

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

- One Application is to be completed per person over 18yrs of age
- 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, or be certified by a JP.

• Driver's Licence	40
• Passport	40
• 18+ Card	40
• Birth Certificate	30
• Other Photo ID	30
• Current Wage Advice	30
• Previous Tenancy Reference	20
• Previous two rent receipts	20
• Motor vehicle registration certificate	10
• Bank statement	10
• Telephone account	10
• Electricity account	10
• Gas account	10

A General Tenancy Agreement will need to be signed by all approved lease holders and an amount, equal to 2 weeks rent, be paid by direct deposit within 48 hours of acceptance.

Before I submit this application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Completed all sections of this application
- Inspected the Property both internally and externally
- Provided all contact details and documentation for confirmation of income source
- Read and signed the Privacy Disclosure Statement, Privacy Consent – see Page 4

RENTAL PROPERTY ADDRESS: _____

How did you find out about this Property? Newspaper Website For Rent Sign Walk-in Referral Other

APPLICANT'S FULL NAME: _____

Address: _____

Date of Birth: _____ / _____ / _____ Place of Birth: _____

Drivers Licence No.: _____ Expiry Date: _____

Passport No.: _____ Expiry Date: _____

APPLICANT'S CONTACT DETAILS

Home: _____ Business Mobile: _____

Email: _____

CURRENT RENTAL DETAILS

Rent per week \$ _____ **Period of occupancy** _____ **Years/Months** _____

Agent/Landlord: _____

Business Phone: _____ Fax: _____

Do you expect the Bond to be refunded in full? Yes No

If No, Why? _____

PREVIOUS ADDRESS:

Rent per week \$ _____ Period of occupancy _____ Years/Months _____

Agent/Landlord: _____

Business Phone: _____ Fax: _____

EMPLOYMENT

Current Employer: _____

Full Time Casual Part Time Contract

Your Position: _____ Supervisor's Name: _____

Business Phone: _____ Fax: _____ Email: _____

Length of Employment: _____ years

Total Gross and weekly income (as declared to Australian Taxation Office): _____

Currently I am paid on the _____ day of each week / fortnight / month (circle relevant)

IF SELF EMPLOYED

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 Name: _____ Contact Number: _____

Creditor Reference Business Name: _____ Contact Number: _____

Creditor Reference Business Name: _____ Contact Number: _____

A copy of your EOFY Statement must be attached to this application.

VERIFICATION OF INCOME SOURCE MUST BE PROVIDED

IF A STUDENT OR NOT CURRENTLY EMPLOYED _____

Student ID # _____ Institution Faculty: _____

Course Duration: _____

Please indicate documents supplied with this Application to confirm your income source:

Parent / Guardian Letter Centrelink Documents Austudy Documents Bank Statements Other

AUSTRALIAN CITIZEN Yes No – copies of Passport and Visa attached Visa Expiry ____ / ____ / ____

VEHICLE INFORMATION

Total number of vehicles to be kept at the premises: _____

Registration No: _____ Model: _____ State: _____ Owned / Hire Purchase

Registration No: _____ Model: _____ State: _____ Owned / Hire Purchase

OCCUPANCY DETAILS

Full Names, Current Addresses and Ages of all People, Including Children, who will reside at this Property

Name	Address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PETS

No Yes Type: _____ Breed: _____ Reg No Council: _____ Reference/photo attached Yes

No Yes Type: _____ Breed: _____ Reg No Council: _____ Reference/photo attached Yes

EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVES WHO WILL NOT BE RESIDING WITH YOU

Name _____ Name _____

Relationship _____ Relationship _____

Address _____ Address _____

Home Phone _____ Home Phone _____

Work Phone _____ Work Phone _____

Mobile _____ Mobile _____

PERSONAL REFERENCES (NOT RELATIVES)

Name _____ Occupation _____ Business Hours Contact _____

Please ensure each has agreed for you to nominate them as a referee.

I CONFIRM THE FOLLOWING

1. Have you ever been evicted by any Lessor or Agent? No Yes
2. Have you ever been refused another Property by a Lessor or Agent? No Yes
3. Are you in debt to another Lessor or Agent? No Yes
4. Is there any reason known to you that would affect your ability to pay rent when due? No Yes
5. Was your rental bond at your last address refunded in full? No Yes

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 a 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.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the agent equal to 2 weeks rent.
- Pre-moving in costs as itemised below are to be paid by DIRECT DEPOSIT.

ITEM CALCULATION \$ PAYABLE IMPORTANT NOTES

- **RENT** – first 2 weeks rent 2 x \$ _____ = \$ _____ Must be paid BEFORE lease commences
- **BOND** – 4 times weekly rent 4 x \$ _____ = \$ _____ Must be paid BEFORE lease commences

NB: If rent is over \$750pw, Bond is specified on rent list

Full bond must be paid prior to the lease commencement, or the agent will refuse to release keys for the property.

APPLICANT'S SIGNATURE

_____ Date ____ / ____ / ____

Witness

_____ Date ____ / ____ / ____

A NOTE FOR ALL APPLICANTS**THE APPLICATION PROCESS**

The tenant/s accept Pam Court Realty do not accept bond transfers and agrees to pay full bond (4 weeks rent) and 2 weeks rent in the way of Direct Deposit, Bank Cheque, prior to collecting the keys.

The tenant is aware that even after verbal acceptance of their application the property will remain on the rental list for other prospective tenants to view and apply for until the lease is signed and the first 2 weeks rent is received. If another application is made during this time and accepted, the first person to have all applications attend the office and sign the lease will be the successful applicant.

The signing of the Residential Tenancy Agreement is legally binding document. If for any reason after signing the lease and prior to moving in the tenant cannot fulfil their obligations, they are required to notify Pam Court Realty immediately and they will be responsible for the rental payments from the lease commencement date until another suitable applicant is secured and their lease commenced. Other associated costs will be applicable and need to be discussed with Pam Court Realty.

APPLICANT'S SIGNATURE

_____ Date _____

PRIVACY DISCLOSURE STATEMENT OF PAM COURT REALTY

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) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.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 Pam Court Realty 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. 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 office. 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 Pam Court Realty 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 Pam Court Realty. I authorise Pam Court Realty 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 Pam Court Realty 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 Pam Court Realty 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.

APPLICANT TO COMPLETE SECTION BELOW

Applicant Name _____

Applicant Phone Number/s: As detailed in this Application Form _____

Other: _____

Applicant Signature: _____

Date: _____ Time: _____



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property, at no extra cost!

WE WILL CONTACT YOU WITHIN 24 HOURS TO CONFIRM.

Dr Mr Mrs Miss Ms

Surname _____ Given Name/s _____

Property Address _____ Suburb _____ Post Code _____

Pension No _____ DOB ____/____/____ Drivers Lic. _____ State _____

Home Ph _____ Work Ph _____ Mobile Ph _____

Email _____ Date of Connections ____/____/____

Is the electricity currently on Y N

Does the property have: Bottle Gas Electricity Only

Please call me to connect my utilities YES

Please tick here if you do not wish to be contacted

DECLARATION

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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997. 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; • NTS: 1300 563 826 • TICA: 1902 220 346 • TRA: (02) 9363 9244 If I default under a rental agreement, 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 organisations/tradespeople to contact me (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority (e) refer to Tribunals/Courts and Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable) (g) complete a credit check with NTD (National Tenancies Database Phone 1300 563 826 – Email info@ntd.net.au) (h) transfer water account details into my name 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. If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The initial payment of a calendar month's rent and bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques or cash be accepted for these payments. After this initial payment you will be advised of your rent payment options for future payments, which include BPAY and credit card options. Please note payments made via credit card will incur a 2% surcharge. We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one. I have acknowledged that I have read and understood the Privacy Act 1988: APP privacy policy for applications for a residential tenancy.

Signature: _____ Date: _____