



Tenancy Application Form Information

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION

1. Your application will NOT be processed until we have ALL of the information required to do so.
2. We will endeavour to process your application within 48 hours HOWEVER note that our property owners are often involved in the approval process and the Agent accepts no responsibility for delays caused by property owners taking longer than expected to contact us regarding their decision.
3. It is usual for several applications to be received on each available property. It is usual that there is no "reason" that an application has been declined other than the fact that there are several applications and only one property. The Agent WILL NOT give any reason for any application not being approved (other than to advise that we require further information under point 1)

Before submitting your application, go over the checklist below:

- Ensure there are separate completed applications (front and back) for each person wanting to reside in the property
- Applicants have inspected the inside of the property
- The Privacy Act Acknowledgement is signed

Your application will need supporting documents from the following 3 categories:

1. For identification we require a copy of **at least one** of the following:
 - Drivers Licence
 - Passport
 - Birth certificate
2. For history of residence we require a copy of **at least one** of the following:
 - Rental ledgers
 - Rate notice(s) from own house
 - Written reference(s) – inform us if you have never rented or owned a property before
3. For proof of income we require a copy of **at least one** of the following:
 - Your last two pay slips
 - Bank statements
 - Employment contract
 - Tax return (if self employed)

What happens once you submit your application?

If you are successful you will be required to pay a holding deposit of 1 weeks rent by Bank Cheque, Money Order, EFTPOS or Credit Card (EFTPOS and credit card transactions attract a 2% surcharge) within 24 hours of approval. The property will continue to be advertised and listed as available to rent until we receive your holding deposit.

When you come in to sign the tenancy agreement you will be required to pay a bond of 4 weeks for an unfurnished property (or 6 weeks for furnished), 2 weeks rent in advance and a lease documentation fee of \$15. **You must pay this by Bank Cheque or Money Order.**

Your rental payments after that will be due two weeks in advance and will be required to be paid via DEFT, money order or bank cheque via post.

Privacy Act Acknowledgement for Tenants

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent. In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents. I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application. I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry. I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements. I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation. I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name/s: _____ Signature: _____ Date: _____



ABN 12078901952 Ray Robinson Real Estate trading as:

REQUEST FOR RENTAL REFERENCE



To: _____

Fax: _____

84 Glebe Road, The Junction NSW 2291 Phone: 4902 7255 License number 970152

Robinson Property has received an application for tenancy. The Applicant has provided your details as a current or previous Lessor / Lessors agent and has authorised us to collect information about the tenancy from you (the Agency).

A copy of the Applicant's signed Privacy Consent is above.

It would be appreciated if you could complete the details below and return by **fax 4902 7233** or email rentals@robinsonre.com.au together with a copy of the rental ledger, as soon as possible.

Property rented: _____

Period rented from - _____ to - _____ Weekly rental: \$ _____

- Was the tenant listed as a lessee? YES / NO _____
- Did you / your agency terminate the tenancy? YES / NO _____
- During the tenancy, was the lessee ever in arrears? YES / NO _____
- Did the tenant breach the Tenancy Agreement? YES / NO _____
- Were periodic inspections conducted during the tenancy YES / NO _____
- Was any damage noted during the inspections? YES / NO _____
- Were pets kept on the premises without permission? YES / NO _____
- Did the lessee leave the property clean and tidy? YES / NO _____
- Was the bond refunded in full? YES / NO _____
- Would you or your agency rent to them again? YES / NO _____

Any addition comments? _____

Tenancy Application Form

For your application to be processed you must answer all questions and supply all supporting documentation.

Each applicant must submit an individual form.



A. AGENCY DETAILS

Robinson Property

Address: 84 Glebe Rd, The Junction NSW 2291
 Phone no: 4902 7255
 Fax no: 4902 7233
 Email: rentals@robinsonre.com.au
 Web: www.robinsonproperty.com.au

B. PROPERTY DETAILS

1. Furnished Unfurnished

2. Date inspected: Rent pw

3. Address of the property you'd like to rent:

4. Lease commencement date:

Day: Month: Year:

5. Lease term:

Years: Months:

6. How many tenants will occupy the property?

Adults: Children: Ages of children:

C. PERSONAL DETAILS

7. Please give us your details

Mr / Mrs / Ms / Miss / Dr / Other:

Surname Given name/s

Date of birth Driver's licence number

Driver's licence expiry Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

Passport no. Passport country

9. How did you find out about this property?

Herald	<input type="checkbox"/>	robinsonproperty.com.au	<input type="checkbox"/>
Office	<input type="checkbox"/>	domain.com.au	<input type="checkbox"/>
Referral	<input type="checkbox"/>	realestate.com.au	<input type="checkbox"/>
Window display	<input type="checkbox"/>	Signboard	<input type="checkbox"/>
Other	<input type="text"/>		

D. APPLICANT HISTORY

10. What is your current address?

11. How long have you lived at your current address?

Years: Months:

12. Why are you leaving this address?

13. Landlord/Agent details for this property

Name of landlord/agent

Landlord/Agents phone no. Weekly rent paid

\$

14. What was your previous residential address (prior to 10)

15. How long did you live at this address?

Years: Months:

16. Landlord/Agent details for this property

Name of landlord/agent

Landlord/Agents phone no. Weekly rent paid

\$

Was bond refunded in full? If not, why not?

E. EMPLOYMENT HISTORY

17. Please provide your employment details

What is your occupation?

What is the nature of your employment?
 Full time Part time Casual Other

Employer's name (accountant if self employed or institution if student)

Employer's address

Contact name: Phone no:

Length of employment Net income

\$

Please turn over

E. EMPLOYMENT HISTORY (cont)

18. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net income

F. CONTACTS / REFERENCES

19. Please provide a contact in case of emergency

Surname

Given name

Relationship to you

Phone no

Address

20. Please provide 2 personal references not related to you

1. Surname

Given name

Relationship to you

Phone no

2. Surname

Given name

Relationship to you

Phone no

G. OTHER INFORMATION

21. Car registration

22. Please provide details of any pets

Breed/type

Council registration / number

H. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be acceptable by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will.

I declare that I have inspected the premises and am not a bankrupt.

I authorise the agent to obtain personal information from:

- a) the owner or agent of my current or previous residence;
- b) my personal referees and employer/s;
- c) any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the agent may disclose details of any such default to a tenancy database, and to agents/landlords of properties I may apply for in the future

Signature

Date

I. PAYMENT DETAILS - completed by Robinson Property

Property rental

Per week

Per month

Rental Bond (4 weeks rent or 6 weeks rent if furnished)

First payment of rent in advance

Tenants share of cost for preparation tenancy agreement

Sub Total

Less deduct reservation fee

(see below)

Amount payable on signing tenancy agreement

(Bank cheque or money order only payments accepted)

J. RESERVATION - completed by Robinson Property

Reservation Fee

Reservation Period

The Landlords agent undertakes :

- a) The premises will not be let during the reservation period, pending the signing of a residential tenancy agreement:
- b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the reservation period:
- c) The whole fee will be refunded if the landlord does not carry out (during the reservation period) repairs or other work on which it is a condition to enter into a residential tenancy agreement
- d) If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the reservation period, the landlord may retain the portion of the fee representing the rent that would have been paid during the reservation period (based on the proposed rent), but must refund the remainder:
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date

I am aware that the agent will use and disclose my personal information in order to:

- a) communicate with the owner and select a tenant
- b) prepare lease/tenancy documents
- c) allow tradespeople or equivalent organisations to contact me
- d) lodge/claim/transfer to/from a Bond Authority
- e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- f) refer to collection agents/lawyers (where applicable)
- g) complete a credit check with TICA (Tenancy Information Centre Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information by contacting rentals@robinsonre.com.au or calling 4902 7255.

Please provide at least one supporting document from each list below

- | | | |
|-------------------|--------------------|-----------------|
| Drivers licence | Rent ledgers | Pay slips |
| Passport | Rate notices | Tax return |
| Birth certificate | Written references | Bank statements |