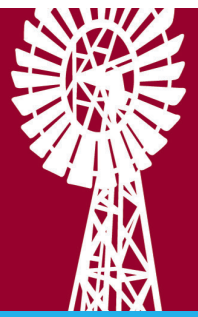


# RESIDENTIAL TENANCY APPLICATION



Thank you for your interest in applying for a property for lease with our agency.  
It is important that you read all of the information outlined below and provide a complete application.  
Failure to complete all fields and provide supporting documentation may result in your application not being processed.

## WHAT YOU NEED TO DO

- Ensure you have inspected the property (this must be done prior to the final approval of an application)
- Complete one application form per adult
- Compile documents referencing the 100 point checklist below. Each applicant is required to fulfil the requirements of a minimum 100 points in order for an application to be processed. Should you not be able to meet the 100 point requirement, please speak to a member of our property management team
- Once your application form/s are completed in full, and you have gathered all supporting evidence for your application, you are ready to apply for tenancy. You can bring the completed form and your photocopied documents into our office, or alternatively you can e-mail or fax your application to us. You can find email and fax details on the last page (7) of this form.

**PLEASE NOTE:** If you are applying in person and require photocopying services, a fee of 50c per page will be charged

## 100 POINT CHECKLIST

### 30 POINTS

- Current Drivers Licence or NSW Photo Card (RMS)
- Payslips (3x consecutive) OR most recent bank statement
- Current Rental Reference

**PLEASE NOTE:** All applicants over the age of 16 must provide copies of at least one of the ID listed above

### 20 POINTS

- Rental Ledger or front page of lease
- Passport
- Birth Certificate
- Other Photo ID (eg club, student card)

### 10 POINTS

- Utilities such as Phone, Electricity, Gas
- Registration or Motor Vehicle Insurance
- Council or Water Rates

**PLEASE NOTE:** Multiple utility bills only count as a maximum of 10 points

## WHAT HAPPENS NEXT

- Your application will now be processed. Please note - ALL applications take a minimum of 2 business days to process.
- Verification - to verify your application we contact a National Tenancy Database (TICA), we contact your current or previous agency/landlord, and we will contact your Employer/HR manager. Your business references may also be contacted.
- If you are approved, you will be required to pay a holding deposit of the equivalent of 1 (one) week rent within 24 hours. If you decide not to proceed with signing a lease/moving into premises, the holding deposit is forfeited to the Landlord.



## A. Property Details

Address of the property you are applying for

Rent to be paid per week

Bond to be paid (4 weeks rent)

Preferred Commencement Date

Please note that in addition to 4 weeks bond, 2 weeks rent in advance is also payable prior to moving into a property. A total of 6 (six) weeks is therefore required.

## B. Applicant Details

Mr  Mrs  Ms  Dr  Other

First Name

Middle Name

Surname

Date of Birth

Home Ph

Work Ph

Mobile Ph

Marital Status

Married  Defacto  Single

Address

Postcode

Email

Drivers Lic.

State

Expiry

Passport No

Country

Number of persons to occupy the property

Adults

Children

Ages of Children

Pets

Please note, if you applying with pets you need to complete the pet application section J on page 5

Names of all other persons to occupy the property and their relationship to you (including children)

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship



## C. Current Landlord / Agent

Current Address  Postcode

How long have you been at this address  Rent paid per week \$  *If you are currently a home owner, enter your weekly mortgage*

Reason for moving

Current Estate Agent / Private Landlord details  OR I am the owner of my current home

Agency  Contact Name

Work Ph  Mobile Ph

Email

Length of tenancy in months  Do you expect your bond to be refunded?  Yes  No

*If you don't expect your bond to be refunded, please attach details as to why*

## D. Previous Landlord / Agent

Previous Address  Postcode

How long did you reside at this address  Rent paid per week \$  *If you are currently a home owner, enter your weekly mortgage*

Reason for moving

Previous Estate Agent / Private Landlord details  OR I was the owner of this home

Agency  Contact Name

Work Ph  Mobile Ph

Email

Length of tenancy in months  Was your bond refunded in full?  Yes  No

*If your bond was not refunded in full, please attach details as to why*

Reason for moving

## E. Emergency Contact (not residing with you)

Name  Relationship

Home Ph  Mobile Ph

Email



## F. Employment

If you are a student or on Centrelink benefits, please see section G on next page

Current employment (if self employed see next section below)

Employer name	<input type="text"/>	Employed since	<input type="text"/> / <input type="text"/> / <input type="text"/>			
Your position	<input type="text"/>					
Status	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual	<input type="checkbox"/> Temporary	Net income per week	\$ <input type="text"/>
Business address	<input type="text"/>					
Business phone	<input type="text"/>	Business fax	<input type="text"/>			
Contact Name	<input type="text"/>	Direct ph	<input type="text"/>			
Email	<input type="text"/>					

Self Employed

Business name	<input type="text"/>	In business since	<input type="text"/> / <input type="text"/> / <input type="text"/>
Business type	<input type="text"/>		
Address	<input type="text"/>		
ABN/ACN	<input type="text"/>		
Accountant name	<input type="text"/>	Accountant ph	<input type="text"/>
Do you intend to operate any part of your business from home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Previous employment

Employer name	<input type="text"/>					
Employment period	From	<input type="text"/> / <input type="text"/> / <input type="text"/>	To	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Your position	<input type="text"/>					
Status	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual	<input type="checkbox"/> Temporary	Net income per week	\$ <input type="text"/>
Contact Name	<input type="text"/>	Direct ph	<input type="text"/>			
Email	<input type="text"/>					



## G. Centrelink or Student

Centrelink

Benefit Type

Net fortnightly allowance

Student

Course Name

Institution

Campus

Contact Name

Ph

Student Number

Full time

Part time

## H. Business References

*Eg Tax Accountant, Lawyer/Solicitor, Minister of Religion, Police Officer, Doctor*

Name

Character

Home phone

Mobile

Email

Name

Character

Home phone

Mobile

Email

## I. Source

How did you find out about this rental property?

- Our website
- www.realestate.com.au
- www.domain.com.au
- www.rent.com.au
- Printed rental list
- Sign on property
- Email from our agency
- Friend / relative
- Other please specify



## J. Pet Application

I/we request the owner's permission to keep pet/s, as detailed below, at the property being applied for. Complete for any dogs, cats, birds, fish and reptiles.

### Pet 1

Type

Breed

Size  Small  Medium  Large

Age  Colour

Microchipped  Yes  No

If this pet is a reptile, please provide licence no:

### Pet 2

Type

Breed

Size  Small  Medium  Large

Age  Colour

Microchipped  Yes  No

If this pet is a reptile, please provide licence no:

### Pet 3

Type

Breed

Size  Small  Medium  Large

Age  Colour

Microchipped  Yes  No

If this pet is a reptile, please provide licence no:

### Pet 4

Type

Breed

Size  Small  Medium  Large

Age  Colour

Microchipped  Yes  No

If this pet is a reptile, please provide licence no:

*If you are applying with more than 4 pets, copy this page and complete information on all pets*

If my application is accepted, I agree to comply with the following strict conditions;

- 1) I agree to clean up after the pet/s and dispose of pet/s waste quickly and properly
- 2) I will arrange/pay for professional flea fumigation of the property upon vacating the premises
- 3) I will arrange/pay for professional carpet cleaning of the property upon vacating the premises
- 4) I will not allow the pet/s inside the residence unless permitted
- 5) I will repair any damage to the premises caused by the pet/s
- 6) Other than any pet/s listed above and approved by the owner, we will not keep any other pets/animals of any kind on the rental premises (even on a short term or temporary basis) including dogs, cats, birds, fish, reptiles or any other pets/animals
- 7) I understand that if approved this agreement is only for the specific pets described above and we will not harbour, substitute or "pet sit" any other pet/animal, and we will remove any of the pets offspring within 60 days of birth (should this occur)
- 8) I agree not to leave food scraps, bones or similar outside the premises where it may attract vermin or pests
- 9) I agree to abide by all local laws regarding licensing and health requirements, including vaccinations
- 10) The pets shall not cause any sort of disturbance or nuisance to neighbours such as noise or barking day or night. I agree to do whatever is necessary to keep all pet/s from causing any disturbance, and I will take steps immediately to rectify complaints made
- 11) I accept full responsibility for any claims by or injuries to third parties or their property caused by or as a result of actions by pet/s

Applicant Name

Applicant Signature

Date



## K. Declaration

Please read through all details carefully and sign at the bottom of the page.

### General Information & Privacy Consent

- I have inspected the property and hereby offer to occupy the property under a lease to be prepared by the agent
- Should my application be accepted, I agree to pay 1 (one) weeks rent as a holding deposit within 24 hours of approval. I understand that should I not proceed with the property, I will forfeit this amount
- Upon signing the tenancy agreement I agree that I will pay 4 (four) weeks bond and 2 (two) weeks in advance in order to commence tenancy. The holding deposit forms part of the 2 weeks in advance
- I agree that only those persons outlined in the application will reside at the property
- I declare that all information outlined within this application is true and correct
- I authorise the agent to contact my employer, my character references and my current or previous landlord
- I understand that in liaising with the landlord/s regarding my application, personal information from my application will be shared
- I agree to notify the agent immediately should my contact phone numbers or email change
- I understand that should my application be unsuccessful, there is no requirement by law for the agent to disclose to me the reason
- I am not bankrupt or a discharged bankrupt
- I understand that the agent will disclose my personal information in order to;
  - a) Prepare lease/tenancy documents
  - b) Allow organisations/tradespeople and the like to contact tenant
  - c) Facilitate the sale of the property should it be placed on the market for sale
  - d) Lodge/claim to Residential Tenancy Bond Authority
  - e) Refer to the Tribunal/Courts and Statutory Authorities where applicable

### TICA Statement - Privacy Acknowledgment

- I understand that TICA is a default tenancy database that records tenants personal information including tenancy application and tenancy history under the National Privacy Principles in the Privacy Act 1988
- I understand that in order to assess my application my personal information recorded on the TICA database will be disclosed to referres and real estate agents to validate information supplied in my application
- The personal information that the TICA group may hold is as follows: Date of bith, drivers licence number, proof of age card number or passport number and address at the time of making the tenancy application
- I understand that if I fail to provide my personal information and do not consent to the uses above that we cannot properly assess the risk and we cannot provide you with the property you have requested to rent
- I understand that in accordance with privacy, I am entitled to have access to information held by TICA on their database. To gain access I understand I can contact TICA on 1902 220 346 and calls are charged at \$5.45 per minute, or I can mail TICA Public Enquiries PO Box 120, Concord NSW 2137 with a fee of \$14.30
- I understand that should I breach my tenancy agreement, this information will be shared and recorded on the TICA database
- Further information about TICA can be found at [www.tica.com.au](http://www.tica.com.au)

### Electronic Communications Consent

Please cross out this section if you do not wish to receive correspondance via email

- I acknowledge that in accordance with the Electronic Transactions Act 200, the Agent may send notices and documents via electronic means, and I agree that this is a valid form of notice in writing in accordance with the act
- I agree to receive documents and/or notices at my nominated email address on page 1 of this application

Applicant Name

Applicant Signature

Date



## L. Additional Information

Please use the space below should you wish to provide any further information to support your application for tenancy

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## M. Our Contact Information

Ourimbah Real Estate	Morisset City Real Estate	Cooranbong Central Real Estate
Ph 02 4362 1630	Ph 02 4973 3000	Ph 02 4977 3500
Fax 02 4362 2379	Fax 02 4973 5200	Fax 02 4977 3186
Email <a href="mailto:enquiries@ourimbahrealestate.com.au">enquiries@ourimbahrealestate.com.au</a>	Email <a href="mailto:enquiries@morissetcityrealestate.com.au">enquiries@morissetcityrealestate.com.au</a>	Email <a href="mailto:enquiries@cooranbongcentral.com.au">enquiries@cooranbongcentral.com.au</a>
Address 33 Pacific Highway Ourimbah NSW 2258	Address Shop 4/59 Dora Street Morisset NSW 2264	Address Shop 8/559 Freemans Drive Cooranbong NSW 2265

