

NOTICE TO ALL TENANCY APPLICANTS

100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which total's 100 points.

Should you have difficulties in providing this identification please advise us prior to completion.

• Drivers Licence	30 POINTS *
• Passport	30 POINTS *
• Proof of Age Card	30 POINTS *
• Tenancy History Ledger	20 POINTS
• Previous Tenancy Agreement	20 POINTS
• Previous Four Rent Receipts	20 POINTS
• Rental Bond Receipt	20 POINTS
• Pay Advice	15 POINTS
• Motor Vehicle Registration	15 POINTS
• Telephone Account	15 POINTS
• Electricity Account	15 POINTS
• Gas Account	15 POINTS
• Bank or Credit Card Statement	15 POINTS each
• Pension Card	15 POINTS
• Council or Water Rates	15 POINTS
• Health Care Card	15 POINTS
• Medicare Card	10 POINTS
• Birth Certificate	10 POINTS

NOTE: Applicant must have at least one of the items listed with "*" next to the points and provide printed copy's attached to this application.

Please note - All applicants are required to provide their own printed copy's of each requested document and attach to their application.

Emailed copy's of documents will no longer be accepted.

For all rental enquiries please call the J.N Straney Office on (02) 6895 2501

Applicant's Name _____

DISCLAIMER/AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and or conduct any inquires and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly and sincerely declare that I am over 18 years of age. I am not a declared bankrupt and I am eligible to enter into this agreement.

I, the said applicant do solemnly and sincerely declare: -

1. I have inspected the property located at: _____
2. I have of my own accord decided that I wish to rent the aforementioned property commencing _____ for a period of _____
3. I have been informed, understand and agree that the rental for the foresaid property is to be \$ _____ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be at least 1 week in advance at all times.
5. I have been informed, understand and agree that the 4 week bond for the aforesaid property will be \$ _____ and I further agree and undertake to pay the said bond on/before signing the tenancy agreement as well as provide 2 weeks rent in advance. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me and that unless all applicants are listed on the lease agreement
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
9. The completion of this application does not constitute an offer or acceptance. I have been informed and understand and agree that should my application not be successful the agent is not obligated or required to disclose why or supply any reason for the rejection of this application.
10. If a holding deposit has been taken and the applicant changes his/her mind, a daily rent will be claimed out of the holding deposit via a pro-rata basis. If the landlord does not accept the application the holding deposit will be refunded in full. The deposit will be refunded by a rental trust cheque only.
11. I agree to adhere to the terms and conditions of the Residential Tenancy Agreement prepared by the owners Estate Agent.
12. Upon approval and acceptance of your application all monies **MUST BE PAID IN FULL BY BANK CHEQUE, BUILDING SOCIETY CHEQUE, MONEY ORDER OR DIRECT DEPOSIT PRIOR TO BEING GIVEN KEYS TO THE PREMISES.** NO PERSONAL CHEQUES OR CASH WILL BE ACCEPTED FOR INITIAL PAYMENT
13. I acknowledge & accept that tenants' names, address & telephone numbers will be given to the strata management company if there is a strata management company involved with the property.
14. I acknowledge & accept that the agent or landlord may give tenants details to person who carry out work for the landlord or agent such as tradespeople & valuers.

Applicant/s Signature/s

Applicant/s Signature/s

Date: _____

Date: _____

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. Personal information the prospective tenant/s provides in this application or collected from other sources is necessary for the Agent to verify the applicant/s identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the applicant/s in this application and during the course of the tenancy (if the application is successful) may be disclosed for the purpose for which it was collected to other parties including landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the agent and/or landlord.

If the applicant/s enters into a residential tenancy agreement, and if the applicant/s fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the applicant/s during the course of the tenancy may also be disclosed to the landlord, and part operators of tenancy references databases and/or other agents.

I/we agree for the agent to photocopy the information applied by me for their records. I/we agree to abide by the policies of the agent in relation to this application and tenancy. If the applicant/s would like to access the personal information the agents holds, they can do so by contacting J N Straney & Son Pty Ltd on 68952501. The applicant/s can also correct this information if inaccurate, incomplete or out of date. If the information is not provided, the agent may not be able to process the application and manage the tenancy.

I/We agree and understand that in the event of this application being rejected there is no requirement by law for the agent to disclose to me any reason for such rejection.

I/We also agree that I/we will not raise any objection for not being provided with a reason of rejection of this application.

Applicants Name/s: _____

Applicants Signature/s: _____

Dated: _____

TENANCY APPLICATION - COMPLETE ALL SECTIONS

Full Name: _____ D.O.B: _____

Current Address: _____

How long there? _____ Home Phone: _____ Work Phone: _____

Mobile: _____ Email: _____

Driver's License Number: _____ State of Issue: _____

Do you have a Rental Bonds Online account? YES / NO

Email linked to account: _____

Have you ever been known by another name? YES / NO

If yes details:

Total number of people to occupy premises:

Preferred Lease term: _____

ADULTS: _____ CHILDREN: _____

List other persons to be housed on a permanent basis with

you: Name: _____ Phone number: _____ Date of Birth: _____

Relationship to Applicant: _____ Occupation: _____

Name: _____ Date of Birth: _____

Relationship to Applicant: _____ Occupation: _____

Name: _____ Date of Birth: _____

Relationship to Applicant: _____ Occupation: _____

Name: _____ Date of Birth: _____

Relationship to Applicant: _____ Occupation: _____

Name: _____ Date of Birth: _____

Relationship to Applicant: _____ Occupation: _____

ANIMALS ARE NOT PERMITTED TO RESIDE WITHIN THE RESIDENCE.

DO YOU HAVE PETS: YES/NO

DO YOU INTEND TO OBTAIN A PET IN THE FUTURE: YES/NO

Type: _____ Breed: _____ Age: _____

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Type: _____ Breed: _____ Age: _____

Type: _____ Breed: _____ Age: _____

CURRENT RENTAL HISTORY

Name of Landlord or Agent _____ Phone _____

Mobile _____ Email _____

Address of Premises _____

Reason for Leaving _____

Lease from ____/____/____ to ____/____/____ Term of Lease _____

Weekly rental amount: \$ _____

Was/Is your bond being refunded in full? YES / NO

If no give details: _____

PREVIOUS RENTAL HISTORY

Name of previous Landlord or Agent _____ Phone _____

Mobile _____ Email _____

Address of previous Premises _____

Reason for Leaving _____

Lease from ____/____/____ to ____/____/____ Term of Lease _____

Weekly rental amount: \$ _____

Was your bond refunded in full? YES / NO. If no give details: _____

EMPLOYMENT DETAILS

Current Employer: _____ Phone _____

Mobile _____ Email _____

Position _____

How Long There? _____ Wage/Salary per week \$ _____ After tax per week \$ _____

Attach 4 x recent pay slips.

GOVERNMENT BENEFITS

If you are receiving government benefits please supply details and proof of total net benefit.

Type of Benefit _____

Amount of Benefit _____ Paid Weekly/Fortnightly _____

Attach Centrelink Payment Summary Statement

IF SELF EMPLOYED

Name of Business _____ Industry _____

How long Trading _____ A.B.N _____

Address _____ Phone _____

Name of Accountant _____ Phone _____

Mobile _____ Email _____

GENERAL REFERENCES

(OTHER THAN A RELATIVE OR PERSON LIVING WITH YOU)

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

In Case of Emergency, name of the nearest relative not living with you

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Relationship to you _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Have you ever been evicted from a property by another landlord/agent? YES/NO

Are you in debt to another landlord/agent? YES/NO

Have any deductions ever been made from your bond at end of tenancy? YES/NO

Have you ever been refused another property? YES/NO

Have you ever been in dispute with a Landlord or Agent? YES/NO

Have you ever been to Tribunal in relation to any previous tenancy? YES/NO

Are you an undischarged bankrupt? YES/NO

If you answered yes to any of the above please provide full details:

Once a completed application has been received you will be contacted to arrange an inspection.

Signed by applicant: _____

Dated: _____

Signed by applicant: _____

Dated: _____