



TENANCY APPLICATION FORM



**first
national**
REAL ESTATE

Oxley & Springfield

First National Oxley

30 Oxley Station Road, Oxley
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www.oxleyfn.com.au

First National Springfield

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Address of Rental Property: _____

Please ensure you have read the following information and checklist as it will assist you to complete this tenancy application correctly.

Please read prior to completing this application form:

- One application is to be completed per person (over the age of 18)
- **This application will not be processed until it is completed in full. This includes attaching copies of supporting documents as required for your 100 points of identification check.** Please refer to the table below for accepted documents and the point value for each. Mandatory documents include Driver's License, Passport or Proof of Age card and at least one document from each section in the table to verify your current address and proof of income. These must be submitted with your tenancy application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK: (Must equal 100 Points)

DOCUMENTS – (Please Circle)		Points
Drivers License	Passport	40
Birth Certificate (Original)	Proof of Age Card	30
X2 Recent rent Receipts	x2 Recent payslips/centrelink statement	20
Medicare Card	Bank Card	10
Phone/Electricity Bill	Tenancy Ledger	
Car Registration Certificate		

Please Note – The property manager will contact you with 24-48 business hours. If the application is approved you are required (within the first 24 hours) to sign the General Tenancy Agreement and pay the first 2 weeks rent. This is to be paid by Money Order or Bank Cheque made out to First National Springfield.

Application Checklist – Prior to submitting my application, I have:

- ☐ Inspected the property internally with the property manager
- ☐ Completed and signed the application in full, including the Privacy Disclosure Statement
- ☐ Completed a Pet Application form (Only required if a pet/s are to reside at the property)
- ☐ Attached photocopies of documents equaling 100 points or more which include the Mandatory Documents
- ☐ I understand that First National Springfield will not accept or process my application if I haven't met the above criteria

FREE UTILITY CONNECTION SERVICE:

Successful applicants will be contacted by our partners at **MyConnect**. MyConnect is an easy to use, free service for connecting your Electricity, Gas, Telephone, Internet and Pay TV. We work with a wide range of service providers so we can help you find the best option to suit your needs.



powered by **myconnect**

If approved, see table below:

Item	Calculation	Important Notes
Rent – First 2 Weeks	2 x \$ _____	Must be paid same day as signing lease agreement
Bond – 4 times weekly rent	4 x \$ _____	Full bond must be paid prior to collecting keys
Total pre-moving cost	\$ _____	Total must be paid before lease commences and collecting keys

Name of nominated applicant to contact in regards to the application status

Name: _____ Phone: _____



RESIDENTIAL TENANCY APPLICATION

☐ Please tick if Translator required

ADDRESS OF PROPERTY: _____

Lease Commencement Date: ____/____/____ Lease Term: _____ Rent Amount: \$ _____

Bond Amount: \$ _____

How many occupants are to reside at the property? Adults: _____ Dependants: _____

Names & Ages of Dependants: _____

Do you smoke? Y/N Do you require a Pet Application? Y/N *If you circle Yes, you will need to complete the 'Pet Application' and submitted with your Application.*

ALL OCCUPANTS OVER 18 YEARS OF AGE MUST COMPLETE AN APPLICATION FORM

Applicant – Please circle Mr Mrs Miss Ms Other

Surname: _____ **Given Names:** _____

D.O.B: ____/____/____ Home #: _____ Mobile #: _____

Email: _____ Car Rego: _____ Drivers Licence #: _____

Name other Occupants to reside at the premises: _____

Residential History

Current Address: _____

Length of Occupancy: ____ yrs ____ mths Lease Expiry: ____/____/____ Rent Paid ____ p/w

Reason for Leaving: _____

Name of Lessor/Agent: _____ Phone # _____

Previous Address _____

Length of Occupancy: ____ yrs ____ mths Lease Expiry: ____/____/____ Rent Paid ____ p/w

Reason for Leaving: _____

Name of Lessor/Agent: _____ Phone # _____

Did you receive ALL of your bond back? Y/N

If No, Please Explain: _____

Employment History

Current Occupation: _____ Employers Name: _____

Employers Address: _____ Contact Name: _____

Phone #: _____ Length of Employment: ____ yrs ____ mths

Net Income (after tax): \$ _____ p/w p/f monthly (please circle)

Previous Occupation *(If current employment is less than 6 months)* _____

Employers Name: _____ Employers Address: _____

Contact Name: _____ Phone #: _____

Length of Employment: ____ yrs ____ mths Net Income (after tax): \$ _____ p/w p/f monthly (please circle)

References – Personal References (Cannot be relatives)

1.Name: _____

Phone #: _____

Relationship: _____

2.Name: _____

Phone #: _____

Relationship: _____

Next of Kin – Please provide the name of a 'Personal Representative' (Next of Kin) in case of emergency. Please note this person cannot reside with you. Your application will not be successful until they can be contacted.

Name: _____ Relationship: _____

Phone #: _____

Address: _____

DISCLAIMER

BEFORE ANY APPLICATION WILL BE CONSIDERED, **EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 ID POINTS.**
AT LEAST ONE FORM OF PHOTO ID IS REQUIRED FOR EACH APPLICANT.

Type of Identification	Points	Type of Identification	Points
Drivers Licence	40	Current Wage Advice	20
Passport	40	Previous Landlord Reference	20
Birth Certificate (original)	30	Previous Rent Receipts x 2	20
Government issued Photo ID	30	Vehicle Registration	10
Phone, Electricity, Gas	10 each	Bank Statement/Key card	10

Privacy disclosure statement

We are an independently owned and operated business. We are bound by, the Australian Privacy Principles; we collect personal information about you on this form to assess your application for Residential Tenancy. We may need to collect information about you from your previous Landlords or Letting Agents, your current Employer and your Referees.

We will also check whether any details of tenancy defaults by you are held on a TICA (Tenancy Default Database) 190 222 0346 – PO Box 120, Concord NSW 2137. Tenancy Default databases are used to protect landlords. As an agency we are required by law to let you know which databases we use to check your history and if you are listed we are required to let you know that you are listed and provide details of the database operator so you can find out more about the listing.

We may disclose personal information about you to the Owner of the property in which this application relates. We may also send personal information about you to the Owners of any other properties at your request. When we collect information only that which is necessary to perform our functions is collected. This may include, but not be limited to Selling, Marketing, Auctioning, Letting, Management, Refurbishment and Maintenance of Properties.

From time to time we use information supplied to us by commercial database companies for marketing our company services. This is done in accordance with the provisions of the Privacy Act 1988. Prospective clients and customers are given the opportunity to be excluded from any marketing activities and can elect not to receive specific and direct marketing communication from us.

Should you have a complaint that relates to how we have collected or used the information you have provided, we would like the opportunity to remedy the situation. To lodge a complaint, please contact our office on mail@springfield.com.au or phone (07) 3470 6999.

Please Note: Original Applications will not be returned.

WARNING – PLEASE READ CAREFULLY BEFORE SIGNING

1. I have inspected the premises and wish to take a tenancy period of _____ beginning ____/____/____, at a rental amount of \$_____ per week. I also undertake to pay a Rental Bond of \$_____ when I sign the Tenancy Agreement.
2. I, declare that all information supplied is true and correct and that I/We have supplied it of our own free will. I hereby authorise you as the Letting Agent to conduct an enquiry, and/or search, including any tenancy information databases in order to verify the above information. I acknowledge that any false information that is provided in this application could jeopardize this application.
3. I, acknowledge and accept that if this application is rejected, the Lessor/Agent is not legally obliged to give reasons for the rejection. I understand that if

my application is unsuccessful, this application form and the identification provided, will be shredded within four (4) weeks of the application being completed.

4. I, the applicant, acknowledge & agree to receiving correspondence via email.
5. I, the applicant acknowledge & agree that if our application is successful I will be required to pay two (2) weeks rent and this money will not be reimbursed if I the applicant decide not to proceed with taking the property. I, agree that no keys for the property will be provided to me by the Letting Agent until the Tenancy Agreement and relevant accompanying documents have been signed and a total equivalent to six (6) weeks rent is received by the agent (first 2 weeks being rent, 4 weeks rent being bond).

Signed this _____ day of _____ year _____

Applicant Signature _____