

Residential Tenancy Application

APPLICATIONS CAN BE EMAILED, FAXED OR
DROPPED TO OUR OFFICE



Australian Real Estate

apply@australianrealestate.com.au

9/8 Merriville Road, Kellyville Ridge
P: 02 9629 0000 F: 02 9629 0011

1/206 Farnham Road, Quakers Hill
P: 02 9837 7000 F: 02 9837 7777

www.australianrealestate.com.au

This office is a member of:

- Trading Reference Australia
- TICA.

All applications for tenancy with this office are processed through these three databases.

COPIES OF All of the following information must be attached to your application before it will be processed.

If for any reason, one or more of the items listed below cannot be attached, please ensure you inform us upon lodgement of your application.

However, if you have not rented before, obviously you are unable to provide us with item 2. Please state this on your application.

- 1) Photograph Identification – current Drivers Licence or Passport or Proof of Age Card;
- 2) Copy of rental ledger from past & present landlords or agents;
- 3) Proof of current residential address – Telstra Account, Electricity Account, Credit Card or Bank Statement etc;
- 4) Current Pay Slip – if no pay slip is available, please provide a letter from your employer stating how much you earn, if self-employed, we do require a letter from your accountant or a copy of last year's tax return.
- 5) If you are receiving any other forms of income including Centrelink benefits, please provide us with these details.
- 6) Bank statements

The Landlord's decision to approve or reject your application will be based on the number and quality of references provided and demonstrated ability to pay rent and maintain the property to an acceptable standard. Therefore, please complete the application to the best of your ability, providing as much information and supporting documents or references as possible.

ON APPROVAL OF APPLICATION, ALL MONIES FOR RENT & BOND MUST BE PAID BY BANK CHEQUE OR MONEY ORDER ONLY.

NO CASH IS ACCEPTED.

IMPORTANT INFORMATION

Please read carefully before completing the application:-

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details, the application may not be processed.

Please be advised of the following guidelines when applying for rental properties with Australian Real Estate:-

- 1) Our agency reserves the right to accept multiple applications for each property;
- 2) All adults who will occupy the premises must complete a Tenancy Application Form.
- 3) If an application is not completed in full, or if insufficient information and references are given, it will not be processed until such information is made available.
- 4) Prospective tenants wishing to apply for a property must first inspect the premises internally before an application will be processed.
- 5) A holding deposit will not be accepted until an application is approved by the landlord.
Payments will not be accepted by way of cash.
- 6) Once an application is approved, a holding deposit, equivalent to one week's rent must be paid within 24 hours of the approval being given. If a deposit is not received, the property will remain on the market and we will continue to accept, process and put new applications to the landlord.
Payments will not be accepted by way of cash
- 7) Holding deposits can be only be paid by way of money order, bank cheque or electronic transfer.
Payments will not be accepted by way of cash
- 8) Initial payments for bond and rent in advance can only be paid by way of bank cheque, money order or electronic transfer.
Payments will not be accepted by way of cash
- 9) Bond transfers are not accepted by this office. However, a transfer may be accepted if a form signed in full by the previous managing agent or owner is presented on or before collection of keys.
- 10) Keys will not be handed over until initial monies have been paid in full and each applicant has signed the Residential Tenancy Agreement.
- 11) We will endeavour to notify you whether or not your application has been approved within two working days of receipt of the application in full.

Tenant Application Form

For your application to be processed you must answer all questions (Including the reverse side)

A. AGENT DETAILS

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B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

2. Lease commencement date?

 Day Month Year

3. What lease term will you commit to, 6 or 12 months?

 Months

4. How many tenants will occupy the property?

 Adults Children Ages of Children

5. Rent amount

 per week

6. Where did you first find out about this property? (If internet, which website)

7. What date did you view the property internally?

C. PERSONAL DETAILS

8. Please give us your details

Mr Ms Miss Mrs Other
Surname Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

9. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

10. What is your current address?

Postcode

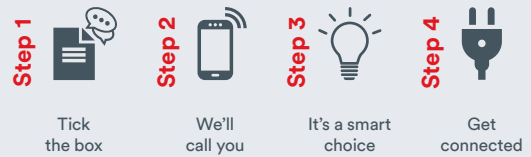
D. UTILITY CONNECTIONS

Direct Connect is a FREE service that can connect you to the following utilities and services in your new home:

Electricity
Gas
Phone
Internet
Pay TV
Cleaners
Insurance
Removalist
Truck or van hire



GET CONNECTED IN 4 EASY STEPS



YES

- I/we consent to Australian Real Estate providing my personal information details to Direct Connect which will include my name, address, email and phone number to be contacted in relation to my/our utilities and service connections.
- This includes obtaining metering information for the premises I am moving to.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted 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 (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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

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 NTD (National Tenancies Database)

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.

Signature

Date

Note: Both sides of the application must be completed

F. OTHER INFORMATION

11. Please answer the following questions:

Have you ever been evicted by any landlord or agent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been refused another property?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debit to another landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any reason that would affect your rent payment?	<input type="checkbox"/>	<input type="checkbox"/>
Are you on a waiting list with Department of Housing?	<input type="checkbox"/>	<input type="checkbox"/>
Are you on a waiting list with a Retirement Village?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any smokers who will live at a property?	<input type="checkbox"/>	<input type="checkbox"/>
Do they smoke inside or outside? (Please circle)	INSIDE / OUTSIDE	

12. Please provide details of any vehicles to be parked at the property:

Type of Vehicles?	Rego Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Any Trailers / Boats / Caravans? Yes No

13. Please provide details of any pets

Breed/type	Council registration / number
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>

Are the pets inside or outside? (Please circle) INSIDE / OUTSIDE

G. APPLICANT HISTORY

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

Years Months

15. Why are you leaving this address?

16. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. Weekly Rent Paid \$

17. What was your previous residential address?

Postcode

18. How long did you live at this address?

Years Months

19. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. Weekly Rent Paid \$

Was bond refunded in full? If not why not?

H. EMPLOYMENT HISTORY

20. Please provide your employment details

What is your occupation?

What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)

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

Employer's address

Postcode

Contact Name of Payroll Person Phone

Length of employment basis? Full time, Part time or Casual?

Are you paid Weekly, Fortnightly or Monthly? What is your net pay per pay period?

21. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment Years Months Net income? \$

SELF EMPLOYED

22. Name of Accountant

Contact Name: Phone

Length of the business operating Net Income?

I. REFERENCES

23. Please provide 2 personal references (not related to you)

1. Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>
Address <input type="text"/>	
2. Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>
Address <input type="text"/>	

J. PAYMENT DETAILS

24. Do you prefer to pay (Please circle) WEEKLY / FORTNIGHTLY / MONTHLY

Property Rental \$ per week

First 2 weeks rent in advance:	<input type="text"/> \$
Rental Bond (4 weeks rent):	<input type="text"/> \$
Sub Total	<input type="text"/> \$
Less: Holding deposit (see below)	<input type="text"/> \$

Amount payable on signing tenancy agreement (bank cheque or money order only)

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and

(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent has failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Applicant Signature _____ Date _____

Landlord Agent Signature _____ Date _____