



clearwater

02 4474 3290 • clearwaterrealestate.com.au

REAL ESTATE
SALES • RENTALS

A bright new future!

Application for Tenancy

(One Per Adult)

Premises:

Or Requirements:

Applicant's Name:

Current Address:

Date Of Birth:

Licence #:

Rego #:

Phone: H:

W:

M:

Email:

Number Of Occupants:

Adults:

Children:

Partner's Name:

Will You Have Pets? Yes / No

Type:

Occupation:

Employer:

Business Address:

Contact:

Period Of Employment:

Gross Weekly Wage/Salary:

Additional Income Or Benefits Received:

(If self-employed, evidence will be required, such as Tax Returns or Accountant details)

Accountant Details/Other:

Personal Reference:(1)

Business Reference:(1)

Name Of *CURRENT* Landlord/Agent: _____

(If you own the property that you are currently residing in, a copy of the rates notice must be shown)

Contact: _____ **Period Of Tenancy:** _____

Rent / Week: \$ _____ **Reason For Leaving:** _____

Name Of *PREVIOUS* Landlord/Agent: _____

Address: _____

Contact: _____ **Period Of Tenancy:** _____

Rent / Week: \$ _____ **Reason For Leaving:** _____

Person To Contact In An Emergency: _____

Address: _____ **Phone:** _____

The Following Questions Must Be Answered:

Has Your Tenancy Ever Been Terminated By A Landlord Or Agent? Yes / No

If Yes, Give Details _____

Are You In Debt To Another Landlord Or Agent? Yes / No

If Yes, Give Details _____

Have Any Deductions Ever Been Made From Your Rental Bond? Yes / No

If Yes, Give Details _____

I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

Applicant's Signature: _____ **Date:** _____

I, the applicant acknowledge & consent to the Agent verifying personal, employment and tenancy references to facilitate this application process.

This Application Is Made By Me: _____

On Date: _____ **For The Property:** _____

I, the said applicant declare that all the information contained in this application is true and correct and that the information is provided of my own free will. I further authorise **Bermagui &/or Clearwater Real Estate** (the agent) to contact any of the referees/references supplied by me in this application for verification of the details provided.

I declare the following:

1. I wish to apply to rent the above-mentioned property for a period of _____ months, commencing on _____.
2. I agree that the rent is \$ _____ per week and that the rental bond is \$ _____.
3. I the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
4. I authorise **Bermagui &/or Clearwater Real Estate** to access and check any information that may be listed on me on the TICA Default Tenancy Control Pty Ltd and any other relevant tenancy database.
5. I authorise **Bermagui &/or Clearwater Real Estate** to check with my current and/or previous employers, current and/or previous real estate agents/landlords and the referees named as to my suitability as a tenant.
6. I agree and understand that in the event of this application being declined there is no requirement at law for the Agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
7. I agree and understand, that in the event of this application being approved by the agent/landlord, the agent may report any defaults in relation to the tenancy with TICA Default Tenancy Control Pty Ltd. I understand that in the event of a default being reported to TICA, the removal of such information is subject to the guidelines of the NSW Office of Fair Trading.
8. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent via bank deposit, or bond to Rental Bonds Online.
9. I agree that no keys for the property will be provided by the agent until such time as all monies owed are paid in full.
10. I agree to allow the agent to photocopy the information supplied by me for their records.
11. I agree and understand that no inspections on the property will be carried out until my application has been checked and approved by the landlord.

Applicant's Signature

Agent's Signature

Private & Confidential Tenant Reference Check

Applicant's Name: _____

Authorise: _____ **(current Agent/Landlord)**

To apply for a property, please complete the following information to assist in my application through **Bermagui &/or Clearwater Real Estate**. Email this form along with your ID, relevant information and a copy of your Tenancy Ledger to: moruya@clearwaterrealestate.com.au or deliver it to 1/60-62 Queen St Moruya.

-
-
- | | | |
|-----|---|---------------------|
| 1. | Duration of Tenancy_____ | Weekly Rent \$_____ |
| 2. | Was the rent paid in advance? | YES / NO |
| 3. | Were there any rental dishonours? | YES / NO |
| 4. | Were there any Termination Notices or breach remedy notices given? | YES / NO |
| 5. | Were Agency/landlord routine inspections satisfactory? | YES / NO |
| 6. | Has the tenant maintained the property in an undamaged condition? | YES / NO |
| 7. | Were the lawns/gardens (if applicable) maintained by the tenant? | YES / NO |
| 8. | Were there any problems with pets being kept at the property? (if applicable) | YES / NO |
| 9. | Was there, or will there be to your knowledge, a claim on the rental bond? | YES / NO |
| 10. | Have any matters been before the Tenancy Tribunal? | YES / NO |
| 11. | Would you rent to this tenant again? | YES / NO |

Further comments on any of the items above or the tenancy:

Current Property Manager/Landlords Name: _____

Signature: _____

Phone No: _____ Date: _____

Signature of Applicant: _____ **Date:** _____



Application For Tenancy

Thank you for your interest in one of our rental properties.

An application form should be lodged for each adult that is to reside at the property however this can be discussed at the time of lodging your form/s. Applications that are incomplete will not be processed.

When lodging your application, we require the following:

Proof of your current income in the form of:

- Last 2 pay slips; or
- Centrelink Statement (if applicable); or
- If you are self-employed, please provide your accountants details where indicated or a copy of your most current Tax Assessment; or
- If you are starting new employment, either the contact name & phone number of the employer or a signed letter of Appointment for the position from the employer;

Two Proofs of Identification (see 100 Point ID Checklist) i.e.:

- Driver's License or similar Photo ID;
- Bank Statement;
- Passport;
- Rental receipt, ledger or copy of Tenancy Agreement;
- Birth Certificate;
- Pension Card;
- Medicare Card;
- Motor vehicle registration papers
- Utilities accounts i.e.. Telstra, Electricity or Gas

On approval of your application: a commencement date shall be confirmed and an appointment to sign the Tenancy Agreement made. All monies due must be deposited into the Bermagui Real Estate Trust Account. Bond = 4 Weeks Rent can also be paid to Rental Bonds Online (see attached).

The property shall remain on the Rental Market until such time as a Residential Tenancy Agreement has been signed and all monies paid.

APPLICANT'S SIGNATURE

AGENT'S SIGNATURE

DATE

NOTICE TO ALL TENANCY APPLICANTS

100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points.

Should you have difficulties in providing the identification please contact our office to discuss prior to lodging your application.

DRIVERS LICENSE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEDGER	25 POINTS
PREVIOUS TENANCY AGREEMENT	25 POINTS
PREVIOUS 2 RENT RECEIPTS	25 POINTS
RENTAL BOND RECEIPT	25 POINTS
PAY SLIPS (2)	20 POINTS
BANK OR CREDIT CARD STATEMENT	20 POINTS EACH
PENSION CARD	15 POINTS
COUNCIL OR WATER RATES	15 POINTS
MEDICARE OR HEALTH CARE CARD	15 POINTS
MOTOR VEHICLE REGISTRATION PAPERS	15 POINTS
TELEPHONE, GAS OR ELECTRICITY A/CS	15 POINTS EACH
BIRTH CERTIFICATE	15 POINTS

NOTE: **You must have at least one of the items marked with ***

TENANCY APPLICATION

OFFICE USE ONLY:

APPLICANT: _____

PROPERTY ADDRESS: _____

PROPOSED COMMENCEMENT DATE: _____

LEASE PERIOD: _____

RENT: \$

BOND: \$

TOTAL: \$

OWING: \$

- ☐ Employment Details confirmed
- ☐ Current/Previous Agents or Landlords
- ☐ 100 Points Checklist Passed:
- ☐ TICA Checked:
- ☐ Landlords Contacted:

General Comments:

APPLICATION: ACCEPTED / DECLINED

Getting started with Rental Bonds Online

Rental Bonds Online helps tenants, agents and private landlords to lodge and refund bond money easily and securely.

Tenants can use NSW Fair Trading's convenient service to:

- pay your bond direct to NSW Fair Trading through a secure website
- check the status and progress of your bond lodgment or refund 24/7 through your own Rental Bonds Online account
- receive email and SMS updates related to your bond
- submit a claim to get your bond money refunded online after confirming with your agent or private landlord.

Getting started

To use Rental Bonds Online, your agent (or private landlord where the property is not managed by an agent) must already be registered as a user. They will help get you set up by inviting you to use the service, normally before you sign your tenancy agreement.

To get started you must have:

- details of the bond amount to be paid (as agreed with your landlord/agent)
- your email address
- your mobile number
- access to the internet (using a standard browser such as Internet Explorer, Chrome or Safari)
- a Visa card or Mastercard or the ability to pay by BPAY through your bank, credit union or building society
- your Australian bank account details (BSB and account number). This account will be used for refunding any bond money due to you at the end of your tenancy.

How do I register and pay my rental bond?

1. Give your email address to your agent (or private landlord).
2. You will receive an email from Rental Bonds Online with instructions and a link to the secure Rental Bonds Online website.
3. Follow the instructions to create an account and pay your bond. This should take less than 10 minutes.
4. Once the bond money is received, NSW Fair Trading will issue you a receipt and immediately notify your agent or private landlord.
5. Your agent or landlord will then arrange for you to sign the tenancy agreement.



**Fair
Trading**

Other key information

How will I be able to pay my bond money?

Pay your bond by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Access your internet banking and make your payment by BPAY. Speak to your bank if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not proceed with the tenancy?

If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply logon to Rental Bonds Online and choose 'Request Return of Funds'. Your landlord or agent will be notified.

What if I am sharing with other tenants?

If there are other tenants (co-tenants), decide which tenant is going to be the 'Principal Tenant' and advise your agent or private landlord.

The Principal Tenant acts on behalf of all tenants and is responsible for:

- registering with Rental Bonds Online and paying the bond money to NSW Fair Trading
- providing the contact details for all co-tenants so that all tenants are informed of any changes to the bond
- submitting or responding to a claim for refund of bond money on behalf of all the tenants at the end of the tenancy
- distributing the bond refund to the other tenants.



Need help?

Visit the Fair Trading website fairtrading.nsw.gov.au/rentalbondsonline where you can:

- watch a video about the new service
- learn more on the benefits
- download easy to read fact sheets
- read through frequently asked questions.

Once you have registered log on to <https://rbo.fairtrading.nsw.gov.au/tenant/login> to access online guides providing assistance with processes such as making a claim or changing your account details.

Contact the Rental Bonds Online team
Email rbosupport@finance.nsw.gov.au
Call 1800 990 724

For general Fair Trading enquiries:

fairtrading.nsw.gov.au | 13 32 20

TTY: 1300 723 404 (for hearing impaired)

Language assistance: 13 14 50 (ask for an interpreter in your language)

© State of New South Wales through NSW Fair Trading 2015



Fair Trading