

Tenancy Application Form

NOTICE TO ALL PROSPECTIVE TENANTS

- The tenancy application form must be completed in full with names & numbers.
- All persons over the age of 18 years must complete a separate application form.
- The agent reserves the right to reject any application that contains false or misleading information.

Applications cannot be processed unless the following documents have been supplied:

- Drivers license, passport or proof of age card (must be supplied)
- Medicare card
- If on a pension, pension card & Centrelink income statement (must be supplied)
- Print out of rental payment history from current agent for past three months
- Last three pay slips

Prospective tenants who are currently renting must supply the following as proof of last address:

- Telephone, Electricity or similar bill (must be supplied)

Current home owners must supply the following as proof of last address:

- Council rates or similar bill (must be supplied)

All applicants note the following:

- All references will be called and confirmed.
- Applications are submitted to owner of the property, who will make the final decision in regard to approval or disapproval of any application.
- Applicants should allow 2 working days for the application to be processed.
- The applicant will be advised as soon as a decision has been made on their application
- If approved, all applicants must sign the agreement and pay amounts due before the keys will be released

Reservation fee:

- If the application is approved, you will be required to pay a reservation fee of one weeks rent within 24 hours of approval
- Payment of the above reservation must be paid with a bank cheque or Australian Money order made payable to "Baird Real Estate" or deposited into our account.
- The premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
- The reservation fee will be paid towards the initial rent for the premises.
- Should approved applicant(s) decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved, but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
- The reservation fee will be banked into a Trust account and any refund given will be way of a trust account cheque.

The following must be paid on or before the tenancy commencement date:

- | | |
|-------------------------------------|-----------------------|
| • Rent (2 x weeks in advance) | \$ _____ |
| • Residential Tenancy Agreement Fee | \$ 15.00 _____ |
| | TOTAL \$ _____ |

Above must be paid via bank chq or Aust. Money Order to "Baird Real Estate"

- | | |
|--|-----------------------|
| • Bond (4 x weeks rent for unfurnished premises) | TOTAL \$ _____ |
|--|-----------------------|

Above must be paid via bank chq or Aust. Money Order to "Rental Bond Board"

Thank you for choosing Baird Real Estate. Please complete this application thoroughly so we can process it as quickly as possible.

Tenancy Application Form

RENTAL PROPERTY

Property Address

TENANCY REQUIREMENTS

Length of tenancy
(6 or 12 months)

Rent per week
\$

Bond (4 x weeks
rent)
\$

What date can you
commence tenancy?

APPLICANT'S DETAILS

Given name(s)

Surname

Email address

Current address (owned / leased /other)

Home Phone

Work Phone

Mobile Phone

OCCUPANCY DETAILS

Number of occupants who will live
in applied Property

Number and ages of Children (if
any)

Number and type of pets (if
any)

CURRENT RENTAL DETAILS

Landlord/Agent/Property Manager

How Long have/did you live
there?

Rent paid
\$ per week

Landlord/Agent Phone and Fax Number

PREVIOUS RENTAL DETAILS

Previous Property Address

Landlord/Agent/Property Manager

Dates of tenancy

Rent paid
\$ per week

Landlord/Agent Phone and Fax Number

CURRENT EMPLOYMENT/INCOME

Current Employer/Income Source & address

Contact name (Manager)

Contact work phone & fax

Your position

Full time or part time?

Length of employment

Net income
\$ Per week

ANY OTHER CURRENT INCOME/BENEFITS

Source of Income/Type of Benefit

Net income
\$ Per week

Total Net Income from all sources
\$ Per week

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PREVIOUS EMPLOYMENT IF UNDER 1 YEAR IN CURRENT EMPLOYMENT

Employer (Company)	
Contact name (Manager)	Contact work phone & fax
Your position	Full time or part time?
Length of employment	Net income \$ _____ Per week

PERSONAL DETAILS

Date of birth	Drivers licence number State of issue
Passport Number if you do not hold a drivers licence	Country of issue
Car make and model	Car registration

EMERGENCY CONTACT DETAILS

Name	Relationship	Contact phone
Address		

PERSONAL/FINANCIAL REFERENCES (Not Relatives)

Name	Relationship	Contact phone
Name	Relationship	Contact phone

HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Renting guide <input type="checkbox"/>	Internet <input type="checkbox"/>	Sign Board <input type="checkbox"/>	Referral <input type="checkbox"/>	Local Newspaper <input type="checkbox"/>
Other _____				

CONFIRMATION

I confirm the following:

- During my inspection of this property I found it to be in a reasonably clean condition. Yes No
- If "No", I believe the following items should be attended to prior to the commencement of my tenancy.
I acknowledge that these items are subject to the Landlord's approval.

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- I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- I consent to the information provided in this application being verified.

APPLICATION

I apply for approval to rent the premises referred in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct.

I have been advised of the costs required to be paid on or before the commencement of the residential tenancy agreement

Applicant's Signature	Date
Agent's Signature	Date

Please read and sign the attached Privacy Statement

Tenancy Application Form

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information in accordance with the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Member name: Bondlook Pty Limited T/A Baird Real Estate
Address: 103 Vincent Street, CESSNOCK NSW 2325
Phone: 49917977
Fax: 49917988
Email: properties@bairdrealestate.com.au

The personal information we collect about you can be accessed by you by contacting our office on the above numbers or address.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk of our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we may disclose your personal information to:

- Contractors, tradespeople & service providers involved in the management & maintenance of the property
- Persons in connection with a proposed sale of an interest in the owners or agents property.
- The owners financiers
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other Real Estate Agents / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways:

Phone: 190 222 0346 calls are charged at \$4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$8.80 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information TICA may hold is as follows:

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Signed by the applicant/s in acknowledgement of having read and understood this privacy statement.

Signature

Print name

Signature

Print name

Date Day / Month / Year

Witnessed