Premises, as there may be circumstances where a Holding Fee is not required but Rent and/or Bond is the preferred monies.
- Applicants are required to inspect the premises prior to final approval of the Application
- One Application is to be completed per person – all applicants over 18 years of age that will be applying to live in the property must fill in an application.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>	

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, monies are required to secure the Premises. Refer to our Agency for monies required for this Property.

• **Applicant Checklist - Before I submit this Application, I have the following:**

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Viewed any 'Additional Terms' of the Residential Tenancy Agreement and been given a copy of the Information Statement ie New Tenant Checklist – FTR72
- Completed the Application form fully, - including the Privacy Disclosure Statement, Privacy Consent, - and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Sighted Original ID		/ /	am/pm
<input type="checkbox"/> Compared Signatures to Original		/ /	am/pm
<input type="checkbox"/> Application is completed including Consent		/ /	am/pm
<b>NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS</b>			
Name		Phone	

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

Website: www.  Newspaper  Agency contact  Sign  Referral  Other Agent

Other:

### Applicant's Details

Name Address  
Date of Birth Place of Birth  
Drivers Licence No. Expiry Passport No Expiry  
 Home  Mobile  Business  
Email

### Australian Citizen

Yes  No: Refer to copies of Passport and Visa attached Visa Expiry Date

### Current Tenancy Details if applicable

Rent per week \$ Period of occupancy Years Months  
Agent/Landlord  Business Fax  
Do you expect the Bond to be refunded in full  Yes  No Why:

### Previous Address

Address  
Rent per week \$ Period of occupancy Years Months  
Agent/Landlord  Business Fax

### Employment

Current Employer Your Position  
 Full Time  Part Time  Casual  Contract  
Length of Employment Years Months Pay day is of each: week / fortnight / month  
Payroll / Manager's Name Fax  Business

### If Self Employed

Company Name Trading As  
Address ABN  
Period self employed Years Months Industry/ Nature of Business  
Accountant Details  Business  
Creditor Referee  Business

### Income

Source – List below \$Gross per annum (Verification required)  
• Employment \$  
• Self Employment \$  
• Other: \$  
• Other: \$  
TOTAL \$

## If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

## Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

## Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age

**Pets**  No  Yes: Refer to attached Pet Application and Agreement completed

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

## Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

## Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Landlord or Agent?  No  Yes:

Are you in debt to another Landlord or Agent?  No  Yes:

Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes:

Was your Bond at your last address refunded in full?  Yes  No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.  Yes  No:

I declare the information provided is true and correct. I consent to verify details via Trading Reference Australia, Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours monies are to be paid ie Holding Fee, Rent and/or Bond to secure the Premises. If the Tenancy does not proceed, steps to apply for a refund of monies will be taken by the Agent for monies owed for rent until a replacement Tenant is secured. Our Agency will provide all Applicants with a Statement of Moving In Costs which will disclose if a Holding Fee is required to secure the Premises.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to INSERT DETAILS.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent</b> – first 2 weeks if rent	2 x \$	= \$	If a Holding Fee of one week's rent is required, it must be paid to secure the property within 24 hours of approval. It is applied to the first week's rent.
<b>Bond</b> – 4 times weekly rent	4 x \$	= \$	All lease documentation must be signed by all parties prior to tenancy commencement.
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE	Date
In Presence of Agency Representative	Date

## NETWORK AUSTRALIAN REAL ESTATE ST MARYS

2/167 Queen St St Marys 2760

Phone : 02 96239077 Fax: 02 96239103

### PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Landlords or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

### COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **Australian Real Estate St Marys** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Landlord, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Landlord. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Landlord, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

### PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Australian Real Estate St Marys**. I authorise **AUSTRALIAN REAL ESTATE ST MARYS** to collect information about me from:

- My previous letting Agents and/or Landlords;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Australian Real Estate St Marys** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au), [www.tradingreference.com](http://www.tradingreference.com) and [www.ntd.net.au](http://www.ntd.net.au)

I authorise **Australian Real Estate St Marys** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Landlord, other Agents, database operators, other Property Managers, Strata Managers, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

### MARKETING CONSENT (please read and tick)

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **AUSTRALIAN REAL ESTATE ST MARYS** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other -

### ELECTRONIC TRANSMISSION (please read and tick)

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

### ACKNOWLEDGEMENT AND CONSENT BY APPLICANT (please ensure you have read the above)

Applicant Name	
Applicant Signature	
Date	
Time	