

**Personal Details**

Surname:

Given Names:

Date of Birth:

Drivers Licence/Passport Number:

State or Country Issued:

Additional Applicant/s Name: (Over 18 Years)

Additional Occupants Name & Age: (Under 18 Years)

**Vehicle Details**

Make & Model:

Registration Number:

**Contact Details**

Home:

Mobile:

Work:

Email:

**Property Details**

Property Address:

Have you viewed the property?      YES      NO

Lease Term:    12mths      6mths      Other

Commencement Date:      /      /

Rent: \$                      Per Week

Bond: \$

**Employment Details**

Occupation:

Full Time      Part Time      Casual  
Contractor      Centrelink      Pension

Current Employer:

If self-employed, please provide Accountant details;

Accountant Name:

Accountant Contact:

Length of Employment:

Net Income: \$                      Per Week/Per Month

Manager Name:

Manager Contact Number:

Previous Occupation:

Previous Employer:

Length of Employment:

Net Income: \$                      Per Week/Per Month

Manager Name:

Manager Contact Number:

**Current Rental History**

Current Address:

Rent: \$                      Per Week

Length of time at current address:

Agent/Landlord:

Agent/Landlord Contact Number:

Reason for leaving:

Will you receive a full bond refund?      YES      NO

If No, please explain reason;

## Previous Rental History

Previous Address:

Rent: \$ \_\_\_\_\_ Per Week

Length of time at address:

Agent/Landlord:

Agent/Landlord Contact Number:

Reason for leaving:

Did you receive a full bond refund? YES NO

If No, please explain reason;

## Pets

Will there be any pets residing at the property?

YES NO

Type of Animal: (Cat, Dog, Bird Etc.)

Breed:

Age:

Type of Animal: (Cat, Dog, Bird Etc.)

Breed:

Age:

## Emergency Contacts

Not Husband, Wife or De Facto

Name:

Relationship:

Contact Number:

Name:

Relationship:

Contact Number:

## References:

**Professional Reference 1**

Name:

Relationship:

Phone:

**Professional Reference 2**

Name:

Relationship:

Phone:

**Personal Reference 1**

Name:

Relationship:

Phone:

**Personal Reference 2**

Name:

Relationship:

Phone:

## Before Signing, please take note of the following;

- 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 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.
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord Lawyer. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act.
- 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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premise.

**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 form – 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	Applicant
<b>COMPULSORY:</b> Proof of income ie: payslip - bank statement - Centrelink form - letter from employer – ATO letter – or if self-employed we can contact your accountant. Driver's License (if you do not have a license, please let us know first)	<b>MUST HAVE</b>
<b>Your last (3) rent receipts if you rent a property</b>	<b>50 points</b>
<b>Own/owned a property? (must prove with a bill with that address on it)</b>	<b>50 points</b>
<b>Proof of Age Card or Key Pass</b>	<b>30 points</b>
<b>Passport/Visa details</b>	<b>30 points</b>
<b>Current Car/Motorbike Registration Papers</b>	<b>20 points</b>
<b>Minimum 2 References from previous Landlord/Agent</b>	<b>20 points</b>
<b>Copy of Phone, Gas and or Power Accounts for current address: each</b>	<b>10 points</b>
<b>TOTAL NUMBER OF POINTS:</b>	

## Privacy Statement:

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Application's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organisations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agents to the contrary, the Agent may also disclose such information to The Real Estate Institute Ltd for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REI can be viewed on its website.

The Agent will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contact the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

**APPLICANT NAME:**

**SIGNATURE:**

**DATE:**

### OFFICE USE ONLY

SENIOR PROPERTY MANAGER:

DATE RECEIVED:            /            /

APPROVED:                YES        NO

# Harcourts

**Harcourts Coffs Harbour**

**Address: Suite 1-15 Orlando Street, Coffs Harbour**

**Phone: 02 6600 1688**

**Email: [rentals.coffsharbour@harcourts.com.au](mailto:rentals.coffsharbour@harcourts.com.au)**