

## Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



### A. AGENT DETAILS

#### Avery Property Professionals

Address: 30 The Boulevard, Toronto, NSW 2283  
Phone: (02) 4959 1677  
Fax: (02) 4950 4402  
Email: [averyrentals@averyproperty.com.au](mailto:averyrentals@averyproperty.com.au)  
Web: [www.averyproperty.com.au](http://www.averyproperty.com.au)

### B. PROPERTY DETAILS

What is the address of the property you would like to rent?

Postcode

### C. PERSONAL DETAILS

Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname Given Name/s

Maiden Name (if applicable) Date of Birth

#### Present Address

Postcode

Home phone no.

Mobile phone no.

Email Address

Pets - Number & Type

Driver's licence number & State

Smoker/ Non Smoker

Smoker / Non Smoker

Car Registration Number

Pension Number (if applicable)

#### Number of persons to occupy premise

Adults

Children & Ages

Name of Other Occupants

### D. CURRENT OCCUPATION DETAILS

Current Occupation

Employer's Name

Employer's Address

Contact Name

Phone

Period of Employment

Net Income

Years  Months

Previous Employer's Name

Phone

Period of Employment

Net Income

Years  Months

### D. CURRENT OCCUPATION DETAILS (cont.)

If Self - Employed: Name of Accountant

Contact Person

Phone No

Accountants Address

### E. APPLICANTS HISTORY

Current Landlord/Agent

Agent's Address

Phone no.

Address of Rented Premises

Rent Paid

How long at this address:

Reason for Vacating

What was your previous Address?

Previous Landlord/Agent

Address of previous Landlord/Agent

Phone

Rent Paid

Was the bond returned in full?

Yes ☐ No ☐

If not why not ?

Please answer the following Questions:

Yes No

Have you ever been refused another property?

☐ ☐

Have you ever been evicted by any landlord or agent?

☐ ☐

Are you in debt to another landlord or agent?

☐ ☐

### F. CONTACTS / REFERENCES

Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

Address

Postcode

## F. CONTACTS / REFERENCES (cont.)

Other relative not living with you:

Surname  Given Name

Relationship to you  Phone Number

Address   
  
 Postcode

Please provide personal reference (not related to you)

1. Surname  Given name/s

Relationship to you  Phone no.

Address   
  
 Postcode

Please provide business work reference:

2. Surname  Given name/s

Relationship to you  Phone no.

Address   
  
 Postcode

## G. PAYMENT DETAILS- OFFICE USE ONLY

Owner of Property  Rent per Week

For Period

Date to Commence  Sign Date

## H. DECLARATION

1. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts specified in section "I"

2. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

3. I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

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.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) provide details as requested by future prospective landlords or agents
- (h) Complete a check with an NTD (national Tenancy Database)

5. 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. I am aware that I may access personal information on the contact details above.

Signature  Date

## I. MONIES OWING -OFFICE USE ONLY

Bond

Rent

Lease Fee

Less Holding Deposit

Amount Payable \$

## J. UTILITY CONNECTIONS

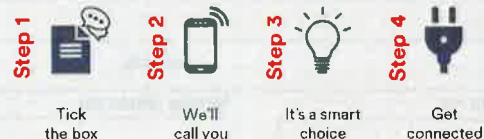
Direct Connect is a FREE service that can connect you to the following utilities and services in your new home:

Electricity  
Gas  
Phone  
Internet  
Pay TV

Cleaners  
Insurance  
Removalist  
Truck or van hire



### GET CONNECTED IN 4 EASY STEPS



☐ YES

- I/we consent to Avery Property providing my personal information details to Direct Connect which will include my name, address, email and phone number to be contacted in relation to my/our utilities and service connections.
- This includes obtaining metering information for the premises I am moving to.

Signature  Date

PO Box 1519, Box Hill, Victoria 3128, P: 1300 664 715 F: 1300 664 185, www.directconnect.com.au

## K. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

Holding Fee  Holding Period  Days

The Landlords Agent undertakes:

- a) The premises will not be let during the Holding Period, pending the agreement of a residential tenancy agreement;
- b) The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Holding Period;
- c) The whole fee will be refunded if the Landlord does not carry out (during the Holding Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement;
- d) If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Holding Period (based upon the proposed rent), but must refund the remainder;
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords Agent  Date



PROPERTY PROFESSIONALS

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Fax: 02 4950 4402

## CURRENT RENTAL REFERENCE CHECK

In accordance with the privacy Act, I/ we authorize the recipient of this fax to give information to Avery Property Professionals regarding my/our rental history. Attention \_\_\_\_\_

Applicants name: \_\_\_\_\_  
Rental address: \_\_\_\_\_  
Period of tenancy: \_\_\_\_\_ Rent paid: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Managing agent: \_\_\_\_\_  
Agent phone number: \_\_\_\_\_ Agent Email: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### DEAR AGENT

Please complete & return by facsimile to Avery Property Professionals- Fax: 4950 4402  
ALONG WITH COPY OF TENANT/S LEDGER, THANK YOU

How long were they at the property: \_\_\_\_\_ How much was their weekly rent \$ \_\_\_\_\_

Was rent paid on time? ALWAYS ☐ SOMETIMES ☐ OTHER ☐

If other, please explain \_\_\_\_\_

Were the tenants ever issued with a termination notice?

If yes, please explain \_\_\_\_\_

Name & position of person completing this form: \_\_\_\_\_

Were there any routine inspections done? Yes ☐ No ☐

What was the result of those inspections? \_\_\_\_\_

Were the lawns & gardens kept tidy? Yes ☐ No ☐

Did they have pets? Yes ☐ No ☐

If yes, what kind? \_\_\_\_\_

Did the pets cause any damage to the property? Yes ☐ No ☐

If yes, please explain \_\_\_\_\_

Was the tenant co-operative & easy to deal with? Yes ☐ No ☐

If no, please explain \_\_\_\_\_

Did the tenants breach the tenancy agreement? Yes ☐ No ☐

If yes please explain \_\_\_\_\_

Who ended the tenancy? \_\_\_\_\_

Was there a specific reason? If so please explain \_\_\_\_\_

Were the premises left clean & tidy? Yes ☐ No ☐

If no, please explain \_\_\_\_\_

Was the bond returned in full? Yes ☐ No ☐

If no, please explain \_\_\_\_\_

Would you rent to this tenant again? Yes ☐ No ☐

On a scale of 1-10 how would you rate them? (Please circle) 1 2 3 4 5 6 7 8 9 10

Additional comments \_\_\_\_\_

Signature of person completing this form \_\_\_\_\_



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## **PREVIOUS RENTAL REFERENCE CHECK**

In accordance with the privacy Act, I/we authorize the recipient of this fax to give information to Avery Property Professionals regarding my/our rental history. Attention \_\_\_\_\_

Applicants name: \_\_\_\_\_  
Rental address: \_\_\_\_\_  
Period of tenancy: \_\_\_\_\_ Rent paid: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Managing agent: \_\_\_\_\_  
Agent phone number: \_\_\_\_\_ Agent Email: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **DEAR AGENT**

**Please complete & return by facsimile to Avery Property Professionals- Fax: 4950 4402  
ALONG WITH COPY OF TENANT/S LEDGER, THANK YOU**

How long were they at the property: _____	How much was their weekly rent \$ _____
Was rent paid on time? ALWAYS <input type="checkbox"/> SOMETIMES <input type="checkbox"/> OTHER <input type="checkbox"/>	
If other, please explain _____	
Were the tenants ever issued with a termination notice? If yes, please explain _____	
Name & position of person completing this form: _____	

Were there any routine inspections done?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What was the result of those inspections? _____		
Were the lawns & gardens kept tidy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did they have pets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what kind? _____		
Did the pets cause any damage to the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain _____		

Was the tenant co-operative & easy to deal with?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain _____		
Did the tenants breach the tenancy agreement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please explain _____		
Who ended the tenancy? _____		
Was there a specific reason? If so please explain _____		

Were the premises left clean & tidy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain _____		
Was the bond returned in full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain _____		

Would you rent to this tenant again?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
On a scale of 1-10 how would you rate them? (Please circle) 1 2 3 4 5 6 7 8 9 10		
Additional comments _____		
Signature of person completing this form _____		

## IDENTIFICATION AND SUPPORTING DOCUMENTS

Before any application will be considered, each applicant must achieve a minimum of 120 check points.

DRIVER LICENCE OR PASSPORT	30 points	COMPULSORY
PROOF OF INCOME -		
LAST TAX GROUP CERTIFICATE	40 points	
PAY SLIP OR WAGE ADVISE (x4 most recent weeks)	40 points	
RENTAL HISTORY		
LAST 4 RENT RECEIPTS (if currently leasing privately)	40 points	
BANK STATEMENT	60 points	
MEDICARE CARD, PENSION CARD, HEALTH CARD	10 points	
CURRENT MOTOR VEHICLE REGO PAPERS	10 points	
COPY OF PREVIOUS ACCOUNTS EG: ELECTRICITY, PHONE, WATER	10 points	
CREDIT CARD STATEMENT	30 points	

PLEASE PROVIDE ALL OTHER FINANCIAL COMMITMENTS e.g.: CAR  
LOAN STATEMENT, CREDIT CARD STATEMENT, MORTGAGE  
STATEMENT, PERSONAL LOAN STATEMENT

**PLEASE HAVE YOUR APPLICATION  
COMPLETED AND ALL DOCUMENTS  
PHOTOCOPIED BEFORE SUBMITTING**

All tenancy applications are referred to TICA Default Tenancy Control Pty Ltd for confirmation of details supplied, and no application will be accepted until this process is completed.

PLEASE NOTE THAT IN THE EVENT OF YOUR APPLICATION BEING SUCESSFUL, WE REQUIRE THE FOLLOWING:

- A reservation fee of one week's rent should be paid as soon as possible to ensure that the tenancy is secured.
- Initial payment is to be in the form of bank cheque or money order. No personal cheques will be accepted under these circumstances.
- We do not accept bond transfers
- All parties to the lease MUST be present at the time of signing the lease
- Bond payments must be in the form of a bank cheque or Money Order- Payable" to Rental Bond Board"

**PLEASE NOTE - YOUR APPLICATION IS HELD BY OUR OFFICE FOR 2 WEEKS IF UNSUCCESSFUL.  
AFTER THIS TIME ALL APPLICATIONS ARE SHREDDED**