

TENANCY APPLICATION



1/44 Forth Street, KEMPSEY NSW 2440

Ph: (02) 6562 6600

Fax: (02) 6562 6506

Email: propertymanagement@kempseystockandland.com.au

Mandatory documents required for each applicant:

- Completed application form.
- 100 points of ID, including at least 1 form of photo identification.
- Proof of income.
- Rental and/or Work References.

A FEE MAY BE CHARGED FOR ANY PHOTOCOPYING OF DOCUMENTS

We require 100 points of ID

Identification value

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other Photo ID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

If you are a successful applicant you will be required to pay 2 weeks rent in advance plus 4 weeks rent for Bond that must be paid before the lease commences and any keys are handed out.

Please be advised, this application will only be processed once **ALL** details have been completed and all copies of all supporting documents are attached.

OFFICE USE ONLY:

Date received: _____ Time received: _____

PROPERTY APPLYING FOR: _____

PERSONAL DETAILS APPLICANT 1

Name of applicant 1: _____

D.O.B: _____ Drivers License Number & State: _____

Current Address: _____

Contact Numbers:

Home: _____ Mobile: _____ Work Number: _____

Email: _____

Centrelink Pension Number (if applicable): _____

Centrelink Pension Type (if applicable): _____

APPLICANT 1 RENTAL HISTORY

Current Address: _____

Name of Landlord or Agent: _____ Contact Number: _____

Weekly Rent Paid: _____ How Long at These premises: _____

Reason For Leaving: _____

Was the Bond refunded fully? (If not, why?): _____

APPLICANT 1 WORK HISTORY

Current Occupation: _____

Employment Type: Full Time / Part Time / Casual _____ Unemployed/Self Employed

Employer's Name: _____

Employer's Address: _____

Contact Name: _____ Phone Number: _____

Length of Employment: _____ Net Income: \$ _____

APPLICANT 1 EMERGENCY CONTACT

Contact Person: _____ Relationship: _____ Contact Number: _____

Contact Person: _____ Relationship: _____ Contact Number: _____

APPLICANT 1 PERSONAL REFEREES

Contact Person: _____ Contact Number: _____

Contact Person: _____ Contact Number: _____

Number of Occupants to occupy the premises: Adults: _____ Children: _____

Children's Ages: _____

Pets: Yes/ No _____ Type: _____ Breed: _____ Qty: _____

Primary Vehicle: _____ Make/Model: _____ Rego: _____

Secondary Vehicle: _____ Make/Model: _____ Rego: _____

PERSONAL DETAILS APPLICANT 2

Name of applicant 2: _____
D.O.B: _____ Drivers License Number & State: _____
Current Address: _____
Contact Numbers:
Home: _____ Mobile: _____ Work Number: _____
Email: _____
Centrelink Pension Number (if applicable): _____
Centrelink Pension Type (if applicable): _____

APPLICANT 2 RENTAL HISTORY

Current Address: _____
Name of Landlord or Agent: _____ Contact Number: _____
Weekly Rent Paid: _____ How Long at These premises: _____
Reason For Leaving: _____
Was the Bond refunded fully? (If not, why?): _____

APPLICANT 2 WORK HISTORY

Current Occupation: _____
Employment Type: Full Time / Part Time / Casual Unemployed/Self Employed
Employer's Name: _____
Employer's Address: _____
Contact Name: _____ Phone Number: _____
Length of Employment: _____ Net Income: \$ _____

APPLICANT 2 EMERGENCY CONTACT

Contact Person: _____ Relationship: _____ Contact Number: _____
Contact Person: _____ Relationship: _____ Contact Number: _____

APPLICANT 2 PERSONAL REFEREES

Contact Person: _____ Contact Number: _____
Contact Person: _____ Contact Number: _____

DECLARATIONS – APPLICANT/S TO COMPLETE AND PROVIDE DETAILS AS REQUIRED

Have you ever been evicted by any Landlord or Agent?	Yes/No
If yes, give reason: _____	
Are you in debt to another Landlord or Agent?	Yes/No
If yes, give reason: _____	
Is there any reason known to you that would affect your ability to pay rent when due?	Yes/No
If yes, give reason: _____	
Was your Bond at your last address refunded in full?	Yes/No
If no, give reason: _____	

TERMS & CONDITIONS

To successfully apply for any property with Kempsey Stock & Land Pty Ltd you must supply at least 100 points of identification, please supply copies of all documentation with submitting your application.

Your application will not be accepted with insufficient information.

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the Privacy Act of NSW. We collect information about you in this form to assess your application for tenancy. We may need to collect information about you from your previous lessors or letting agents, or employer and referees. We will also check if details of tenancy defaults by you are held on a tenancy database. Your consent for us to collect the information is set out below in the privacy consent section.

PRIVACY CONSENT

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I/We also agree that should I/We be in breach of any express or implied provision of the tenancy agreement or any provision of the Residential Tenancy Act, that I/We will pay the landlords cost incurred in undertaking collection action to recover his/her losses.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT/S

Name: _____

Name: _____

Sign: _____

Sign: _____

Date: _____

Date: _____



ABN 62 108 233 469

STOCK & STATION AGENTS / REAL ESTATE AGENTS

PHONE: (02) 6562 6600 / FAX: (02) 6562 6506

RENTAL REFERENCE REQUEST

APPLICANT/S TO COMPLETE

To Agent / Landlord: _____ Fax: _____

Applicant/s Name: _____

Property Address: _____

AGENT/ LANDLORD TO COMPLETE

PLEASE FORWARD TENANT LEDGER WITH THIS REQUEST TO FAX: (02) 6562 6506

How long was the tenant residing at the above property? _____ to _____

Rental amount paid per week \$ _____

Was the rent paid on time? Yes/No

Would you rent to this tenant again? Yes/No

Was the tenancy terminated by your office? Yes/No

If yes, please give reason: _____

Was there any termination notices issued for any Breaches during the tenancy? Yes/No

If yes, please give reason: _____

Were routine inspections carried out? Yes/No

During the tenancy was the premises kept clean and tidy? Yes/No

Garden / Lawns Yes/No/ N/A

Were tenants obliging and easy to deal with? Yes/No

Were pets kept on the premises? Yes/No

If yes, please detail damage or complaints caused (if any): _____

Was any money owing when the tenant/s vacated? Yes/No/Current tenant

Was the rental bond refunded to the tenant in full upon vacating? Yes/No/Current tenant

Additional Comments:

Name of person completing this form: _____

Signature: _____ Date: _____