

Tenancy Application

Notice to all residential tenancy applicants -
No Application will be processed until all details
have been supplied and the form is completed in full and signed.

Before any application will be considered, each person living at the property (over 18 years of age) must achieve a minimum of 100 check points and supply their details on this form. Extra information may be required for persons living at the property but not named on the lease. You may be required to submit further references upon request.

Address of property applied for: _____

Length of lease desired: 6 months 12 months 16 weeks(winter) | other _____

Desired commencement date: _____ Desired expiry date: _____

Advertised price \$ _____ Amount offered for landlords consideration if applicable \$ _____

Number of people to live at the premise: _____

Who will be named on the lease agreement? _____

Is every person who will be living at the premises named below? Yes | No

- | | |
|--------------------------|---------------------|
| 1. Full legal name _____ | date of Birth _____ |
| 2. Full legal name _____ | date of Birth _____ |
| 3. Full legal name _____ | date of Birth _____ |
| 4. Full legal name _____ | date of Birth _____ |
| 5. Full legal name _____ | date of Birth _____ |
| 6. Full legal name _____ | date of Birth _____ |

If more space is required please attach extra list to application

100 point checklist

- | | |
|---|-----------|
| • Last 4 rent receipts or rental ledger | 50 points |
| • Current signed lease agreement | 40 points |
| • Drivers licence | 40 points |
| • Photo identification (other than drivers licence) | 30 points |
| • Passport | 40 points |
| • Written references from previous agents landlords | 20 points |
| • Current motor vehicle registration | 10 points |
| • Copy of current utilities account | 10 points |
| • Bank statement | 10 points |
| • Copy of birth certificate | 10 points |
| • Medicare card | 10 points |

Total _____

Please provide photocopies of the above or originals will be kept.

Conditions of application - Reservation: The premises are reserved (only if holding deposit is paid- 1 weeks rent) for the period stated, pending consideration by the landlord. **Landlord's approval:** This application is subject to the landlord's approval, which the landlord may grant or decline. **Agreement:** I / we agree to be bound by the terms and conditions set out on this application, and if approved, in the Residential Tenancy Agreement. **Payment:** The rent, bond and costs herein shall be made on or before signing the Residential Tenancy Agreement. **Agents acknowledgement & agreement:** The premises will not be let during the reservation period. No other reservation will be taken for the premises. If the applicant does not decide to enter into the Residential Tenancy Agreement, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved, but is required to refund the remainder (if any). In any case, the applicant is notified of the decision. A holding deposit will not be taken if there is more than one application received. The owner will review the applications received and will advise their instructions on who they wish to accept. Should the accepted application not wish to proceed / pay the deposit, then the next suitable candidate will be contacted.

PERSONAL DETAILS OF PERSON TO BE NAMED ON THE LEASE AGREEMENT – IF MORE THEN ONE PERSON IS TO BE NAMED ON THE LEASE THEN PLEASE COMPLETE A SECOND APPLICATION.

Surname: _____ First & Middle Name: _____ Title: _____

Date of Birth: _____ Marital Status: _____ Number of Children: _____

Home Phone: _____ Fax: _____ Mobile: _____

Email: _____

Are you a smoker: Yes | No

Do you own pets: Yes | No What type _____ How many _____

Are they registered: Yes | No Are they indoor or outdoor pets: _____

Can you provide written references? Yes | No Please attached reference

Contact Name _____ Phone and email _____

EMPLOYMENT HISTORY

Are you currently employed? Yes | No Date of commencement _____

Full time _____ Part time _____ Casual _____ Contract _____ Self employed _____ Other _____

Job description | occupation _____

Business name and address _____

Contact person _____ Contact number _____

Contact person's email _____

If self employed – please supply accountants details for verification _____

ABN _____ years of operation _____

If not working- please advise reason _____

Are you on any allowances or payments ? Y | N Please supply details _____

Previous employment history

Previous Employer 1 - Dates of employment _____

Occupation _____ Business name _____

Reason for leaving _____

Contact person's name _____

Contact person's number & email _____

Previous Employer 2 - Dates of employment _____

Occupation _____ Business name _____

Reason for leaving _____

Contact person's name _____

Contact person's number & email _____

TENANCY / LIVING HISTORY

Current Address: _____

Own | Rent | Boarding | Living at home | Other _____

How long have you lived at this address? _____ Amount paid _____

Current landlord | agent details _____

Contact numbers _____ Email _____

If boarding, living at home or other, please provide further details and contact information _____

Previous living arrangements 1

Address: _____

Own | Rent | Boarding | Living at home | Other _____

How long did you live at this address? _____ Amount paid _____

Previous landlord | agent details _____

Contact numbers _____ Email _____

If boarding, living at home or other, please provide further details and contact information _____

Reason for leaving _____

Previous living arrangements 2

Address: _____

Own | Rent | Boarding | Living at home | Other _____

How long did you live at this address? _____ Amount paid _____

Previous landlord | agent details _____

Contact numbers _____ Email _____

If boarding, living at home or other, please provide further details and contact information _____

Reason for leaving _____

REFERENCES | Please provide details of person who can verify | confirm that you pay bills on time

Financial Reference 1: Business name _____

Name _____ Contact Number: _____ Email: _____

Financial Reference 2: Business name _____

Name _____ Contact Number: _____ Email: _____

Personal Reference 1: Name _____

Relationship: _____ (must not be an immediate family member)

Contact Numbers: _____ Email: _____

Personal Reference 2: Name _____

Relationship: _____ (must not be an immediate family member)

Contact Numbers: _____ Email: _____

Person to be notified on case of Emergency:

Surname: _____ First Name: _____

Phone: _____ Email: _____

Relationship: Mother | Father | Sibling | Partner | Other: _____ (please specify)

Further information you wish to be considered with your application:

Please note down any questions you have in regards to the premises that you would like answered:

Is there anything you wish to declare or feel that the landlord should be aware of in consideration of this application Yes | No Please provide details if applicable _____

Declaration I, the said applicant, do solemnly declare that the information contained in this application is true and correct and that all information was given of my own free will. I further authorise NICK KIRSHNER Property & Livestock to contact or conduct any inquiries and / or searches with regard to the information

and references supplied in this application. Further, I solemnly and sincerely declare that I am over 18 years of age and eligible to enter this agreement.

- I have physically inspected the property at _____
or

- I have not physically inspected the property

I have on my own accord decided that I wish to rent the aforementioned property commencing at a date to be agreed upon. I have been informed, understand and agree that the rental for the aforementioned property will be at the price as agreed and that this rental is within my means of support.

I further understand and agree that the rent is to be paid in advance at all times. I have been informed, understand and agree that the bond for the aforesaid property will be 4 weeks rent and I further agree to undertake to pay the said bond on or before signing the Residential Tenancy Agreement. I further authorise NICK KIRSHNER Property & Livestock to attend to all details regarding the lodgement of the said Rental Bond with the appropriate authority. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from the information supplied on the Tenancy Application submitted by me. I have been informed, understand and agree that, should there be a requirement to commence proceedings for recovery of rent, repairs and damage to the aforementioned property during the term or at the expiration of the Tenancy Agreement, that all costs associated with these proceedings shall be able to be recovered from me. I acknowledge that if I default on my tenancy obligations, I may be listed as a defaulter until such times as the problems giving rise to the listing is resolved to the satisfaction of the agent landlord, and I hereby authorise the agent to provide information about me in connection with that listing. I have been informed, understand and agree to pay the equivalent of (1) one weeks rent, by EFT | Credit Card (convenience fee applies) | cash, to accompany this application as a reservation fee, subject to being the only applicant applying for the property. Should there be more than 1 application submitted then no deposit will be taken until the owner has accepted an application. That applicant is to pay the deposit immediately upon being accepted and should it not be forthcoming then your application will not be processed. This fee will be allocated to the rent and bond due should my application for tenancy be successful. I have been informed, understand and agree that, should this application not be accepted, NICK KIRSHNER Property & Livestock is not required or obligated to disclose any reason for the rejection of this application, and my application fee if paid will be refunded by EFT or cheque from NICK KIRSHNER Property & Livestock trust account within (7) seven days.(you will be required to supply your BSB and Account details or forwarding address.

Should you application be accepted on the terms as agreed, you will be notified and a lease will be drafted up for your review and signature.

You will be required to pay the following amount before commencement of the lease agreement Please ensure cleared funds prior to commencement of the lease commencement date.

2 weeks rent in advance	\$ _____
4 weeks bond	\$ _____
6 weeks rent in total	\$ _____
Less any deposit paid	\$ _____

Signature of Applicant: _____ Date: _____

**PLEASE COMPLETE A SECOND APPLICATION FORM IF MORE THAN ONE PERSON
IS APPLYING FOR THE PROPERTY - IF APPLICABLE**

Please complete the following tenant privacy statement to enable references to be verified and the application to be processed.

Tenant Privacy Statement

Due to privacy laws, NICK KIRSHNER Property & Livestock must ensure that you fully understand the National Privacy principles outlined in the Privacy Act 1988 and the manner in which we use your private information in order to carry out our role as professional property managers and estate agents. The information contained in your rental application is collected by NICK KIRSHNER Property & Livestock to assess the risk in providing you with the lease | tenancy of the premises you have requested and for the ongoing management of your tenancy agreement. It is a condition of application for tenancy that you consent to the collection and use by NICK KIRSHNER Property & Livestock of your personal information. If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, the property manager will not be able to properly assess the risk to our client, or carry out our professional responsibility and consequently, will not be able to provide you with a lease | tenancy of the premises for which you have applied.

To carry out this role, and during the term of the tenancy, we may disclose your personal information to:

- Other Real Estate Agents
- Residential Bond Authority
- Collection Agents
- Landlord
- Bureau of Statistics
- Your Referees
- Tradespeople
- Residential Tenancy Tribunals/Courts
- Utilities Companies
- Solicitors
- Private Landlord
- Valuers
- Owners Corporation
- National Tenancy Database

THE ROLE OF THE NATIONAL TENANCY DATABASE (NTD) The NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who | which lease residential and commercial premises from or through licensed estate agent members of the NTD. The NTD also provides credit information on companies | directors applying for rented premises. The property manager will advise the NTD of your conduct throughout the tenancy and the information will form part of your tenant history.

The NTD can disclose information to:

- Licensed real estate members
- NTD's parent company – Collection House Limited – and its subsidiaries and related entities
- Credit Bureaus

You can contact the National Tenancy Database on 138 322 or email info@tenancydatabase.com.au
To view our full privacy statement, please visit nickkirshner.com.au or email info@nickkirshner.com.au to arrange for a copy to be provided to you.

By signing this document, you hereby acknowledge that you fully understand the National Privacy principals and consent to the manner in which this information will be used as outlined above.

NAME: _____

SIGNATURE: _____ DATE: _____

Property Details To Be Discussed & Considered Along Side The Tenancy Application:

(Attach property description if applicable)

To be discussed between tenant, landlord and agent prior to acceptance of application:

Please note that some points may not be applicable to the property you are applying for and that the following points are used as a discussion to ensure a comprehensive understanding of some of the requirements of renting a property in a rural regional town. Individual terms and agreements will be completed and will form part of the lease agreement.

- If the property has an open or combustion fire place, all fire wood must be sourced off the property and the prospective tenants must make themselves knowledgeable on how to use. They also need to verify what type of wood can be used (hard or soft wood), ie do not use soft wood ie pine in a hardwood fire- this may cause safety issues with sap clogging the flu and may cause an internal fire.
- Tenants are responsible for connecting all applicable utilities into their own name and pay any associated charges
- Tenants may be responsible for garden and lawn maintenance if applicable
- Tenants are responsible for notifying the agent if they noticed any issues with mould or mildew at the property during their inspection.
- The tenants acknowledge that the property will be let **as inspected** unless an agreement was made after discussion stating what would be altered prior to commencement.
- The tenants acknowledge that the property may be located in a rural | regional town and certain amenities vary greatly from residential | metropolitan properties and tenants must make themselves aware of this fact and all that it encompasses which may include but not limited to: not connected to main water or sewerage so you may need to understand a septic or eco friendly disposal, use of water tanks, bore or pumping from a creek, there may be stand alone or combined solar, limited to no mobile signal, no access to internet, no TV or radio reception or no land line amongst many other factors.
- The property may or may not have roadside rubbish collection and if not then you will be required to remove rubbish regularly (weekly as a minimum) to the local rubbish | recycling depot and pay any associated costs.
- The property may not have a letter box and you may be required to have a post office box and pay applicable charges
- The property may be a residential | rural block located in a rural area with shared road access.
- The property may have dirt access or driveway and accordingly may be affected by weather conditions (Rain, snow, drought etc). The tenants acknowledge that they have been made aware of this and understand that at times access may be difficult and or impassable (in some vehicles)
- Tenants need to be aware that there may be no public transport available

- Tenants must understand and acknowledge that some 2WD cars are not always appropriate for use on some properties and although access may seem okay during dry weather, this can be altered quickly with snow, rain or other weather conditions which would deem the road impassable at times.
- Tenants must understand that they must drive to the conditions (of the road surface and or weather conditions). They must be knowledgeable on the use of 4WD's, be a capable and responsible driver. Extreme care must be taken and it is always advisable to check updated weather and road conditions prior to driving and **NOT TO DRIVE IF UNSURE OR UNSAFE.**
- The tenants acknowledge that the property may be located in a grazing area and as such particular care must be taken to minimise the spread and increase of noxious weeds. **The tenants must observe and adhere to all farm bio security measures**
- The tenants understand that they may be instructed to drive on allocated tracks leading to and from the property and agree not to deviate from the designated access tracks or road.
- Tenants understand that all gates leading to or on the property must be kept as you found them. You must not leave a closed gate open or open and leave a gate opened that was closed. Tenants must also understand that instructions may vary over the course of their lease and that they must adhere to all ongoing instructions to ensure the safety of surrounding livestock and neighboring properties.
- The tenants have been made aware that the property is in an area whereby communication including mobile, internet access, TV reception are not fully functional and at times, services can be limited or non functioning or not available
- The tenants understand and acknowledge that due to being in a regional, remote, rural area that there can sometimes be delays with organising tradespeople for maintenance jobs as there are limited tradespeople available.
- A photo report may accompany the incoming condition report and the tenants acknowledge | agree that photos may be taken at each regular property inspection so visual reports can be prepared for the owner and used for reference if required. This is to assist with ongoing maintenance and repairs if needed.
- Please note that regular property inspections will be conducted (maximum of 4 in a 12 month period unless follow up inspections are required). These inspections are used to check the maintenance and ongoing condition of the property and although these inspections are not deemed housekeeping inspections as we do understand you will be "living in" the property, a good first impression is highly regarded. General cleanliness, good presentation of the property and even a fresh clean smell shows the landlord and agent that you respect their property. A summary (question | answer) form is used when inspecting the premises as well as photos so an accurate report can be provided to the landlord. A minimum standard is desired so please bare this in mind when applying for this property. These reports are used when landlords are reviewing their options which can include decisions to be made when a fixed term lease expires, rent increases and requests for lease extensions etc.
- Water- please note that if you are not connected to mains water, you may have access to rain water tanks, bore, river or other water facility. It is your responsibility to ensure you have an understanding of how to

maintain, access the water and that if you run out of water that it will be your responsibility to refill the tank at your own cost.

-Please note that should you rely on tank water that regular cleaning and maintenance of the gutters is recommended. General maintenance and cleaning of gutters is also required on a regular basis

- Tenants must understand that issues may arise during the term of their agreement and that the best way to rectify any problems is to communicate & negotiate effectively.

-The landlord **may** give permission for animals to be kept at the premises. The tenants will need to understand and agree to the following: -To keep the immediate house yard clean and free from animal droppings and to clean up surrounding areas on a regular basis | To fumigate the property (if and when required) and again prior to vacating the premises | To steam clean carpets upon vacating | To preferably keep the animals outside the majority of the time (taking into account extreme weather conditions) | Repair any damage to the premises caused by the animals if and when required and upon vacating the premises | Other than any pet listed on your agreement and approved by the owner, the tenants agree not to keep any other animals of any kind on the rental premises, (even on a short-term or temporary basis), including dogs, cats, birds, fish, reptiles, or any other animals without the landlords permission | The tenants agree to remove any of the pet's offspring within 30 days of birth (should this occur) unless permission has been given by the landlord | The tenants agree to minimise the amount of food and water left for the pets outside the premises where it may attract other animals, vermin (pests) | The tenants agree to abide by all local, council, licensing and health requirements regarding pets, including vaccinations | The tenants acknowledge that the surrounding areas may be predominately grazing land for cattle and sheep and pets shall not cause any sort of nuisance or disturbance to neighbouring properties or owners | The tenants understand that failure to comply with these terms may give the owner the right to revoke permission to keep the pets, and may also be grounds for further action.

- The tenants understand that there maybe other considerations when applying for the property that they are interested in and that they will need to have a thorough understanding, knowledge about the property as well as the owners & agents expectations as can be obtainable prior to approval of your application as this will ensure a happy and satisfied lease term for everyone involved.

I /we _____

Have read, discussed, negotiated, understand and agree to the points above

Signed _____ Date _____