

TENANCY APPLICATION FORM

When applying for a property through our office, each applicant 18 years or older must complete and submit a separate application form, plus provide their individual supporting documents.

Each and every section of this application **must be fully completed** before it can be processed. If any section is not relevant to your circumstances, please write 'not applicable'.

Along with your completed application please attach the following supporting documents:

- Photo ID with date of birth (Drivers' License or Proof of Age Card & Passport), Medicare & Debit Card;
- Recent bank statement and/or phone/ utilities account showing current address;
- Proof of Income (Recent Pay slips/ Bank Statement/ Centrelink Statement (if applicable));
- If self-employed, the last two annual tax returns/ assessment notices;
- Recent rental receipts or a rental ledger from your current and/ or former agent/landlord

Please ensure you have read & signed Page 4 of your application, prior to submission.

Please make your own enquiries for all electricity, gas, phone, internet and NBN services.

Upon completion your application may be returned to:

Shop 2, 206-208 Leura Mall, LEURA NSW 2780 or email to info@liberty.net.au
or send directly to the relevant Property Manager (below).

For any further information please contact the Property Manager below with whom you viewed the property -

Margaret Hopley
margaret@liberty.net.au

Jorja Campagner
jorja@liberty.net.au

Item 1: RENTAL PROPERTY DETAILS

Rental Property address: _____

Rent per week: \$ _____ Bond amount: \$ _____

Have you inspected the property? Yes No Date inspected: _____

Preferred Lease period: _____ Months Proposed Commencement date: _____

Number of adults: _____ Number of dependents: _____

Number of smokers: _____

Do you have pets? Yes No Registered? Yes No

Number and Description: _____

Will the premises be used for business purposes? Yes No

Item 2: APPLICANT DETAILS

Title: _____ Surname: _____ Given Name/s: _____

Date of Birth: _____ Driver's License (or 18+ Card) No. _____

Passport No. _____ Country of Issue: _____

Are you on a community or public housing waiting list? Yes No

VEHICLE Make/Model: _____ Rego: _____ Owned Financed

CONTACT DETAILS:

Home Phone: _____ Work: _____ Mobile: _____

Email: _____

OCCUPANTS' DETAILS (Name and Age of each person to live at property):

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

CURRENT ADDRESS: _____

Agent/Landlord: _____ Phone: _____

Dates of Occupancy: _____ Rent Paid: \$ _____ per week; Bond: \$ _____

Reason for Leaving: _____

PREVIOUS ADDRESS: _____

Agent/Landlord: _____ Phone: _____

Dates of Occupancy: _____ Rent Paid: \$ _____ per week; Bond: \$ _____

Reason for Leaving: _____

EMERGENCY/ NEXT OF KIN CONTACT DETAILS:

Name: _____ Relationship: _____ Phone: _____

Address: _____

Item 3: EMPLOYMENT DETAILS

EMPLOYMENT (Current/ Previous – please circle):

Occupation: _____ Employer: _____

Address: _____

Contact Person: _____ Phone: _____

Period of Employment: _____ Income (Nett per week): _____

EMPLOYMENT (Current / Previous – please circle):

Occupation: _____ Employer: _____

Address: _____

Contact Person: _____ Phone: _____

Period of Employment: _____ Income (Nett per week): _____

COMPANY or BUSINESS:

(Note: If self-employed evidence will be required such as Tax or Annual returns)

Company or Registered Business Name: _____

ACN/ABN: _____ Date Established: _____

Phone: _____ Income (Nett per week): _____

Address: _____

Accountant: _____ Phone: _____

100 POINT IDENTIFICATION CHECKLIST: 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 this identification please advise us prior to submission of your application.

At least one item marked with an asterisk MUST be supplied for each applicant

<input type="checkbox"/> Driver's license (30 points) *	<input type="checkbox"/> Passport (30 points) *	<input type="checkbox"/> Proof of age card (30 points) *
<input type="checkbox"/> Pay advice (15 points)	<input type="checkbox"/> Previous four rent receipts (20 points)	<input type="checkbox"/> Tenancy history ledger (20 points)
<input type="checkbox"/> Bank or credit card statement (15 points)	<input type="checkbox"/> Telephone account statement (15 points)	<input type="checkbox"/> Motor vehicle registration (15 points)
<input type="checkbox"/> Council or water rates (15 points)	<input type="checkbox"/> Electricity account statement (15 points)	<input type="checkbox"/> Gas account statement (15 points)
<input type="checkbox"/> Birth Certificate (10 points)	<input type="checkbox"/> Medicare card (10 points)	<input type="checkbox"/> Keycard / Credit card (10 points)

TERMS OF APPLICATION

1. The applicant warrants:
 - i) that all details provided within their application and supporting documentation are true and correct and have been freely provided;
 - ii) that they are not bankrupt or insolvent
2. The applicant agrees that:
 - i) they have inspected and accept the existing condition of the premises in Item (1);
 - ii) the applicant will sign a Residential Tenancy Agreement forthwith upon being notified of acceptance of this application by the agent;
 - iii) this Tenancy Application creates no contractual or legal obligations between the parties unless accepted;
 - iv) in the event that the application is rejected, it is understood that there is no requirement at law for the Landlord/Agent to disclose any reason for such rejection. It is further agreed that no objection will be raised for not being provided a reason for any such rejection;
 - v) on acceptance of this application for tenancy by the landlord being notified to the applicant either verbally or in writing, the applicant will rent the premises from the landlord under a Residential Tenancy Agreement (Lease) drawn up by the agent and, upon signing of the Lease, pay the agreed Bond and Rent amounts listed in Item (1) by a method acceptable to the agent with such payments to be cleared funds prior to occupancy;
 - vi) no access keys for the property will be provided by the agent until such a time as a signed lease agreement is in force AND all monies owing are paid in full in accordance with clause 2(v);
 - vii) upon acceptance of the application, all tenants and approved occupants will abide by the policies of the agent as may be provided in relation to this tenancy;
 - viii) in the event of this application being approved, it is understood that the agent may report any defaults that may occur from time to time in the tenancy with the TICA DEFAULT TENANCY DATABASE. It is further understood that in the event of a default being so reported, the removal of such information is subject to the guidelines of the database companies;
 - ix) **it is understood that it is the responsibility of the tenant to satisfy itself as to the provision of any electronic communication services to the premises (NBN, internet, phone, television (free-to-air OR cable))**

and the adequacy of existing electrical fittings with respect to the use of such services. The landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the premises.

PRIVACY DISCLOSURE STATEMENT

1. The agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy;
2. The agent will, upon request, provide a copy of its Privacy Policy to the applicant;
3. The agent collects and uses personal information provided by the applicant to assess the application for residential tenancy and to provide services required by or on behalf of the applicant during the tenancy;
4. The applicant agrees that the agent may, subject to the *Privacy Act 1988*, collect, use and disclose such information to:
 - i) the landlord as owner of the premises to which this application for tenancy applies; &/or
 - ii) residential tenancy databases (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) for the purpose of confirming details in your application and enabling a proper assessment of the risk in providing you with the lease; &/or
 - iii) tradespeople and similar contractors engaged by the landlord/agent in order to facilitate the carrying out of works with respect to the premises; &/or
 - iv) previous managing agents and nominated contact persons to confirm information provided by you; &/or
 - v) the landlord's insurance companies/ authorised real estate personnel/ courts and tribunals and other third parties as may be required by the agent relating to the administration of the premises and use of the agent's services; &/or
 - vi) Owners Corporations.
5. Without provision of certain information, the agent may not be able to act effectively, or at all, on the landlord's behalf as a result of which your application may not be acceptable to the landlord;
6. Applicants have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I, the Applicant, have read and accept the information provided in the *Application for Tenancy Form* & agree to be bound by the Terms of Application as detailed above;

I, the Applicant, give my consent for the Agent **LIBERTY PROPERTY SERVICES PTY LTD**, to make enquiries, in accordance with the Privacy Disclosure Statement, to verify the information I have provided herein.

Applicant's Signature:

Name:

Date: / /

Agent's Signature:

Name:

Date: / /