

# TENANCY APPLICATION FORM

Mobile 0401 528 596 Email pm@propertyolutions101.com.au  
 Address 644 Glebe Road, Adamstown or PO Box 209 Adamstown NSW 2289  
**ABN 52 159 848 736**



Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

## Please read prior to completing your Application

- One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	30
<input type="checkbox"/>	Current Wage Advice	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	10
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Gas Account	10
	<b>TOTAL POINTS</b>	100

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, the General Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 6 weeks rent being 4 weeks bond and 2 weeks rent, be paid by internet transfer, money order or bank cheque within 24 hours of acceptance.

**APPLICATION CHECKLIST**

**Before I submit this Application, I have...**

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Completed the Pet Application & Agreement form if applicable
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM
Name of nominated Applicant to contact in relation to application status	Name	Phone	



<b>PROPERTY ADDRESS</b>				
<b>How did you find out about this Property</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	
	<input type="checkbox"/> Other _____			
<b>Applicant's Full Name and Address</b>	Name _____			
	Address _____			
<b>Personal Details</b>	Date of Birth _____ / _____ / _____	Place of Birth _____		
	Drivers Licence No. _____	Expiry Date _____		
	Passport No. _____	Expiry Date _____		
<b>Applicant's Contact Details</b>	<input type="checkbox"/> Home	<input type="checkbox"/> Business		
	<input type="checkbox"/> Mobile	Email _____		
<b>Current Rental Details</b>	Rent per week \$ _____	Period of occupancy _____	Months _____ Years _____	
	Agent/Landlord _____	<input type="checkbox"/> Home		
	Fax _____	<input type="checkbox"/> Business		
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes <input type="checkbox"/> No Why _____	
<b>Previous Address</b>	Address _____			
	Rent per week \$ _____	Period of occupancy _____	Months _____ Years _____	
	Agent/Landlord _____	<input type="checkbox"/> Home		
	Fax _____	<input type="checkbox"/> Business		
<b>Employment</b>	Current Employer _____		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Contract	
	Your Position _____		Supervisor's Name _____	
	Length of Employment	Years _____	Fax _____	
		Months _____	<input type="checkbox"/> Business	
	Net income per week \$ _____			
	Currently I am paid on the _____ of each week / fortnight / month (circle relevant)			
<b>If Self Employed</b>	Company Name _____		Trading As _____	
	Address _____			
	ABN _____	Industry/ Nature of Business _____		
	How long have you been self-employed? _____		Years _____	Months _____
	Total Annual Income (as declared to Australian Taxation Office) \$ _____			
	Accountant _____	<input type="checkbox"/> Business		
	Creditor _____	<input type="checkbox"/> Business		
	Creditor _____	<input type="checkbox"/> Business		
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>			
	Student ID # _____	Institution _____	Faculty _____	
	Course _____	Duration _____		
	<input type="checkbox"/> Currently not employed			
	Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other _____			
<b>Australian Citizen</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No – copies of Passport and Visa attached	Visa Expiry _____ / _____ / _____	

<b>Vehicle Information</b>	Total number of vehicles to be kept at the premises		
	Registration No State	Model	Owned / Hire Purchase
	Registration No State	Model	Owned / Hire Purchase
<b>Occupancy Details Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property</b>	<b>Name</b>	<b>Address</b>	<b>Age</b>
<b>Pets</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	What type of animal and how many?		
<b>Emergency Contact Details of Closest Relatives who will not be Residing with You</b>	Name		Name
	Relationship		Relationship
	Address		Address
	☎ Home		☎ Home
	☎ Work		☎ Work
	☎ Mobile		☎ Mobile
<b>Personal References (not relatives) Please ensure each has agreed for you to nominate them as a Referee.</b>	<b>Name</b>	<b>Occupation</b>	<b>☎ Business Hours Contact</b>

**I confirm the following:**

- |  |                             |                              |               |
|--|-----------------------------|------------------------------|---------------|
|  |                             |                              | <b>Detail</b> |
| 1. Have you ever been evicted by any Lessor or Agent?                                    | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |
| 2. Have you been refused another Property by a Lessor or Agent?                          | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |
| 3. Are you in debt to another Lessor or Agent?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |
| 5. Was your rental bond at your last address refunded in full?                           | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____         |

**I confirm the following:**

During my inspection of the Property on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ I found it to be in a satisfactory condition     Yes     No

If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

**Declaration**

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

**I understand that if this Application is approved by the Lessor:**

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- I have been given the General Tenancy Agreement for the property I am applying for.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement. The amount paid to the Agent equal to 6 weeks rent within 24 hours of the approval.
- Pre-moving in costs as itemised below are to be paid by **INTERNET TRANSFER, BANK CHEQUE OR MONEY ORDER.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent</b> – first 2 weeks rent	2 x \$	= \$	must be paid within 24 hours of Application approval
<b>Bond</b> – 4 times weekly rent <small>NB: If rent is over \$500pw, Bond is specified on rent list</small>	4 x \$	= \$	must be paid within 24 hours of Application approval.
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Must be paid BEFORE lease commences
<b>APPLICANT'S SIGNATURE</b>		<b>Date</b>	

**PRIVACY DISCLOSURE STATEMENT OF  
Property Solutions 101 Pty Ltd**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA). You can find out more information about these databases on the websites [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this information is set out below, in the Privacy Consent section.

**COLLECTION NOTICE**

The personal information you provide in this application or our Agency collects from other sources is necessary for **PROPERTY SOLUTIONS 101** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **PROPERTY SOLUTIONS 101** and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application **PROPERTY SOLUTIONS 101** will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

**PRIVACY CONSENT**

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **PROPERTY SOLUTIONS 101**. I authorise **PROPERTY SOLUTIONS 101** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise **PROPERTY SOLUTIONS 101** to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA and NTD.

I authorise **PROPERTY SOLUTIONS 101** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

**MARKETING CONSENT**

I, the Applicant understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **PROPERTY SOLUTIONS 101** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact                                        Indefinite – Until advised in writing otherwise  
                    Other - \_\_\_\_\_

**APPLICANT TO COMPLETE SECTION BELOW**

<b>Applicant Name</b>		
<b>Applicant Phone Number/s</b>	<input type="checkbox"/> <b>As detailed in this Application Form</b>	<input type="checkbox"/> <b>Other:</b>
<b>Applicant Signature</b>		
<b>Date</b>		
<b>Time</b>		