

Incomplete applications will not be accepted.

Thank you for choosing Harcourts Dapto. In order to provide you with a QUICK answer to your Tenancy Application, please complete the application thoroughly and follow the important points:

Applications will only be processed if the documents below have been supplied and all information is provided as requested.

1. Applicant/s must make an appointment and inspect the property they wish to apply for.
2. All adults over the age of 18 who will be living at the property must apply.
3. Each applicant is required to submit a separate application form.
4. 100 points of identification must be supplied for each applicant and must be accompanied by a copy of your current Drivers Licence/Passport for identification purposes.

What makes up **100** points

Existing Harcourts Dapto tenant (within last 12 months)	100	Two written references from employees/previous agent	20
Photo drivers licence, passport or photo ID	30	Recent rates notice	20
Last 3 payslips or centrelink statement	20	Vehicle registration papers	15
Bank statement	20	Current electricity or phone account papers	15
Current rental ledger	20	Medicare card, membership card or birth certificate	10

5. Proof of income is compulsory and must be provided e.g.: employment letter, 3 current payslips, centrelink statement and if Self Employed, a tax return and a letter from your accountant.
6. Proof of address needs to be supplied, e.g. copy of a bill or rates notice. Home owners need to provide a copy of their rates notice or a letter from the agent or solicitor advising they are selling or have sold their home.
7. If you are currently renting through an Agent you need to provide the following:
 - a. full print out of your rental payments history (compulsory)
 - b. copies of routine inspection reports
8. If you are currently renting through a private owner:
 - a. a letter from private landlord
 - b. copy of rental payments

Rental Application Form

Property Applying For

ADDRESS:

NAMES OF OTHER APPLICANTS:

Your Preferred Lease Terms

LENGTH OF TENANCY: YEARS: MONTHS: RENT PER WEEK: \$

If renting, do you have to give notice to your current agent? Yes No

Occupancy Details

NUMBER OF OCCUPANTS (INCLUDING CHILDREN): NUMBER OF CHILDREN (IF ANY): AGES:

Do you smoke? Yes No If yes, do you smoke: Inside Outside

Will you be applying for assistance from Department of Housing: Yes No

Pets? Yes No TYPE AND AGE OF PETS:

Inside Outside

Occupancy Details

NAME:

EMAIL:

ADDRESS:

PHONE (DAY): PHONE (NIGHT):

MOBILE: DATE OF BIRTH: / /

DRIVERS LICENCE NO: STATE OF ISSUE:

PASSPORT NO: PASSPORT DATE: / /

Rental Application Form

Financial Institution Details (this information will not be disclosed to any other party)

BANK OR BUILDING SOCIETY:

BRANCH:

ACCOUNT NAME:

BSB:

ACCOUNT NUMBER:

Current Residential Details

CURRENT ADDRESS:

DO YOU:

Own

Rent

LANDLORD/AGENT'S NAME:

PHONE (DAY):

REPAYMENTS PER WEEK: \$

LENGTH OF TENANCY:

YEARS

MONTHS

If Sold Recently

AGENT'S NAME:

PHONE (DAY):

Previous Residential Details

PREVIOUS ADDRESS:

DID YOU:

Own

Rent

LANDLORD/AGENT'S NAME:

PHONE (DAY):

REPAYMENTS PER WEEK: \$

LENGTH OF TENANCY:

YEARS

MONTHS

Current Employment

EMPLOYER (COMPANY):

CONTACT NAME (MANAGER):

PHONE (DAY):

YOUR POSITION:

LENGTH OF EMPLOYMENT:

NET INCOME PER WEEK: \$

EMPLOYMENT TYPE:

Rental Application Form

Previous Employment

EMPLOYER (COMPANY):

CONTACT NAME (MANAGER):

PHONE (DAY):

YOUR POSITION:

LENGTH OF EMPLOYMENT:

NET INCOME PER WEEK: \$

EMPLOYMENT TYPE:

Self Employment

COMPANY NAME:

ACCOUNTANT NAME:

INDUSTRY (MANAGER):

ACCOUNTANT PHONE:

YOUR POSITION:

LENGTH OF TRADING:

NET INCOME PER WEEK: \$

EMPLOYMENT TYPE:

Student Information

INSTITUTION WHERE YOU ARE CURRENTLY STUDYING:

COURSE NAME:

STUDENT ID NO:

DURATION OF COURSE:

DATE COMMENCED: / /

Emergency Contact Details *(not your spouse or anyone going on the lease)*

PERSON 1:

PERSON 2:

RELATIONSHIP:

RELATIONSHIP:

ADDRESS:

ADDRESS:

PHONE (DAY):

PHONE (DAY):

PHONE (NIGHT):

PHONE (NIGHT):

Privacy Act and TICA Acknowledgement for Tenants

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application, an applicant is required under the National Privacy Principles of Privacy Act to be made aware of that an organisation may access a database. In addition, an applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles, the database member discloses that in addition to information onto TICA Default Tenancy Control Pty Ltd. I further give my information to be provided to any other tenancy database for an assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in the tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement, I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse affect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Holding Fee

I confirm the following:

1. The holding fee can only be accepted after the application for tenancy is approved.
2. The holding fee cannot exceed 1 weeks rent and keeps the property off the market for the prospective tenant for 7 days.
3. In consideration of the above holding fee paid by the prospective tenant, the landlords agent acknowledges that:
 - a. The application for tenancy has been approved by the landlord, and
 - b. The premises will not be let during the above period, pending the making of a residential tenancy agreement, and
 - c. If the prospective tenant decides not to enter into such an agreement, the landlord may retain the whole fee, and
 - d. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises.

The holding fee will be refunded if the tenant has entered into a tenancy agreement conditional to repairs being carried out and the landlord does not undertake the repairs in the specified period or if the landlord or landlords agent fails to disclose a material fact before entering into the residential tenancy agreement.

Rental Application Form

Privacy Statement

The personal information you provide in this application or collected 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/Owner, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord/Owner. If you enter into a Residential Tenancy your tenancy may also be disclosed to the Landlord/Owner, third party operations of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Application

With the submission of this application form, I authorise the landlord's agent to check with my previous or current employer, my previous or current landlord/agent and the referees named as my suitability as a tenant. I authorise that they may request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies, including breaches of the tenants agreement or positive references. I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and accept them as inspected.

The applicant also acknowledges that the agent in question cannot confirm that any phone lines to the property are operable or able to be reconnected. The applicant understands that it is his/her responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line. Ensuring the main switch is in the off position for power connection remains the responsibility of the tenant.

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

SIGNED BY THE APPLICANT/S:

PRINT APPLICANTS NAMES:

DATE: / /

If more than one applicant, "I" means "We" in this form.

Initial Lease Costs

RENTAL BOND (4 WEEKS RENT): \$

RENT (2 WEEKS RENT): \$

TOTAL: \$
