



TENANCY APPLICATION

ELIZABETH BAY: a. PO BOX 380 Potts Point 1335 p. 1300 66 98 60 f. 02-94996415 e. rent@rentpro.com.au

Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

- RESERVATION FEE** (If Applicable) - The Applicant undertakes to pay a Reservation Fee of equivalent to one weeks rent. If the Landlord of the property accepts the Application the Reservation Fee will be credited against the statement of costs owing prior to moving in. If this Application is not accepted the Reservation Fee will be refunded to the Applicant by CHEQUE ONLY. If the Applicant decides not to take the premises after the Landlord accepts this Application the Agent may retain the Reservation Fee (reduced to a daily fee) for each day the premises are being held for the Applicant and will refund the balance. Any Reservation Fee is accepted subject to the Landlords approval.
- Applications are required to inspect the premises prior to final approval of the Application
- A Lease Preparation Fee equivalent to \$15.00 is payable by the successful Applicant/s on signing of the lease.
- One Application is to be completed per person.**
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, OR PASSPORT. Your original driver's licence, or passport will be required to be sighted at the time of handing in your Application. If you are not able to provide 100 ID points please speak to the Property Manager.

<input type="checkbox"/>	Drivers Licence	40	<input type="checkbox"/>	Previous two (2) rent receipts	20
<input type="checkbox"/>	Passport	40	<input type="checkbox"/>	Motor Vehicle/Bike registration	10
<input type="checkbox"/>	Birth Certificate	30	<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Other Photo ID	30	<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Current Wage Advice	30	<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Previous Tenancy Reference	20	<input type="checkbox"/>	Gas Account	10
TOTAL POINTS					

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our agency staff will contact you within 24-48 business hours. If the Application is approved, a Reservation Fee/Holding Deposit of equal to one week rent is to be paid by money order or bank cheque within 24 hours of acceptance.

APPLICATION CHECKLIST

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see page 4

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	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"/> Checked ALL Consents signed		/ /	am/pm
<input type="checkbox"/> Checked Application is completed in full		/ /	am/pm
Name of nominated Applicant to contact in relation to Application	Name	Phone	

RENTAL PROPERTY	ADDRESS			
How did you find out about this property	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	
	<input type="checkbox"/> Other _____			
Applicant's full Name and Address	Name			
	Address			
Personal Details	Date of Birth / /	Place of Birth		
	Drivers Licence No.	Expiry Date		
	Passport No.	Expiry Date		
Applicant's Contact Details	☎ Home	☎ Business		
	☎ Mobile	Email		
Current Rental Details	Rent per week \$	Period of occupancy	Months Years	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	Why	
Previous Address	Address			
	Rent per week \$	Period of occupancy	Months Years	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
Employment	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual	
			<input type="checkbox"/> Part Time <input type="checkbox"/> Contract	
	Your Position		Supervisor's Name	
	Length of Employment	Years	Fax	
		Months	☎ Business	
	Net Income \$	per week \$	per month	
	Currently I am paid on the _____ of each week / fortnight / month (circle relevant)			
If Self Employed	Company Name		Trading As	
	Address			
	ABN	Industry/ Nature of Business		
	How long have you been self-employed?		Years	Months
	Total Annual Income (as declared to Australian Taxation Office)		\$	
	Accountant	☎ Business		
	Creditor	☎ Business		
	Creditor	☎ Business		
If a Student or Not Currently Employed <i>(If you are a student you must provide a parents name and campus contact as your Emergency Contact Details on page 3)</i>	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED			
	Student ID # _____	Institution _____	Faculty _____	
	Course _____		Duration _____	
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other			
Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No – supply copy of Passport and Visa	Visa Expiry	/ /	
Pets	No <input type="checkbox"/> Yes <input type="checkbox"/>	Type	Breed	
	Reg No Council	Reference is attached	Yes <input type="checkbox"/>	

Vehicle Information	Total number of vehicles to be kept at the premises			
	Registration No State	Model	Owned / Hire Purchase	
	Registration No State	Model	Owned / Hire Purchase	
Occupancy Details Full names, current addresses and ages of all people (including children) who will reside at this property	Name	Address	Age	
Emergency Contact Details of closest relatives who will not be residing with you If a student provide a campus contact also.	Name		Name	
	Relationship		Relationship	
	Address		Address	
	☐ Home	☐ Work	☐ Home	☐ Work
	☐ Mobile		☐ Mobile	
Personal References (not relatives) Please ensure each has agreed for you to nominate them as a referee.	Name	Occupation	☐ Business Hours Contact	

I confirm the following:

- | | | |
|--|--|---------------------|
| 1. Have you ever been evicted by any Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | Detail _____ |
| 2. Have you been refused another property by a Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 3. Are you in debt to another Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 5. Was your rental bond at your last address refunded in full? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |

I confirm the following:

During my inspection of the property on ____ / ____ / ____ I found it to be in a satisfactory condition. Yes No
 If "No" I request the following items to be attended to prior to my tenancy, subject to the Landlord's approval.

Declaration

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Trading Reference Australia, Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Landlord of the property for his/her/their consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I acknowledge that this is an Application to lease this property and that my Application is subject to the Landlord's approval and the availability of the premises on the due date. I hereby offer to rent the property from the Landlord under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1987.

I have inspected the premises and wish to apply for tenancy for a period of ____ months, at a rental of \$ ____ per week commencing on ____ / ____ / ____.

I understand that if this Application is approved by the Landlord:

- I, or the nominated Applicant, will be notified within 24-48 business hours of the Application status.
- Arrangements must be made for Applicants approved for tenancy to pay a Reservation Fee / Holding Deposit of equal to one week rent within 24 hours of the approval which will be applied to the first week of rent if the Tenancy proceeds.
- Statement of Costs as itemised below are to be paid by **Bank Cheque, Money Order, Direct Deposit, Internet or Phone Banking or Credit Card.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks if rent is \$300 or less or first month's rent if greater than \$300 a week.	2 x \$ Or 1 month x \$	= \$	A Reservation Fee of one week's rent must be paid to secure the property within 24 hours of approval. It is applied to first week rent if tenancy proceeds.
Bond – 4 times weekly rent if a furnished property Bond is 6 times weekly rent	(circle applicable) 4 or 6x \$	= \$	All lease documentation must be signed by all parties prior to tenancy commencement.
Lease Preparation Fee	\$15.00	\$15.00	
Statement of Costs Total Pre-Moving In		\$	
Applicant's Signature			Date / /
In the presence of Agency Representative			Date / /

**PRIVACY DISCLOSURE STATEMENT OF
RENTPRO
OF PO BOX 380, Potts Point 1335
1300 66 98 60**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Landlords or Letting Agents, your current employer and your referees. We will also check whether any details of you are held on a tenancy database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this 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 RENTPRO 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/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to RENTPRO and/or the Landlord. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this 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 RENTPRO 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 residential 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, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of RENTPRO. I authorise RENTPRO to collect information about me from:

- My previous letting Agents and/or Landlords;
- My personal referees, employers and all other references on this application;
- Any Tenancy Database (including TICA & NTD) which may contain personal information about me. I also authorise RENTPRO to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy database to which it subscribes to include TICA and NTD.

I authorise RENTPRO 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, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

MARKETING CONSENT

I, the Applicant 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 RENTPRO 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 - _____

APPLICANT TO COMPLETE SECTION BELOW

Applicant Name		
Applicant Phone Number/s	<input type="checkbox"/> As detailed in this Application Form	<input type="checkbox"/> Other:
Applicant Signature		
Date		
Time		