

Property address: _____

Date submitted: _____

Applicants Please Note

- We require the following to be submitted with your application: -
 - 3 forms of ID (photocopied)
 - Proof of income
- If available, please provide a copy of your rental ledger
- Please submit your application by:
 - In Person: 209 Hunter St Newcastle (Corner of Hunter & Brown St)
 - Email: lease@greenstreet.com.au
 - Fax: (02) 49263307 (If faxing please fax 3 pages of your application only – identification etc will be requested in person)
- Application forms cannot be approved until you have inspected the premises. Please Be aware that you accept the property in the condition that you have inspected it.
- If you are accepted, you will be required to pay a holding deposit within 24 hours of being accepted.
- When you sign the lease, you will be required to have paid:
 - 2 weeks rent
 - 4 weeks rent amount as bond

Good luck with your application!
Jake Stojcevski
Green St Property Management
Phone: 02) 49263301

Residential Tenancy Application Form

Please complete and sign every page of this application. For your application to be processed it must be fully completed.

1. Property Applying For

Address _____

Suburb _____ Post Code _____

Preferred Lease Term: 6 / 12 months / either (Please circle) _____

Preferred Start Date: _____ / _____ / _____

Rent Payable for Property \$ _____

Name(s) of other Applicants to Occupy Property: _____

PLEASE ENSURE WE HAVE AN APPLICATION FORM FROM
EACH RESIDENT OVER 18 YEARS OLD

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____

A.B.N. _____

Accountant Name _____ Accountant Phone _____

Position Held with Company _____

3. Personal Details

Title _____ First Name _____

Last Name _____

Date of Birth _____ / _____ / _____

Current Address _____

Suburb _____ Post Code _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) _____ No. _____

Pension Type _____ No. _____

Home Phone Number _____

Mobile Phone Number _____

Work Phone Number _____

Email _____

Occupation: _____

Main language spoken at home: _____

Please provide a contact number you are available on all day

Contact number: _____

PLEASE NOTE: APPLICATION FORMS CAN NOT BE ACCEPTED
UNTIL YOU HAVE INSPECTED THE PREMISES. BE AWARE THAT YOU
ACCEPT THE PROPERTY IN THE CONDITION THAT YOU HAVE
INSPECTED IT.

Signed: _____

Date submitted: _____ / _____ / _____

4. Current Situation

Are you Owner Renter Boarding Sharing Living with parents

How long have you lived at your current address? _____ Years
_____ Months

Name of Owner/Agent (If applicable): _____
Suburb of Agent: _____

Phone Number _____ Fax Number: _____

Rent Paid per week: \$ _____

Reason for leaving: _____

If vacated was bond repaid in full? Yes No

If No, what was claimed: _____

5. Previous Rental History

Were you the Owner Renter

Previous Address _____

Suburb _____ Post Code _____

How long have you lived at your previous address? _____ Years _____ Months

Name of Owner/Agent: _____

Phone Number: _____ Fax Number: _____

Rent Paid per week: \$ _____

Reason for leaving: _____

Was bond repaid in full? Yes No

If No, what was claimed: _____

6. Other Information

Number of persons occupying property: Adults: _____ Children: _____

Please specify the ages of any children if applicable: _____

Do you have pets? No Yes How many? _____

Please specify type of animal: _____ Breed: _____

Council registered: _____ Number: _____ Age: _____

Inside or Outside: _____ Size: Small / Med / Large

7. Next of Kin not living with you

Emergency Contact Relationship

Address _____ Ph: _____

Mobile _____ Other _____

8. Current Employment Details

Company employed with: _____

Contact/Employers name: _____

Contact/Employers phone number: _____

Length at current employment _____ Years _____ Months

Total Net Income PER WEEK: \$ _____

9. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone Number _____

Contact Name _____

Length at previous employment Years Months

Total Net Income per week: \$ _____

10. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Phone _____

2. Reference name _____

Occupation _____

Relationship _____ Phone _____

11. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph: _____

Campus Contact _____ Ph: _____

Course Co-ordinator _____ Ph: _____

Income: _____

Parents Address Overseas: _____

12. TERMS OF APPLICATION

TENANCY PRIVACY STATEMENT

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application an applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition, an applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisation's may receive information from time to time. Other organisations' may include debt collection agencies, insurance companies, government departments and other owners or agents.

I, the applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry. I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company

is subject to the conditions of the Database Company. I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about residents have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charge per minute inclusive of GST.

TENANCY DECLARATION

- I have physically inspected the premises in the company of an agent and I am satisfied with the current condition of the premises.
- The information supplied by myself on this application is true and correct.
- I am financially able to meet the commitments under the Residential Tenancy Agreement. I am not bankrupt or insolvent.
- I have not been lodged on TICA or any other tenancy default service nor do I owe any other Real Estate Agent or Owner any outstanding debt. I have not been evicted from any previous property for breach of agreement.
- I have read the privacy agreement and agree to my application being checked through TICA.
- I understand that the Owner/Agent is under no obligation to accept this application.
- I understand that the Agent is not obliged to give a reason for the decline of this application.
- I understand that the rent is to be kept in advance at all times as stated in the Residential Tenancy Agreement. RESIDENTs found to be constantly in arrears during the fixed term of the lease will be lodged on TICA and vacant possession will be sought.

RESERVATION FEE

A holding fee of one week's rent is to be accepted once the application is approved by the owner.

A holding fee of \$_____ is to reserve the premises for a period of seven days.

The property will not be reserved for any other applicant.

The holding fee will be paid towards the initial rent.

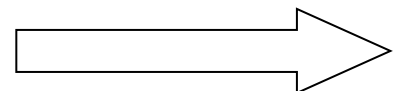
Should the applicant not proceed with the agreement, the deposit may be retained by the owner. This is in accordance with section 24 of the Residential Tenancy Act 2010.

I, the applicant agrees to all terms of application including Tenancy Privacy statement, Tenancy Declaration and Reservation Fee.

Applicant's Signature: _____

Date submitted: __/__/__

CHECK YOU HAVE COMPLETED EVERY SECTION POSSIBLE & GO TO BACK PAGE TO SIGN, RETURN ASAP TO AVOID DISAPPOINTMENT



GREENST

PROPERTY MANAGEMENT

Please complete this form and return it via email to lease@greenstreet.com.au or fax to 4926 3307 at your earliest convenience. If you have any questions, please call our agency on 4926 3301.

APPLICANT TO COMPLETE – RENTAL REFERENCE CHECK

Property applying for _____
Applicant's full name _____
Current/previous rental property address _____
Period of tenancy _____ Rent paid per week \$ _____
Current/previous agent _____
Contact name _____ Phone No. of Agent/Private Owner _____
Fax No. or email address of Agent/Private Owner _____
I have read and agreed to the privacy statement. **APPLICANTS SIGNATURE** _____

PAST/CURRENT AGENT TO COMPLETE

Would you rent to this resident again? _____
Did resident always pay rent on time? _____
Was a Termination Notice ever issued? _____
If YES what for? _____
Were the lawns & gardens kept in good order? _____
Did the resident ever breach the agreement? _____
If YES what was the breach & was it resolved? _____
Did the resident/s have any pets? _____
Has the RESIDENT given the required notice? _____
If vacated, was the property left in good condition? _____
Additional comments _____
Agents Signature _____ Date _____
Agents Name (Please print) _____ Position Held _____

PRIVACY STATEMENT: PRIVACY ACT 1988 COLLECTION NOTICE:

The person information the prospective Resident provides in the application or collected from other sources is necessary for the agent to verify the applicants' identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant may be disclosed for the purpose for which it was collected to other parties including the owner, referees, other agents, debt collecting agencies, insurance companies and government departments. The applicant agrees that the agent may pass information onto TICA Default Control Pty Ltd, and that this information may be provided to any other database for the assessment of my application. The applicant understands that in the event of a default occurring under the tenancy agreement, permission has been given to the member of a tenancy database to register any of my details of such breach with tenancy database, which could have an adverse effect on my ability to obtain future rental accommodation.