

Tenant Application Information

Tenant to Retain

PLEASE ENSURE THAT ALL ID IS PHOTOCOPIED PRIOR TO SUBMITTING YOUR APPLICATION

Applications will not be processed unless ALL information is supplied & photocopied and the NTD privacy disclaimer is signed. Each applicant must complete a separate application.

PROPERTY MANAGEMENT DEPARTMENT HOURS

Our office is open Monday to Friday 9.00am - 5:15pm and Saturday 9:00am - 12:00pm only.

PAYMENT OF RENT

It is our company policy that all rental payments are to be made via RentPay or Pennisi Direct Debit. RentPay offers three (3) payment methods. Option 1: Payment of rent by utilising the telephone and internet to make payments, Option 2: Direct Debit whereby your account is debited on the same day each month and Option 3: BPay direct from your bank account by phone or internet. This will be discussed with you further, should your application proceed. Personal cheques will only be accepted where previously agreed with by Sam Pennisi Property Management.

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 point check - You MUST provide a Form of Photo I.D either Driver's License or Passport must be given
Should you be unable to meet the 100 point check criteria, please speak with the property manager.

<input type="checkbox"/> 50 points	Photo Identification (Passport, Drivers License, 18+ Card)	<input type="checkbox"/> 20 points	Current Motor Vehicle Rego Papers
<input type="checkbox"/> 40 points	Bond Refund History (Refer to Bond Board)	<input type="checkbox"/> 10 points	Proof of current address (copy of Phone or Electricity Account)
<input type="checkbox"/> 40 points	Proof of regular payments (Tenant Ledger, Mortgage Payments)	<input type="checkbox"/> 10 points	Other Identification (Medicare Card, Bank Card etc)
<input type="checkbox"/> 20 points	Birth Certificate	<input type="checkbox"/> 10 points	Written references (Personal, Employment etc)
<input type="checkbox"/> 20 points	Min. 2 references from previous Agent/Landlord		

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

SECURING THE PROPERTY - PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay a security deposit equivalent to one months rent to secure the property. This must be paid by Money Order or Bank Cheque, payable to the R.T.B.A. (Personal cheques and cash will not be accepted when paying the initial monies).

PAYMENT OF FIRST MONTHS RENT

Prior to taking possession of the property, we require one month's rent to be paid by either bank cheque or money order, payable to Sam Pennisi Pty Ltd (Personal cheques and cash will not be accepted when paying the initial monies).

Application for Residential Tenancy

FORM 1 – CL8

The 4 pages of this application **MUST BE COMPLETED** in full & **SIGNED** or your application **WILL NOT** be processed.

Rental Property

Rent \$ _____ + Bond \$ _____

OFFICE USE ONLY

Date received: ____ / ____ / ____ Time ____ am/pm

Commencement Date: ____ / ____ / ____

Application signed & all details complete

Photocopy Tenants ID 100 point check

Applicants Details

Full Name Dr / Mr / Mrs / Miss / Ms

Are you known by another name D.O.B

Contact No. Home Work Mobile

Email Address Fax No

Number of dependants Total occupants Age of dependants

Car Registration Drivers Licence No. Licensed State

Passport No. 18+ Card No. Other ID

No. of cars to be kept at property Are all cars registered Yes No

Will a boat trailer van motorbike be kept at the property Yes No

Pets (Check with agent) Yes No Number Type & Breed

Are the pets registered with the council Yes No Are you a smoker Yes No

* Full name of all persons other than applicant wishing to occupy the premises (if applicable)

Current Address Details

Address Rented \$ per week Owned

Name & Address of Real Estate Agent or Landlord

Phone Period of occupancy to

Reason for leaving

Do you expect the bond to be refunded in full Yes No If no, why

Previous Address Details

Address Rented \$ per week Owned

Name & Address of Real Estate Agent or Landlord

Phone Period of occupancy to

Reason for leaving

Do you expect the bond to be refunded in full Yes No If no, why

Personal or Business References - Does not include relatives (This must be completed in full)

Name	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Relationship	<input type="text"/>
Name	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Relationship	<input type="text"/>
Name	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Relationship	<input type="text"/>

Next of Kin - Not living with you . Must be living and contactable within Australia.

Name	<input type="text"/>	Relationship	<input type="text"/>
Address	<input type="text"/>	Home Ph	<input type="text"/>
		Mobile	<input type="text"/>

Current Employer & Income Details - All income is NET or take home "per week"

Occupation	<input type="text"/>	Period of employment	<input type="text"/>
Company Name	<input type="text"/>	Address	<input type="text"/>
Contact Person	<input type="text"/>	Phone	<input type="text"/>
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual (<input type="text"/> hours per week)	Weekly wage (net) \$ <input type="text"/>

Previous Employer & Income Details - All income is NET or take home "per week"

Occupation	<input type="text"/>	Period of employment	<input type="text"/>
Company Name	<input type="text"/>	Address	<input type="text"/>
Contact Person	<input type="text"/>	Phone	<input type="text"/>
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual (<input type="text"/> hours per week)	Weekly wage (net) \$ <input type="text"/>

Other Income Details - All income is NET or take home "per week"

<input type="checkbox"/> Student	Name of College, TAFE, UNI	<input type="text"/>	Austudy \$	<input type="text"/>
Student Identification No.	<input type="text"/>	Overseas Student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date <input type="text"/>
<input type="checkbox"/> Pensioner	Type	<input type="text"/>	Allowance \$	<input type="text"/>
<input type="checkbox"/> Unemployment benefit			Allowance \$	<input type="text"/>
<input type="checkbox"/> Self Employed	Name of Business	<input type="text"/>	Wage \$	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>	How long established <input type="text"/>
ACN No.	<input type="text"/>	ABN No.	<input type="text"/>	Accountant Name & Phone <input type="text"/>
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)			Other Income \$	<input type="text"/>

Have you ever been evicted or are you in debth to another Landlord or Agent? Yes No
If yes, give details _____

Tenant Database Checks



Our agency utilises National Tenancy Database (NTD) for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties.

If you have any questions relating to this service or your personal information that may be held you can contact the company with all enquires to 1300 526 836 or www.ntd.net.au

Terms and Conditions Authority and Privacy Disclaimer

Applicant's Name/s:

Rental Property:

GENERAL TERMS AND CONDITIONS

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I/we agree that once the application has been approved I agree to pay one month's rent to secure the property. In this instance that being \$_____. I agree that the property will be advertised and marketed until the requested rent has been paid and the Tenancy Agreement has been signed by all parties.

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

Initial: _____

PRIVACY TERMS AND CONDITIONS

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, **authorise** the agent to collect, use and disclose personal information to:

- (a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) prepare agreements and tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge, claim or transfer (to or from) a Bond Authority
- (e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) refer to Collection Agents and Lawyers (where applicable)
- (g) lodge Insurance claims (where applicable)
- (h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) utility connection providers, where the applicant has opted for such a service
- (j) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorise the agent to send information to our contact details to promote, market or sell rental properties, sale properties or information in general that relates to the real estate industry.

Tick here if you do not wish to receive this information.

A full copy of our Privacy Policy can be accessed at www.pennisi.com.au

[Each applicant must read and initial every page of this application as acceptance of the information provided]

Applicant 1 Signature: _____ **Date:** ____ / ____ / ____

Initial: _____

This is a FREE service that connects all your utilities

Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day upon receipt to confirm the information on this application and explain the details of the services offered.

Please tick this box if you would like Direct Connect to contact you in relation to any of the below utilities and other services.



- | | | | | |
|--------------------------------------|------------------------------------|---------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Phone | <input type="checkbox"/> Internet | <input type="checkbox"/> Truck or Van Hire |
| <input type="checkbox"/> Cleaners | <input type="checkbox"/> Insurance | <input type="checkbox"/> Pay TV | <input type="checkbox"/> Removalist | |



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. DirectConnect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature: _____

Date: ____ / ____ / ____