

Harcourts Property Management

Tenancy Application Form



Applications Close 10:00am Monday morning

Please email your completed application to:

shireliving@harcourts.com.au

PROPERTY DETAILS:

Property Address: _____

Have you viewed the property? YES NO

Lease term: 12mths 6mths Other _____

No. & age of Children: _____

Additional occupants over 18: _____

Commencement date: _____

Rent \$ _____ per wk/month Bond \$ _____

PERSONAL DETAILS:

Title: Dr Mr Mrs Ms Miss

Date of Birth: _____

Surname: _____

Given names: _____

Drivers license no: _____

Car Registration no: _____

Make/Model: _____

Passport no: _____

Country: _____

APPLICANT RENTAL HISTORY:

Current Address: _____

Length of time at you current address: _____

Agent/Landlord: _____

Phone no: _____

Rent: \$ _____ per week

Why are you leaving this address? _____

Previous address: _____

Length of time at this address: _____

Agent/Landlord: _____

Phone no: _____

Rent: \$ _____ per week

Why did you leave this address? _____

CONTACT DETAILS:

Home phone no: _____

Work phone no: _____

Mobile phone no: _____

Email address: _____

EMPLOYMENT / CENTRELINK / STUDENT DETAILS:

(*include accountant details if self-employed)

Current Employer: _____

*Accountant: _____

Occupation: _____ Full-time/Part-time/Casual

Address: _____

Phone no: _____

Contact Person: _____

Net income: _____ per week _____ per year

Length of employment: _____

Previous Employer: _____

Occupation: _____ Full-time/Part-time/Casual

Address: _____

Phone no: _____

Net income: _____ per week _____ per year

Length of employment: _____

Connecting Your Utilities Has Never Been Easier! A Free Service

Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Please Call Me Yes

Signature _____

ID: 27096

Phone: 1300 554 028

Fax: 1300 889 598

Email: info@connectnow.com.au

REFERENCES / CONTACTS:

Two (2) References:

1. Name: _____

Relationship: _____

Phone: _____

2. Name: _____

Relationship: _____

Phone: _____

EMERGENCY CONTACT: (Not husband / wife / de facto)

Name: _____
Relationship: _____
Address: _____
Phone no: _____

PETS:

Will there be any pets residing on the property. YES / NO

Type / Breed Council registration number
1. _____
2. _____

PLEASE TAKE NOTE OF THE FOLLOWING:

Before any application can be processed, each applicant must achieve a minimum of 100 points:

You will need to bring the below items in already photocopied and attached to this application forms. Please read application form carefully as some sections may not apply to you. Check that you have read all pages and signed where necessary.

Source (circle the points you are providing)	Applicant
DRIVERS LICENSE	MUST HAVE
Passport	30 points
Employment Pay Advice (Pay slip)	20 points
Bank Statement	20 points
Rental ledger	20 points
Utilities Account	10 points
Birth Certificate	20 points
Copy of Phone, Gas and or Power Accounts for current address: each	10 points
TOTAL NUMBER OF POINTS:	

NB: Should you not be able to meet the "100 Check Points", please ensure you advise the reason upon lodgment of the application, otherwise your application may not be processed. All applications received by this office are checked through Trading Reference Australia.

This application is accepted subject to the owners approval and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Processing of applications usually take approximately 48 hours, with all references being contacted.

Initial Rental payment must be made by **eft, bank cheque or money order** within 24 hours after approval of application. No personal cheques or cash accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants and bond and rent has been paid in full.

DECLARATION / PRIVACY STATEMENT:

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. I declare that I 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.

Holding Fee: I understand that a one week holding deposit must be paid on the property and that the following conditions will apply: 1. A holding deposit will only be accepted once an application has been approved by the landlord; 2. The holding deposit that is equivalent to one weeks rent is to reserve the premises in my favour for the period of seven days; 3. That during this period, the premises will not be reserved for any other applicant, nor will a holding fee be received from any other applicant; 4, The holding fee will be paid towards the initial rent for the premises; 5. That should I decide not to proceed, the Landlord may retain the full amount of the holding deposit.

SIGNATURE: _____

NAME OF APPLICANT: _____

DATE: _____

Harcourts
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