

Tenancy Application Form



Please read prior to completing your application.

1. The application must be accompanied by relevant supporting documentation.
2. If you are approved you will be required to pay bond and a minimum of two weeks rent in advance prior to signing the tenancy agreement.
3. We will request a copy of your rental ledger from your past rental agents. If you already have a copy of your rental ledger(s) please attach them to your application. Including your ledger will mean that your application will be processed more quickly, and increase your chances of your application being successful.

IMPORTANT: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.

Supporting documentation to confirm identity

Please ensure at least ONE item from each section per applicant is attached.

Section One	Section Two	Section Three
<ul style="list-style-type: none">• Drivers License• Passport	<ul style="list-style-type: none">• Current Pay Slips (2 min) - For new employment <i>please include a letter of confirmation which states salary</i>• Statement of Centrelink Entitlements	<ul style="list-style-type: none">• Council Rates• Motor Vehicle Registration• Utility Bill (e.g. Phone Bill)• Bank Statement - <i>please ensure your personal bank details are not visible, only the balance</i>

Property address you are applying for

Address line 1			
Address line 2			
City/Suburb		State	
		Postcode	

Tenancy requirements

Length of tenancy	<input type="text" value="months"/>	Rent (per week)	<input type="text" value="\$"/>	Lease start date	<input type="text"/>
No. of dependents (& ages)	<input type="text"/>				
No. of pets (including breed & age)	<input type="text"/>				

Do you own an investment property in Australia? Yes ☐ No ☐

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Applicant Details

(For additional applicants or guarantors please copy and complete pages 2–4)

1. Personal details

Full Name			
Contact No.		Mobile No.	
Email			

2. Current address

Address line 1					
Address line 2					
City/Suburb		State		Postcode	
Current Rent/ Mortgage	\$	When did you move in? (DATE)			

Agent / Rental Providers Details

Contact No.		Email	
Reason for leaving			

3. Previous address

Please provide history for at least the past 3 years. If you have lived in more than 2 properties there is room for the further information attached to this application.

Address line 1					
Address line 2					
City/Suburb		State		Postcode	
Rent Amount	\$	When did you move in & out (provided DATES)			

Agent / Rental Providers Details

Contact No.		Email	
Reason for leaving			

Continued on next page

Applicant Details

4. Current employment

If less than 6 months in current job please also provide previous employment details in Section 4 below

Company Name			
Your Position			
Employment Type		Annual Salary	\$
Length of Employment	<input type="text"/>	Years	<input type="text"/> Months

Employment Reference Details

Contact No.	<input type="text"/>	Email	<input type="text"/>
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5. Previous employment

Payroll or Accountant name				
Contact No.	<input type="text"/>	Mobile No.	<input type="text"/>	
Previous employer's address				
Address line 1	<input type="text"/>			
Address line 2	<input type="text"/>			
City/Suburb	<input type="text"/>	State	<input type="text"/>	Postcode <input type="text"/>
Net income (after tax)	<input type="text"/>	Length of employment	<input type="text"/> Years	<input type="text"/> Months
Business type / ABN	<input type="text"/>			

6. Self employed

Payroll or Accountant name				
Contact No.	<input type="text"/>	Mobile No.	<input type="text"/>	
Accountant/Solicitor details				
Full Name	<input type="text"/>			
Contact No.	<input type="text"/>	Email	<input type="text"/>	
Company net income	<input type="text"/>	Date Company established	<input type="text"/>	ABN <input type="text"/>

Continued on next page

Applicant Details

7. Student Information

Are you a full time student? Yes ☐ No ☐

TAFE / University Student No.

Do you receive income from your parents? Yes ☐ No ☐

Amount

\$

8. Centrelink benefits

Benefit type

Benefits per month/fortnight

\$

9. Additional sources of income

Type / Description

Amount

\$

10. Emergency contact

Please provide details of an emergency contact not living with you

Full Name

Relationship

Contact No.

Address line 1

Address line 2

City/Suburb

State

Postcode

11. Personal referee

Full Name

Occupation

Relationship

Contact No.

12. Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the Rental Provider's approval and do not form part of the Tenancy Agreement.

Continued on next page

Applicant Details

13. Other information

(Please provide details where relevant)

Have you ever been **evicted** by a lessor or agent?

Are you in **debt** to another lessor or agent?

Is there any reason known to you that will prevent you from paying your rent?

Was your **rental bond** at your last address refunded in full?
If NO - What deductions were made?

Do you have an existing RBO (**Rental Bonds Online**) account?

YES - NO

Do you intend to purchase a property in the next 12 months?

YES - NO

Would you like to be added to our buyer database?

YES - NO

Do you need to give notice where you are currently renting?

YES - NO

How many properties have you applied for?

JUST THIS ONE / 1-3 / 4+

How quickly can you pay a **HOLDING DEPOSIT**?

IMMEDIATELY / 1-2 DAYS / 1 WEEK +

Proposed/Requested **LEASE START** date:

Preferred **Length of Initial Lease**:

6 MONTHS / 12 MONTHS / 2 YEARS

Are any of the applicants' **smokers**?

YES - NO

(If YES, please see the clause regarding smoking on the signature page of this application)

Vehicles.

How many vehicles will be parked at the property? **Please provide registration numbers below:**

Cars:

Other (Trailers, Boat Trailer, Caravan, ect.):

Continued on next page

Acknowledgement

14. Holding Deposit

A landlord or agent may ask a tenant to pay a holding deposit (also known as a holding fee) if they have approved the tenant’s application and are offering the tenant the property. **Holding deposits cannot be more than one week’s rent.** If a tenant has paid a holding fee, the landlord or agent cannot sign a tenancy agreement with any other person within seven days of receiving the payment (or longer if agreed to). If a tenant signs the agreement, the holding deposit must be paid towards rent. If the landlord does not sign the agreement, the holding deposit must be given back to the tenant. If the tenant does not sign the agreement, the landlord or agent may keep the holding deposit.

THE PROPERTY WILL NOT BE SECURED UNTIL WE RECEIVE THE HOLDING DEPOSIT.

Once the application has been approved, I agree to pay one weeks rent to secure the property. In the event that the application is successful and acceptance is communicated, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the Agent, I agree that this tenancy shall be binding and any amounts paid will be held as rent.

15. Privacy Act Statement/Acknowledgement

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passes onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breech with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member’s access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

I/we acknowledge that this rental application is subject to the Rental Provider’s approval and I consent to the information provided in this application being verified and a reference check and tenancy database check being undertaken. I/we confirm that to the best of our knowledge the information we have presented is true and correct.

I/we acknowledge that the property we are applying for is a non-smoking property, and that we will not smoke inside the home. We further acknowledge that some strata properties have restrictions on smoking on balconies and common property, and we agree not to smoke in those areas.

Applicants Name:

Signature:

Date:

Nelson Bay Real Estate
45 Donald Street
Nelson Bay NSW 2315
Ph: 02 4981 2655

Tilligerry Real Estate
2/71 President Wilson Walk
Tanilba Bay NSW 2319
Ph: 02 4039 9800

Please return applications to either
business address or email to:
rentals@nelsonbayrealestate.com.au

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Applicant Details

ANNEXURE: Additional Information (if required)

Please provide history for at least the past 3 years. If you have lived in more than 2 properties there is room for the further information attached to this application.

3. Previous address

Address line 1					
Address line 2					
City/Suburb		State		Postcode	
Rent Amount	\$		When did you move in & out (provided DATES)		

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Agent / Rental Providers Details

Contact No.		Email			
Reason for leaving					

If you would like to leave any further details regarding your answers in the application, please do so here: