

## TENANCY APPLICATION FORM

Please complete this application thoroughly. Failure to complete sections may result in delays or the application not being processed. Ensure that all applicants have signed the privacy statement on the bottom of page 2:

**PLEASE NOTE THE FOLLOWING IMPORTANT POINTS, ALL TENANTS MUST PROVIDE THE FOLLOWING ITEMS OR YOUR APPLICATION WILL NOT BE PROCESSED!!**

- Copy of tenant ledger (payment record from current landlord or agent)
- Drivers licence or Photo ID
- Copies of two current pay docketts
- Copies of current Centrelink entitlements statements
- Copies of land rates and mortgage payments (if applicable)
- Current bank statements

Administration Only  
Tica:  
Ref:  
Rec:

## RENTAL PROPERTY

Property Address

## TENANCY REQUIREMENTS

Length of Tenancy

Rent per week \$

Commencement date

## APPLICANTS DETAILS

**Applicant 1**  
Name

**Applicant 2**  
Name

Home Ph

Work Ph

Home Ph

Work Ph

Mobile

Email

Mobile

Email

Address

Address

## PERSONAL DETAILS

**Applicant 1**  
Date of Birth

Driver's license

**Applicant 2**  
Date of Birth

Driver's license

## VEHICLE DETAILS

Number of vehicles  
to be housed at the  
premises

Type:

Registration No:

Type:

Registration No:

Boats/Van  
Trailers  
Other

## CURRENT OCCUPANCY DETAILS

Landlord/Agent

Phone No:  
Fax No:

Current Rent

\$ pw

Period there

Landlord/Agent

Phone No:  
Fax No:

Current Rent

\$ pw

Period there

# PRIVACY STATEMENT

The personal information you provide in this application or collection by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

## Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises. To carry this out this role and during the term of your tenancy, we usually disclose your personal information to: The landlord, The Landlord's lawyers and the Landlords mortgagee/ insurer's Referees you have nominated Organisations / Trade people required to carry out the maintenance to the premises Rental Bond Authorities and the Residential Tenancy Tribunal / Courts Debt Collection Agencies TICA Database Default Tenancy Control Pty Ltd/ Other Real Estate Agents & Landlords.

## Secondary Purpose

We also collect your personal information to:

Enable us , or the Landlords lawyers, to prepare the lease / tenancy documents for the premises; Allow organizations / Trades people to contact you in relation to maintenance matters relating to the premises; Pay / release rental bonds to/ from Rental Bond Authorities (where applicable); Refer to Tribunals, Court and Statutory Authorities (where necessary); Refer to Debt Collection Agencies / Lawyers (where default/ enforcement action is required); Refer to Landlords Insurer's; Report your conduct as a tenant on the TICA database

I / we the said applicants declare that I /we give our permission to the agent to collect my / our information and pass such information onto TICA default Tenancy Control Pty Ltd. I / we further give my / our permission for my/our information to be provided to any other tenancy database for the assessment of my / our tenancy application. I/we further consent to the member of the Database Company to contact any of my / our referees provided by me/ us in my/our tenancy application. I /we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/ our information may be recorded as making an inquiry. I / we agree that in the event of a default occurring under a tenancy agreement I /we give my/ our permission to the member of the tenancy database to register any of my details of such a breach with a tenancy database. I / we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I /we understand that TICA Default Control Pty Ltd is a database company that allows its member's access to information accumulated from its members about tenants who have breached their tenancy agreement. I /we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I /we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation. I / we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 19002220346. I / we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

# UTILITIES CONNECTION

**DECLARATION & EXECUTION:** By signing this application, I/we: consent to Harcourts Connect arranging for the connection and the disconnection of the nominated utility services and to provide information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Harcourts Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorize Harcourts Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary to the Services; expressly authorize Harcourts Connect to provide any information in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain information necessary in relation to the Services; understand that under the requirements of the Privacy Act 1988, Harcourts Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorized access, use, modification or disclosed and any other misuse; authorize the obtaining of a National Metering (NMI) for my residential address to obtain supply; consent to Harcourts Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Harcourts Connect and its officers, servants and agents and hold them against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Harcourts Connect shall not be liable for any loss or damage (including consequential loss sand loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss or in connection with any delay in connection, disconnection or provision of, failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Harcourts Connect is a free service I/we may be required to pay standard connection fees or deposit is required by various utility providers; acknowledge that the Service will be provided according to the regulations and that the time frames and the terms and conditions of the nominated utility providers bind me/us and that after hours connection may incur additional service fees and utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Harcourts Connect in connection with the provision of the service being provided to me/us by Harcourts Connect; and acknowledge the entitlement of Harcourts Connect and its associates, agents and contractors, to receive a fee or remuneration from utility providers and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection service.

# AUTHORISATION

I we/ do hereby authorise my agent to provide a copy of the previous /Current rental ledger, routine inspection report & information relating to my/our tenancy to Harcourts Shellharbour City / Albion Park. I/we /do hereby authorise my employee & referee's to provide Harcourts Shellharbour City / Albion Park details of employment & personal details pertaining to my application. This information is only for the purpose of assessing my suitability as a tenant.

**By signing this application, I agree to all the terms and conditions within this document and the Privacy Conditions and Disclosure Statement.**

## PRINT NAME

Applicant 1

## PRINT NAME

Applicant 2

## SIGNED BY THE APPLICANT

Applicant 1

Date

## SIGNED BY THE APPLICANT

Applicant 2

Date:

## PREVIOUS RENTAL DETAILS

Previous Property Address		Previous Property Address	
Landlord/Agent Phone No: Fax No:	Rent \$                  pw Period there	Landlord/Agent Phone No: Fax No:	Rent \$                  pw Period there
Prior Address		Prior Address	
Landlord/agent Phone No: Fax No:	Rent \$                  pw Period there	Landlord/agent Phone No: Fax No:	Rent \$                  pw Period there

## EMPLOYMENT DETAILS

Occupation: Employer: Phone: Period there: Salary per week:	Occupation: Employer: Phone: Period there: Salary per week:
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## EMERGENCY CONTACT NOT RESIDING WITH YOU (Next of kin)

Name	Relationship	Name	Relationship
Address	Phone No:	Address	Phone No:

## OTHER OCCUPANTS

Number of other persons to reside at the property	Adults                  Children Ages	Animals                  Yes / No	Type Breed
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## PETS **\*\*Pet Application to be completed\*\***

## HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Internet <input type="checkbox"/>	Illawarra Mercury <input type="checkbox"/>	Realtor <input type="checkbox"/>	Sign board <input type="checkbox"/>	Window display <input type="checkbox"/>	Referral <input type="checkbox"/>	To let list <input type="checkbox"/>	Other <input type="checkbox"/>
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## CONFIRMATION

I confirm the following:

1. During my inspection of this property I found it to be in reasonably clean condition. Yes  No
2. If "No" I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlords approval.

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3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I consent to the information provided in this application being verified and a reference check on the Tenancy Data Base (TICA) being undertaken.
5. I understand the Agent/Landlord makes no guarantee of the availability or connection of Internet services. I apply for the property knowing the internet may or may not be available and accept that it is solely my responsibility to make further enquiries.

## APPLICATION

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared. I declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week.

I undertake to pay the monies detailed below by payment to the ANZ Bank by either cash, bank cheque (**no personal cheques accepted**) prior to signing the Residential Tenancy Agreement.

**For security reasons Harcourts Shellharbour City / Albion Park has a cash free policy.**

## STATEMENT OF COSTS

Rental Bond:    = 4 x weeks rent.  
Rent payable:     = two (2) weeks rent

## DEPOSIT

1. Once approved for the premises, the applicant agrees to pay one weeks rent as a deposit to secure the property within 24 hours of approval.  
This payment is to be made into the nominated ANZ Bank Account only due to the cash free office policy.
2. Should the applicant decide not to proceed, they will forfeit the entire deposit, in accordance with the Residential Tenancy Act regardless of the time held.
3. That the deposit will be banked into a Trust Account.
4. The property will not be held for more than 7days before the commencement of the tenancy.

PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH YOUR APPLICATION

<p>In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Harcourts Kiama, regarding my/our rental history. I/we understand this information will be used to assess my/our application to lease.</p>			
Applicant/s Name			
Current Rental Property Address			
Period of Tenancy		Rent Paid Per Week	
Name of Managing Agent or Owner		Agents Contact Name	
Phone Number Agent or Owner		Fax No: Agent / Owner	
Signature/s of Applicant		Dated	

Our office will fax this to your agent and request a reference from them. Please do not complete the lower section.

<p>Dear Agent, Please complete and return by fax to Harcourts Kiama <b>Fax Number 4256 6761</b></p>	
Name & position of person filling in this form.	
How long at the property?	
How much rent did they pay?	
Was the tenant co-operative to deal with?	YES / NO
Did they pay rent on time? If not perfect & consistent, please specify problems.	YES / NO
Were there any periodic inspections?	YES / NO
Result of periodic inspections.	
Were lawns & gardens kept in good order?	YES / NO
Did they have pets? If yes, please state the kind.	YES / NO
Did the pets cause any damage? If yes, please state.	YES / NO
Are the tenant/s considerate of neighbours?	YES / NO
Were any notices ever issued for breach of the tenancy agreement? If yes, please provide details.	YES / NO
Do you know why they left or are leaving?	
Was the bond refunded? If no, please provide details.	YES / NO
Would you rent to them again	YES / NO
Signature of Agent/Owner	Thank you very much for your co-operation!

**\*\* PLEASE ATTACH THE TENANT LEDGER & AN INSPECTION REPORT**