

Rental Properties Port Macquarie TENANCY APPLICATION FORM



Thank you for choosing one of Rental Properties Port Macquarie' rental properties. Please complete this application thoroughly so we can process it as quickly as possible and note the following important points:

1. We require all our tenants to pay rent by direct deposit from a nominated bank account.
2. This application must be accompanied with 100 points of identification.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or Australia Post money order for the rental bond and first two week's rent.

CONTACT INFORMATION

Rental Property

Address:

Tenancy Requirements

Length of Tenancy:

3mths 6mths 12mths

Rent \$ per week

Commencement Date:

Occupancy Details

Total No. of Occupants:

Adults Children

Ages of Children:

No of Pets:

Type of Pets:

Total No. of Vehicles:

1st Vehicle
Registration No:

2nd Vehicle
Registration No:

Applicants Details

Title: Mr Mrs Miss Ms Other

Applicant's Name:

Home Phone:

Work Phone:

Mobile:

Email:

Address:

City:

State:

ZIP Code:

Date of Birth:

Drivers Licence No:

State of Issue:

Passport No:

Country of Issue:

Smoker: Yes No

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? (please circle) Yes | No

Have you previously taken a Apprehended Violence Order (AVO) on any parties nominated in this application? (please circle) Yes | No

How did you find out about this property?

- realestate.com.au domain.com.au allroundproperty.com.au Other site
- Rental list from agent For lease sign at property Email rental list Local Newspaper
- Other _____

Current Address Details

Are you currently renting	Yes <input type="checkbox"/>	Name of Agent/Landlord	
		Agent/Landlord Contact Number	
		Address of Rented Property	
		Current Rent per week	
		How long have you been there?	
		Reason for Leaving?	
	No <input type="checkbox"/>	Please give details of your current circumstances	

Previous Address Details

Were you previously renting	Yes <input type="checkbox"/>	Name of Agent/Landlord	
		Agent/Landlord Contact Number	
		Address of Rented Property	
		Current Rent per week	
		How long have you been there?	
		Reason for Leaving?	
	No <input type="checkbox"/>	Please give details of your current circumstances	

Current employment or Income benefits

Are you currently employed	Yes <input type="checkbox"/>	Name of Employer (Company)	
		Employer Contact Name & Title	
		Employer Contact Number	
		Length of Employment	
		Net Income per Week	
		Your Position Title	
		Fulltime / Part-time /Casual	
	No <input type="checkbox"/>	Do you receive Centrelink Benefits	\$_____per fortnight
			Please attach current Centrelink Statement
		Please provide details of any other Income:	

Emergency Contact Details

Name	Relationship	Contact No.
Address:		Email

Personal/Business References

Name		Name	
Relationship		Relationship	
Contact Phone		Contact Phone	
Email		Email	

Application

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of
 3 months 6 months 12 months, at a rental of \$_____ per week.

I undertake to pay the monies detailed below by internet transfer, bank cheque or money order made payable to Rental Properties Port Macquarie upon signing the Residential Tenancy Agreement.

Initial Payment:

Rental Bond (must not exceed 4 weeks) \$

Rent in advance (2 weeks rent) \$

Less holding deposit (if applicable) \$

TOTAL \$

Initial payment must be made by direct deposit or bank/building society/credit union cheque or money order. Personal cheques will not be accepted.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee equal to SEVEN DAYS (7) rent to hold the Premises in favour of the Applicant or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any requested repairs or other work that you require to be carried out by the landlord

Pearlmax Pty Ltd trading as Rental Properties Port Macquarie the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

Tenancy Information Centre of Australia disclosure

I understand this agent is a member of Tenancy Information Centre of Australia (TICA) and may conduct a reference check with that organisation on myself and/or the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TICA/Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TICA. I realise that if a search is performed on the TICA database and my identification and/or the company whose name appears on the lease with the label "Refer to Agent" beside my name and/or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and/or the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and/or the company details from the database. The agency that searched will then inform me of the listing/listings, the listing agency name and contact details giving me right of reply. I accept that if I and/or the company whose name appears on the lease are currently listed as a defaulter with TICA, this Agency/Landlord has the authority to reject my application. I whose name appears on the lease are currently listed as a defaulter with TICA, this Agency/Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy/rental obligations in future, which means in breach of my contract/lease agreement for residential commercial property and/or in accordance to the Property Stock & Business Agents Amendment (Tenant Databases) Regulation 2004. I and/or company whose name appears on the lease may be listed with TICA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/Landlord or in accord with the new regulations.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord/Agency to verify details of my tenancy.

I recognise that my photo identification may be scanned onto TICA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TICA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases. C) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

(If more than one applicant, "I" means "we" in this form). "I have read and I understand the above information".

TICA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes.

The personal information the prospective tenant provides in this application or collected from other sources is necessary for Rental Properties Port Macquarie to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant 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 to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to this agency and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information that this agency holds, they can do so, by contacting the agent at the address or contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, this agency may not be able to process the application and manage the tenancy.

Rental Properties Port Macquarie complies with laws protecting your privacy. The information you provide to Rental Properties Port Macquarie will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by Rental Properties Port Macquarie or do not wish Rental Properties Port Macquarie to use your information for purposes other than in accordance with this Agreement, please contact our office on 6584 5575. You may obtain a copy of Rental Properties Port Macquarie Privacy Policy by visiting our office.

This Agreement is required by the Property, Stock & Business Agents Act 2002. Any amounts payable to the Principal to Rental Properties Port Macquarie are expressed inclusive of goods and Services Tax (GST) at the rate of 10% or such other rate as determined by legislation. Rental Properties Port Macquarie is the trading name of Pearlmax Pty Ltd ABN 38 378 690 677.

PRIVACY POLICY

The personal information the prospective tenant 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 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 to the Landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the Application during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is 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.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services' analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.

Confirmation

1. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
2. I confirm I have retained a copy of this application.
3. I consent to the information provided in this application being verified and a reference check on Tenancy Information Centre of Australia (TICA).

Applicant's Signature	Date:
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Please note:

Please print and sign this page – if you are lodging your application electronically, please scan this page with your signature. Applications CANNOT BE PROCESSED without this signed page.

This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity Pay TV Gas Cleaners Removalist
Insurance Phone Water Internet Truck or van

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



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 Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 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

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY **EACH** APPLICANT

Proof of Identification (at least 100 points must be provided)

Must supply at least one (1) photo I.D.:

- Current drivers licence (50 points)
- Proof of age card (50 points)
- Passport (50 points)

Other forms of I.D:

- Birth certificate (30 points)
- Medicare card (20 points)
- Credit card or Savings Card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)
- Centerlink Health Card (10 points)
- Please also attach the following documents:

Proof of rental history

- Last four rental receipts OR
- Printout of tenancy history

Proof of current address

- Utility statements (no greater than six months old) OR
- Council rates notice

Proof of income

- 3 previous pay slips OR
- Bank statement OR
- Centerlink Statement OR
- If self-employed – tax returns and business registration

NOTE: Please return completed applications with all supporting documentation already photocopied. If application form is incomplete it will NOT be processed.