

Application for Tenancy

(to be completed by all adult Applicants and unaccompanied minors)

1. Tenancy Details

Rental Property Address: _____
Lease Commencement Date: _____ Lease term (Mths): _____ Rent/Wk: \$ _____
Bond (4wks): \$ _____ Holding fee: \$ _____ Holding Period: _____ (see Clause 3)

2. Applicant's Details

Name: _____
Phone: _____ Mobile: _____ Work: _____
Email: _____ Date of Birth: ____/____/____
Driver's Licence No: _____ State of Issue: _____ Vehicle Registration _____
Passport/Pension Card/Centrelink No: _____ Expiry: _____

3. Applicant's History

Current Address: _____
Situation: Renting Owned Other _____
Date of Occupancy: Start of Lease: _____ End of Lease: _____
Landlord/Agent Details: _____
Address: _____ Phone: _____ Fax: _____
Rent Paid Weekly: _____ Reason for Leaving: _____

Previous Address: (if applicable): _____
Situation: Renting Owned Other _____
Date of Occupancy: Start of Lease: _____ End of Lease: _____
Landlord/Agent Details: _____
Address: _____ Phone: _____ Fax: _____
Rent Paid Weekly: _____ Reason for Leaving: _____

Have you ever been evicted from a premise? Yes No

Are you currently in debt to any Landlord or Agent? Yes No

4. Employment Details

(NOTE: if either occupation is self-employed please provide a statement of income from your Accountant or Tax Return)

Are you currently employed or self-employed?

- No go to section 'Other Income'
 Yes complete section below 'Employment Details'

Current Occupation: _____
Employment type: _____ Duration: _____
Weekly Income: \$ _____ Employer/Business Name/Centrelink details: _____
Address: _____ Contact: _____ Phone: _____

Previous Occupation: _____
Employment type: _____ Duration: _____
Weekly Income: \$ _____ Employer/Business Name/Centrelink details: _____
Address: _____ Contact: _____ Phone: _____

5. Other Income

Do you receive government benefits?

No

Yes Type of Benefit: _____ Weekly Amount: \$ _____

Do you receive any other source of income not already mentioned?

No

Yes Description of Income: _____ Weekly Amount: \$ _____

6. Occupants

Number of Adults: _____ Number of Dependents: _____ Number of smokers: _____

Full name/s of adult/s to reside on the premises:

1. _____ *application attached*

2. _____ *application attached*

3. _____ *application attached*

7. Referees

Personal Referee 1. _____ Phone: _____ Relationship: _____

Personal Referee 2. _____ Phone: _____ Relationship: _____

Personal Referee 3. _____ Phone: _____ Relationship: _____

Business Referee 1. _____ Phone: _____ Relationship: _____

Business Referee 2. _____ Phone: _____ Relationship: _____

Business Referee 3. _____ Phone: _____ Relationship: _____

8. Pets

Type: _____ Age: _____ Breed: _____

Type: _____ Age: _____ Breed: _____

Type: _____ Age: _____ Breed: _____

9. Use of Premises

Will the premises be used for business purposes: Yes No

10. Emergency Contacts

Contact: _____ Phone: _____ Relationship: _____

11. Money at time of signing the Residential Tenancy Agreement

Rent \$ _____ (2 weeks)

Bond \$ _____ (4 Weeks)

Sub Total \$ _____

Less Holding fee \$ _____ (not more than 1 weeks rent)

Balance Due \$ _____ at time of signing the Residential Tenancy Agreement.

12. Utilities

Tenant is responsible for connection of electricity

Tenant is responsible for payment of water consumption.

13. Additional Conditions

14. Documentation

Identification Points – Total of 100 Points required

Drivers Licence	30	Passport	30
Proof of Age Card	30	Tenancy History Ledger	20
Previous 4 Rent Receipts	20	Rental Bond Receipt	20
Pay Advice	15	Current car/motorbike rego papers	15
Telephone Account	15	Electricity Account	15
Gas Account	15	Bank or Credit Card Statements	15
Pension Card	15	Council or Water Rates	15
Health Care Card	15	Medicare Card	10
Birth Certificate	10		

The applicant hereby authorises the Landlord/Agent to make and retain copies of the documents referred to above.

Income

The more proof you are able to show that you will pay the rent on time every time, the more comfortable the owner will be to approve your application. Please tick which documents you have attached.

- | | |
|---|---|
| <input type="checkbox"/> 2 most recent payslips | <input type="checkbox"/> Government Benefit statement |
| <input type="checkbox"/> End of year tax return (most recent) | <input type="checkbox"/> Owner Rental statement showing income |
| <input type="checkbox"/> Bank Statement showing income | <input type="checkbox"/> Bank Statement showing mortgage payments |

15. Landlord / Agent

<u>Name:</u>	Kandos Country Realty Pty Ltd t/as Shipman's Real Estate	<u>Phone:</u> 02 6379 6668
<u>Address:</u>	16 Angus Ave Kandos NSW 2848	<u>Fax:</u> 02 6379 4149
<u>Email:</u>	sales@shipmansrealestate.com.au	<u>Mobile:</u> 0417 241 943
<u>Trading Hours:</u>	9am - 5pm Monday to Friday 9am - 12pm Saturday	<u>ABN:</u> 42 617 937 274

16. Signatures

Applicant's Signature:

Landlord's/Agent's Signature:

Date: _____

Date: _____

17. Applicant's Personal Information Consent

I _____, the applicant, give my consent for **Kandos Country Realty Pty Ltd t/as Shipman's Real Estate** to make enquiries to verify the information I have provided to the agent in this tenancy application (in accordance with the *Privacy Act 1988 (CTH)*) with relevant tenancy databases including databases of my previous letting agent.

Applicant's Signature _____

Date: _____

Terms of Application

1. Declaration

The applicant declares:

1. that all the above details are true and correct
2. it is not insolvent or bankrupt

2. Applicant Agrees

The applicant agrees that:

1. they have inspected the premises;
2. and accept its condition
3. the applicant will sign the tenancy application forthwith upon the presentation of the same by the agent.
4. this tenancy application, unless accepted, creates no contractual or obligations between the parties.
5. they understand that the landlord/Agent is not required to give an explanation to the applicant for any application not approved.
6. on acceptance of this application for tenancy by the landlord being notified to the applicant, verbally or in writing, the applicant will rent the premises from the landlord under a residential tenancy agreement drawn up by the agent and, upon the signing of the residential tenancy agreement, pay bond and rent amounts in Item (1) by a method acceptable to the agent. Such payments to be cleared funds prior to occupancy.
7. as tenant it must satisfy itself as to the provision of any electronic communications services to the premises (internet, Television-analogue, digital 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 to the premises.

3. Holding Fee (if applicable)

1. If a holding fee amount is specified in Item (1) the applicant/s will be required to pay such a fee to the Landlord/Agent, upon the applicant/s application for tenancy being approved by the landlord/Agent. Such fee, if a residential tenancy agreement is entered into after payment of holding fee, will be retained by the landlord/Agent and paid to-wards the first payment of rent.
2. Should the applicant refuse to enter into the residential tenancy agreement (except in the case of the refusal due to misrepresentation or failure to disclose a material fact the landlord/Agent) any holding fee paid by the applicant/s will be retained by the landlord/Agent.
3. If the applicant has paid a holding fee, the landlord/Agent must not enter into a residential tenancy agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the applicant/s unless the applicant/s notifies the landlord/Agent that they no longer wish to enter into a residential tenancy agreement.

4. Privacy Statement

1. The Landlord/Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a privacy policy.
2. The privacy policy outlines how the landlord/Agent collects and uses personal information provided by you as the applicant, or obtained by other means, to assess your application for residential tenancy and provide the services required by you or on your behalf.
3. You as the applicant agree, to further assess your Application, the landlord/Agent may, subject to the *privacy Act 1988* (CTH) (where applicable), collect, use and disclose such information to:
 - a) *the landlord as the owner of the premises to which the application for tenancy applies; &/or*
 - b) *(subject to the provision of division 2 of the Residential Tenancies Act 2010) residential tenancy database for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with a lease; &/or*
 - c) *tradespersons and similar contractors engaged by the landlord/Agent to facilitate the carrying out of works with the respect to the premises; &/or*
 - d) *previous managing agents and nominated referee to confirm information provided by you; &/or*
 - e) *the Landlord's insurance company; 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*
 - f) *the utility connection, where you have opted for such a service in item (12) for the purpose of enabling the connection &/or disconnection of your utility services; &/or*
 - g) *Owners corporations*
4. Without provision of certain information, the Agent may not be able to effectively or at all on the Landlord's behalf as a result of which your application may not be acceptable to the Landlord.
5. The applicant has the right to access such personal information and may require correction or amendments of any inaccurate, incomplete, out of date or irrelevant information
6. The Agent will provide (*where applicable*), on request a copy of its privacy policy.