

Residential Tenancy Application

3/113 Princes Highway
ULLADULLA NSW 2539
Phone: 02 44551066
Fax: 02 44554608

For your application to be processed you must answer all questions

Property Details

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

Postcode

2. Preferred move in date?

3 Lease term?

Years Months

4 Property rental

\$ per week OR Months

5. How many people will normally occupy the property?

Adults Children, Ages.....

Personal Details

6. Please give us your details

Mr Ms Miss Mrs Other

Surname

Given Names

Date of Birth

Drivers License number

Driver's license expiry date

Driver's License State

Pension no. (if Applicable)

Pension type (if Applicable)

7. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email Address

8. What is your current address?

Postcode

Utility connections

FREE CONNECTION SERVICE

Harcourts Connect is dedicated to helping you move home more easily. We have been successfully connecting customers to their utilities for over 10 years now. We can also arrange your disconnections and other moving necessities.

Harcourts

Connect

1300 554 028 - harcourtsconnect.com.au

ELECTRICITY, GAS, TELEPHONE, BROADBAND,
FOXTEL and more.....

YES I would like to be contacted by Harcourts Connect

Supporting Document Required - 100 Points of ID

Please Note: * At least one form of Photo ID listed must be provided. Your application may be declined if the supporting documentation criteria is insufficient.

Drivers Licence*	40 Points
Passports*	40 Points
Birth Certificate	30 Points
Other Photo ID with Address	30 Points
4 Current Wage Advice	20 Points
Previous Landlord Reference	20 Points
Previous 4 Rent Receipts or Tenant Ledger	20 Points
Employment Reference on Letterhead	20 Points
Motor Vehicle Registration	10 Points
Bank Statement	10 Points
Utility Account	10 Points

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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (included 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 acknowledge that if I pull out after approval, I will lose my whole deposit in accordance to the Residential Tenancies Act 2010.

I authorise the Agent to obtain personal information from:

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

If I default under a rental agreement, 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 organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) verify the information I have provided by accessing any information which is listed about me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.

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 consent to the disclosure of my details to Harcourts Connect for the purpose of enabling Harcourts Connect to offer the connection and disconnection services to me. I consent to Harcourts Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection of the connection or disconnection. I acknowledge that neither Harcourts Connect nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and Harcourts Connect may receive a benefit in relation to the connection of a utility service.

Signature

X

Date

Applicant History

9. How long have you lived at your current address?
 Years Months
Reason for leaving this address?

10. Please tell us about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid

11. What was your previous residential address?

12. How long did you live at this address?
 Years Months

13. Please give us further information about this rented property
Name of Landlord/agent's

Landlord/agent's phone no. Weekly rent paid
Was bond refunded in full? Yes No If not why not?

Employment History

14. 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 is a student)

Employer's Address

Contact name Phone no.

Length of employment
 Years Month \$ Net Income

If studying:
What course are your studying?

Length of course?

You MUST answer the following questions?

Have you ever been evicted from a property?
Yes No If Yes Why?

Are you in debt to another landlord or agent?
Yes No If Yes Why?

Are you or any occupants smokers?
Yes No

Incorrectly answering any questions on this document could result in the non approval and/or termination of your Residential Tenancy agreement

Contacts/ References

15. Please provide a contact in case of emergency
Surname Given name/s
Relationship to you Phone no.

16. Please provide two personal references (not related to you)
1. Surname Given name/s
Relationship to you Phone no.

2. Surname Given name/s
Relationship to you Phone no.

Further Information

17. Car registration Make/type

18. Please provide details of any pets
Breed/type inside/outside
Council Registration details Number

19. Names of other occupants to be placed on the lease

Has this occupant completed an application for this property
Yes No

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or age care facility?
Yes No

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the abovementioned Premises and wish to take a tenancy for such Premises for a period of weeks, at a rental of per week and the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon or prior to the signing of a Residential Tenancy Agreement.

Reservation Fee

Reservation Fee \$ Reservation Period

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED. THIS RESERVATION FEE IS PAYABLE WITHIN 24 HOURS OF APPROVAL TO SECURE THE PROPERTY.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines: internet services: analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and the adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Signature Date



Ulladulla

ZERO TOLERANCE Policy for Late Rent Payments

At **Harcourts Ulladulla** we pride ourselves in our careful tenant qualification and screening processes. Applications are approved **ONLY** on the grounds that we are confident that the rent will be paid on time. However a minority of tenants still get behind in their rent, despite all of our tenant screening procedures.

As we do not know who this will be when we sign tenancy agreements, we need to advise each tenant about our **ZERO TOLERANCE POLICY** for late rent payments.

Therefore if you believe you may be late with a payment we insist that you notify us **at least 3 working days before the payment is due** - so we can warn the landlord so that they can prepare to make other arrangements to ensure their financial commitments are kept. In some cases we ask you do all that you can do to borrow the money from other sources (family, friends etc) should you not be able to make a payment. **However, should we not be contacted, our policy is....**

- **3 Days Late - We will call or send an SMS**
- **5-7 Days Late - We will call, send an SMS or write to you**
- **7-12 Days Late - We will call, send an SMS or write to you**
- **15 Days Late - a Termination Notice is issued**

EVICTION will follow if the problem is not remedied!

Part of keeping people on track with their tenancy rental payment commitment involves phone calls and personal follow up. This has caused some people upset, embarrassment and also resentment. However we do not apologise for such action as we believe that rent must be paid on time.... **all the time!** Water invoices and other outgoings are treated the same as rent and should be paid within the required due date.

Sometimes some tenants are continually late with payments, without becoming a full 14 days behind. If we have a tenant that is consistently behind despite all of our efforts, we will recommend to the landlord for this lease not to be renewed. The tenant will be required to vacate the property at the end of their lease, and also be furnished with poor performance track record should a new landlord or agent require one.

In extreme cases, details of the tenancy are lodged on a **TENANT CHECK INTERNET DATA BASE. This will affect** further tenancy arrangements with other real estate agents not only in your local area, but Australia wide. **This will cause you inconvenience and hardship.**

Therefore we encourage everyone to ensure their rent is paid on time, and that our business relationship remains beneficial for both parties.

Please call us should you have any queries or concerns regarding our ZERO TOLERANCE POLICY.