

Tenancy Application – Page 1

One separate application form per adult

Return completed application to rentals@1on1property.com.au or one of our offices located at:
55 Georgetown Rd Georgetown NSW 2298 or 120 High St East Maitland 2323

PROPERTY APPLIED FOR

Address: _____ Rent offered: \$ _____
Length of lease preferred: 3 Months 6 Months 12 Months Commencement date: / /

TENANCY REQUIREMENTS

Total number of occupants: Adults: _____ Children: _____ Age/s: _____
Smokers: Yes No Pets: Yes No Type/breed: _____
Names of other applicants for this property: _____

PERSONAL DETAILS

Surname: _____ First name: _____
Middle name: _____ Date of birth: _____
Home phone: () Work phone: () Mobile: _____
Email address: _____
Drivers licence number: _____ State: _____ Vehicle registration: _____ State: _____
 Australian passport holder International passport holder Country: _____ Passport number: _____
Bank account details: Branch _____ Account name _____
BSB _____ Account number _____

CURRENT PREMISES (YOU NEED TO SUPPLY A TENANCY HISTORY OF A MINIMUM OF 2 YEARS)

Address: _____ State: _____ Postcode: _____
Rent per week: \$ _____ How long have you lived there? _____
Agent/Landlord: (Business name) _____ Contact number: _____
Reason for vacating: _____

RENTAL HISTORY 2 (IF CURRENT PREMISES IS LESS THAN 2 YEARS)

Address: _____ Rent per week: \$ _____
Agent/Landlord: (Business name) _____ Contact number: _____
Reason for vacating: _____ How long did you live there? _____

Do you have applications pending on other properties? Yes No

At 1on1 Property, we aim to be the best at **Putting people first**

NEWCASTLE

LAKE MACQUARIE

MAITLAND

P: (02) 4014 1900

E: rentals@1on1property.com.au

W: 1on1property.com.au



Tenancy Application – Page 2

EMPLOYMENT / CENTRELINK DETAILS

Current occupation:	Company name:	
Address:	State:	Postcode:
Manager's name:	Contact number:	
Length of employment: (BELOW)	(IF EMPLOYED LESS THAN 12 MONTHS YOU MUST PROVIDE PREVIOUS EMPLOYER DETAILS)	
Salary: \$	Weekly/Fortnightly/Monthly/Per annum (PLEASE CIRCLE)	Full time/Part time/Casual (PLEASE CIRCLE)

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 12 MONTHS)

Occupation:	Company name:	
Manager's name:	Contact number:	Length of employment:

IF SELF-EMPLOYED, PLEASE PROVIDE 2 BAS STATEMENTS

PERSONAL REFERENCE DETAILS (NOT RELATED TO YOU)

Referee 1. Surname:	First name:
Contact number:	Relationship to you:

Referee 2. Surname:	First name:
Contact number:	Relationship to you:

EMERGENCY CONTACT DETAILS (NOT LIVING WITH YOU)

Surname:	First name:
Contact number:	Relationship to you:

IN ORDER TO PROCESS THE APPLICATION EACH TENANT MUST:

- Have viewed the property
- Submit a completed application form
- Meet a minimum 100 points for identification
- Provide copies of recent pay slips/Centrelink/BAS statements

<input type="checkbox"/> Birth certificate or passport (70 points)	<input type="checkbox"/> Driver licence (40 points)	<input type="checkbox"/> Other government photo ID (25 points)
<input type="checkbox"/> Previous tenancy agreement (25 points)	<input type="checkbox"/> Tenancy history ledger (25 points)	<input type="checkbox"/> Medicare Card (25 points)
<input type="checkbox"/> Bank statement (25 points)	<input type="checkbox"/> Utility bills (25 points)	<input type="checkbox"/> Pension/Health Care Card (25 points)

PRIOR TO SIGNING THE LEASE, THE FOLLOWING PAYMENTS ARE REQUIRED:

- 2 weeks rent up front
- 4 weeks rent as bond

At 1on1 Property, we aim to be the best at **Putting people first**

NEWCASTLE

LAKE MACQUARIE

MAITLAND

P: (02) 4014 1900

E: rentals@1on1property.com.au

W: 1on1property.com.au



1ON1 CONNECT



Save time and money when you're moving. Let 1on1 Connect arrange your utility connections. It's a **FREE** service and there's **NO** obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

1on1 Connect will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, 1on1 Connect may then need to disclose your personal information to the selected utility company. 1on1 Connect is unable to accept responsibility for any delay or failure to connect your utility service.

Please tick utilities as required:

<input checked="" type="checkbox"/> Electricity	<input checked="" type="checkbox"/> Gas	<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/> Internet	<input checked="" type="checkbox"/> Pay TV	<input checked="" type="checkbox"/> Insurance
---	---	---	--	--	---

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the landlord/owner. I declare that all information contained in this application is true and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking my tenancy history.

I am aware that I may access my personal information by contacting:

- NTD – 1300 563 826
- TICA – 1902 220 346
- TRA – (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to and from a Bond Authority
- Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with NTD (National Tenancies Database)
- Transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature: _____

Date: / /

At 1on1 Property, we aim to be the best at **Putting people first**

NEWCASTLE

LAKE MACQUARIE

MAITLAND

P: (02) 4014 1900

E: rentals@1on1property.com.au

W: 1on1property.com.au



Reference Check

APPLICANT TO COMPLETE

Applicant's name:

Current/Most recent rental property address:

Agent or landlord of this property:

Agent's name:

Contact number:

Email:

Fax number:

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to 1on1 Property regarding my/our rental history.

The information given is true and correct and I understand it will be used to assess my/our application.

Signature:

Date: / /

PLEASE FILL IN ABOVE ONLY AND RETURN WITH YOUR APPLICATION
Do not complete any of the lower section

AGENT TO COMPLETE

Please complete the following and return by fax or email. Please include a copy of the tenant's rental ledger.

EMAIL: rentals@1on1property.com.au or FAX: (02) 4947 1090

Name and position of Agent:

Length of lease:

Weekly rent: \$ per week

Did tenants pay rent on time?

Yes No

Please specify problems, if any:

Were routine inspections satisfactory?

Yes No

Please specify problems, if any:

Did tenants look after lawns/gardens?

Yes No

Please specify problems, if any:

Were tenants cooperative?

Yes No

Please specify problems, if any:

Did tenants have pets?

Yes No

Please specify problems, if any:

Was a termination notice ever issued?

Yes No

If yes, please give details:

Would you rent to them again?

Yes No

Reason for vacating:

Was their bond returned?

Yes No

If no, please give details:

Any other comments?

Signature of Agent/Private Owner:

Date: / /

At 1on1 Property, we aim to be the best at **Putting people first**

NEWCASTLE

LAKE MACQUARIE

MAITLAND

P: (02) 4014 1900

E: rentals@1on1property.com.au

W: 1on1property.com.au

