

Wauchope Office  
Phone 6586 1111  
Fax 6586 1133

Port Macquarie Office  
Phone 6583 5555  
Fax 6583 2227

## TENANCY APPLICATION

**Prospective tenants must fully complete this application form  
and return it to our office along with the following information**

- Drivers Licence / Passport / Proof of Age Card
- Income Confirmation - 3 Recent Payslips / Centrelink Income Statement / ATO Assessment Notice
- 2 recent rent receipts or tenant rent ledger
- Document showing proof of last residential address eg phone account, electricity account, tenancy agreement, rent receipt
- Latest Bank Statement
- Medicare Card
- Two references from previous landlords or agents
- If Self Employed – a copy of last tax return & accountants details OR current bank statement

**Please note that we will not copy documents for you – please have copies ready to be submitted with the application**

### NOTICE TO APPLICANTS

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 via their preferred service provider. 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.

**Harcourts** Connect

**A Free Service – Connecting Your Utilities Has Never Been Easier**

Phone: 1300 554 323  
Fax: 1300 889 598  
Email: [info@connectnow.com.au](mailto:info@connectnow.com.au)

Harcourts Connect is a FREE service that is simple, convenient & time saving and assists 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 insurance and more. 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. This is a value-added service independent of your tenancy application—you are not obligated to use Harcourts Connect, which is provided by Connectnow. A Connectnow representative will make all reasonable efforts to contact you within **one** working day of receiving your details when your tenancy application is approved, and you can decline the service at this phone call. If Connectnow was unable to contact you within this period please contact Connectnow on 1300 554 323 to ensure connection is completed. Please note, although the Connectnow service is **FREE to you**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the Connectnow service.

**As an approved tenant of Harcourts Greater Port Macquarie, I understand my details will be provided to Harcourts Connect. I also acknowledge that the agency does receive an incentive/rebate due to my utilization of this free service.**

Applicant Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

**NO** I do not wish to take advantage of Harcourts Connect, a free utility connection service.

Unless this box is ticked, your details will be provided to Harcourts Connect, and you will be contacted by a Connectnow representative

Rental application for: \_\_\_\_\_ (Address of Premises)

Proposed Length of Tenancy: \_\_\_\_\_ Proposed Commencement Date: \_\_\_\_\_

Number of Occupants Adults: \_\_\_\_\_ Do any of the proposed occupants smoke? YES / NO

Children (Names & Ages): \_\_\_\_\_

Number of vehicle to be kept at premises: \_\_\_\_\_ Do you propose to keep pets at premises? YES / NO

Pet Type(s): \_\_\_\_\_ Breed/Names: \_\_\_\_\_ Age: \_\_\_\_\_

I, the applicant/s declare that all information contained in this application is true & correct, and that the information is provided of my own free will. I further declare the following:

- I understand that if all the requested information is not provided, the agent may not be able to process the application.
- I have inspected the property located at \_\_\_\_\_ and wish to apply to rent the property in the condition as inspected.
- I wish to rent the aforementioned property commencing \_\_\_\_\_ for a period of \_\_\_\_\_ months.
- I have been informed, understand and agree that the rent for the property is \$\_\_\_\_\_ per week and the rental bond will be \$\_\_\_\_\_. I understand the agent will lodge the bond and tenancy details with the appropriate authority.
- I have been informed, understand and agree the rental for the said property is to be paid every week/fortnight and is to be paid by the due date at all times. I understand that I will be required to pay 2 weeks rent at the commencement of the tenancy.
- I understand that if my tenancy application with the agent is approved, I will be asked to pay a holding deposit equal to one weeks rent, which will become the initial week's rent. I agree to pay this deposit as soon as possible after the application being approved. I understand that until receipt of this deposit, the property will continue to be advertised and further applications may be considered by the owner. I further understand this holding deposit is non-refundable if I withdraw my application.
- I understand that I must make my own enquiries to ensure any utilities I require are available from the rental premises. **If the house is not connected to council water supply & relies on tank water, I understand it is my responsibility to purchase water if/when needed.**
- I understand that all payments to the agent are to be via cheque, money order, direct bank account payments, EFTPOS or credit card (currently 1% surcharge on credit card payments)
- I declare that I am not bankrupt and that I have not entered into any scheme or arrangement for the payment of money to any creditors. I further declare I am not paying off any previous rent debt.
- I have been informed, understand and agree that should this application not be accepted, by law the agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy database.

All Applicant/s Name/s: \_\_\_\_\_

All Applicant/s Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

ARE YOU THINKING OF PURCHASING A HOME OR BLOCK OF LAND IN THE NEAR FUTURE? YES / NO

What are you looking for?  House  Unit / Villa  Land  Lifestyle/Small Acreage  Rural

When are you looking to purchase?  3 Months  6 Months  12 Months +

Price Range \$\_\_\_\_\_ to \$\_\_\_\_\_

**APPLICANT 1**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Drivers Licence Number: \_\_\_\_\_ Rego Number: \_\_\_\_\_ Medicare Number: \_\_\_\_\_

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Employer: \_\_\_\_\_ Period of employment: \_\_\_\_\_  
Employer's address: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Employers Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

**If Self Employed**, Name of Business: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ How Long Operating: \_\_\_\_\_  
Accountant/Bookkeeper Name & Contact: \_\_\_\_\_  
Do you receive any other Additional Income/ Benefits? YES / NO Amount: \$ \_\_\_\_\_  
Who from/what type? eg Centrelink, child support: \_\_\_\_\_  
Total Income Per Week: \$ \_\_\_\_\_

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Current Address: \_\_\_\_\_ Currently Renting? Yes / No  
Name of Landlord/Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Rent paid: \$ \_\_\_\_\_ How long at address? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Name of PREVIOUS Landlord/Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address of Previous premises: \_\_\_\_\_  
Rent paid: \$ \_\_\_\_\_ How long at address? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Do you still owe money on any previous rental property? YES / NO  
Have you ever been issued with a termination notice to vacate a property? YES / NO  
Have any deductions been made from the rental bond for previous tenancies? YES / NO  
Have you ever attended the Consumer, Trader and Tenancy Tribunal? YES / NO  
If yes to any of these, please provide details: \_\_\_\_\_

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**BUSINESS / WORK REFERENCE** Name & Company: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

**PERSONAL REFERENCE** Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

**NEXT OF KIN - PERSONS TO CONTACT IN AN EMERGENCY (cannot be other applicants for the property)**  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Contact: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

**APPLICANT 2**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_ Rego Number: \_\_\_\_\_ Medicare Number: \_\_\_\_\_

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Employer: \_\_\_\_\_ Period of employment: \_\_\_\_\_

Employer's address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Employers Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

**If Self Employed, Name of Business:** \_\_\_\_\_

Type of Business: \_\_\_\_\_ How Long Operating: \_\_\_\_\_

Accountant/Bookkeeper Name & Contact: \_\_\_\_\_

Do you receive any other Additional Income/ Benefits? YES / NO Amount: \$ \_\_\_\_\_

Who from/what type? eg Centrelink, child support: \_\_\_\_\_

Total Income Per Week: \$ \_\_\_\_\_

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Current Address: \_\_\_\_\_ Currently Renting? Yes / No

Name of Landlord/Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ How long at address? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Name of PREVIOUS Landlord/Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of Previous premises: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ How long at address? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Do you still owe money on any previous rental property? YES / NO

Have you ever been issued with a termination notice to vacate a property? YES / NO

Have any deductions been made from the rental bond for previous tenancies? YES / NO

Have you ever attended the Consumer, Trader and Tenancy Tribunal? YES / NO

If yes to any of these, please provide details: \_\_\_\_\_

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**BUSINESS / WORK REFERENCE** Name & Company: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

**PERSONAL REFERENCE** Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

**NEXT OF KIN - PERSONS TO CONTACT IN AN EMERGENCY (cannot be other applicants for the property)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

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 it is required under the National Privacy Principles in the Privacy Act 1988 that you are aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

As professional property managers, Harcourts Greater Port Macquarie collect your personal information to assess the risk in providing you with the premises you have requested to rent, and if the risk is considered acceptable, to provide you with a tenancy of the premises.

To carry out this role, and during the term of your tenancy, we can disclose and or request your personal information (if applicable) to:

- \* The Landlord, including their legal representative, insurance provider or mortgagee
- \* Referees you have nominated to validate information supplied in the application
- \* Organisations/Tradespeople required to perform maintenance or repairs to the premises
- \* Rental Bond Authorities
- \* Residential Tenancy Tribunals/Courts
- \* TICA (Default Tenancy Control Pty Ltd)
- \* Barclays Landlord Protection or other Debt Collection Agencies
- \* Other Real Estate Agents & Landlords

If your personal information is not provided to us, or you do not consent to the uses described above, we cannot assess the risk to our client, or carry out our duties as professional property managers, therefore we will be unable to provide you with a property to rent.

As part of my tenancy application;

- I agree and understand that my personal and or rental information will be requested from employers and or real estate agent/landlords and will be used to assess my 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/our 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 & Barclay MIS are database companies that allow its member's access to information accumulated from other 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 tenancy application.
- I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd or Barclays could have an adverse effect on my ability to obtain future rental accommodation.
- I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we understand calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST(higher charges on a mobile or pay phone).

Applicant 1 – Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Applicant 2 – Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Dated: \_\_\_\_\_ Signed by Member/ Agent: \_\_\_\_\_