

APPLICATION FOR TENANCY

Item Item Schedule

1. TENANCY DETAILS

Address:
Lease Commencement Date: / / Lease Term: weeks / fortnights / months / years
Rent: per week / fortnight / month Bond:
Holding Fee (if applicable): Holding Period: (see Clause 3)

2. LANDLORD / AGENT

Name: **Alford & Duff Pty Ltd T/as Alford & Duff First National** ABN: **53 003 956 027**
Address: **277 Rouse Street** Phone: **(02) 6736 3377**
Tenterfield NSW 2372 Fax: **(02) 6736 3272**
Email: **info@alfordduff.com.au** Mobile: **0428 100 328**

3. OCCUPANTS

Number of Adults: Number of Dependents: Number of Smokers:
Full name/s of adult/s and dependents to reside on the Premises:
1. 3.
2. 4.

4. UTILITY CONNECTION

Please specify requirements (if any) regarding connection/disconnection of utilities:
.....
.....
.....

5. PETS

Pets Allowed: Yes No
Type/Breed: Number:
Type/Breed: Number:

6. USE OF PREMISES

Will the Premises be used for business purposes: Yes No

7. ADDITIONAL CONDITIONS

.....
.....
.....
.....
.....

8. MONIES PAYABLE ON SIGNING THE TENANCY AGREEMENT

Rent in advance (weeks / months rent): From: / / To: / /
Rental Bond: (being weeks rent) (not exceeding 4 weeks rent)
Sub Total:
Less Holding Fee (see Clause 3): (not more than 1 weeks rent)
Balance due on signing Tenancy Agreement:

Terms of Application

1. Applicant's Warranty

The Applicant/s warrant/s:

- (1) that the details provided on their Applicant Details Sheet are true and correct
- (2) that they are not bankrupt or insolvent

2. Applicant/s Agrees

The Applicant/s agree/s that:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) the Applicant/s will sign the Tenancy Agreement forthwith upon being notified of acceptance of this Application by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Landlord/Agent is not required to give an explanation to them for any Application not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant/s, verbally or in writing, the Applicant/s will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- (6) as tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television - analogue, digital or cable) and the adequacy of existing electrical fittings with respect to the use of such services. The Landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

3. Holding Fee (if applicable)

3.1 If a Holding Fee amount is specified in Item (1) the Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/ Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord/Agent and paid towards the first payment of Rent.

3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord/Agent.

3.3 If the Applicant/s have paid a Holding Fee, the Landlord/Agent must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant/s unless the Applicant/s notifies the Landlord/Agent that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

4.1 The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy.

4.2 The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant/s, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.

4.3 You as the Applicant/s agree, to further assess your Application, the Agent may, subject to the *Privacy Act 1988* (CTH) (where applicable), collect, use and disclose such information to:

- (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or

(2) (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or

(3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or

(4) previous managing agents and nominated Referees to confirm information provided by you; &/or

(5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or

(6) the utility connection provider, where you have opted for such a service in Item (4), for the purpose of enabling the connection and/or disconnection of your utility services; &/or

(7) Owners Corporations.

4.4 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.

4.5 The Applicant/s have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

4.6 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

5. Notes to Applicant/s

5.1 The following documents form part of this Application:

- (1) Application for Tenancy (first page)
- (2) Terms of Application
- (3) Each Applicant's, Applicant Details Sheet
- (4) Any other annexure and/or special conditions as provided by the Agent.

5.2 Each Applicant must read and initial every page as acceptance of the information provided.

5.3 For the purpose of service of notice, service on any one Applicant shall be deemed to be served on all Applicants.

APPLICANT DETAILS SHEET

(to be completed by each adult Applicant and unaccompanied minors)

Item	<u>Item Schedule</u>
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1. APPLICANT'S DETAILS

Name:

Phone (H): Phone (W): Mobile: Date of Birth: .. / .. / ..

Email: Vehicle Rego No.:

1.1 Current Address:

Period of Occupancy: Situation: **Renting / Owned / Other** Other Situation:

Landlord/Agent Details (if applicable) Name: Phone:

Rent: **\$0.00** Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving:

1.2 Previous Address (if applicable):

Period of Occupancy: Situation: **Renting / Owned / Other** Other Situation:

Landlord/Agent Details (if applicable) Name: Phone:

Rent: **\$0.00** Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving:

1.3 Have you ever been evicted from a premises? Yes No Are you currently in debt to any Landlord/Agent? Yes No

2. APPLICANT'S EMPLOYMENT (NOTE: If self employed please provide a statement of income from your accountant/tax returns)

2.1 Current Occupation:

Employment Type: Duration: Weekly Income:

Employer/Business Name & ACN/Centrelink Details:

Address: Contact: Phone:

2.2 Previous Occupation:

Employment Type: Duration: Weekly Income:

Employer/Business Name & ACN/Centrelink Details:

Address: Contact: Phone:

3. REFEREES (All Referees should not be related to you)
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Business Referee: Phone: Relationship:

Personal Referee: Phone: Relationship:

4. EMERGENCY CONTACT Note: Required to contact you as a matter of urgency and your normal contact details are not responding.

Next of Kin: Phone:

Address: Mobile:

Other: Phone:

Address: Mobile:

100 POINTS OF IDENTIFICATION CHECKLIST Each Applicant must produce 100 points of I.D. as marked with an asterisks (*)
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Last 4 Rent Receipts 20 POINTS <input type="checkbox"/>	Phone, Electricity, Gas or Rates Bills 15 POINTS (each) <input type="checkbox"/>
Drivers Licence 30 POINTS <input type="checkbox"/>	Pay Slips 15 POINTS <input type="checkbox"/>
Photo ID 30 POINTS <input type="checkbox"/>	Tenancy History Ledger 20 POINTS <input type="checkbox"/>
Passport 30 POINTS <input type="checkbox"/>	Bank/Cr Card Statements 15 POINTS (each) <input type="checkbox"/>
Birth Certificate 30 POINTS <input type="checkbox"/>	POINTS <input type="checkbox"/>
Pension or Health Care Card 15 POINTS <input type="checkbox"/>	TOTAL POINTS:

I, the Applicant, give my consent for the Agent to make enquiries (in accordance with the Privacy Statement on the Application for Tenancy Form) to verify the information I have provided herein.

I, the Applicant, have read and agree to the information provided in the Application for Tenancy Form & agree to be bound by the Terms of Application detailed in the Application for Tenancy Form.

Applicant's Signature: **Landlord's/Agent's Signature:**

/ /



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Alford & Duff

Rental Reference Request

Attention: PROPERTY MANAGEMENT DEPARTMENT

Date: _____

Agency: _____

Tenant/s Names: _____ Ref: _____

Rental Property: _____

Period of Rental: _____ Rent Per week: _____

- Is the above applicant the actual lessee at the provided address? Y N
- If No, is the above applicant an approved occupant? Y N
- Is the above applicant currently on a fixed term agreement? Y N
- If so; lease expiry date: _____ / /
- Did your office terminate the tenancy? Y N
- If Yes, Why? _____
- During the tenancy was the applicant ever in arrears? Y N
- During the tenancy was the applicant issued with arrears notices? Y N
- If yes; how many? _____
- Was the applicant ever served with a Notice to Leave? Y N
- If Yes, Why? _____
- Were periodic inspections carried out? Y N
- Were periodic inspections:
 - Excellent Good Satisfactory Unsatisfactory
- Was there any reason to report any defaults to a tenant database Y N
- Were pets kept on the premises? Y N
- If yes; How many? _____ was there any issues/ damage caused? Y N
- Were there any deductions from the Rental Bond? Y N
- If yes; please advise the reasons for the deduction _____
- Would you rent to this applicant/s again? Y N

Further Comments: _____

We would appreciate you providing a copy of the tenant ledger, when emailing or faxing this form back. Thank you for your assistance.

I/We the tenant/s named above, agree that the above information be provided to Alford & Duff First National Tenterfield to allow processing of Application for Tenancy.

Signed on behalf of previous agency:
Property Manager _____

Please email kchisholm@alfordduff.com.au or fax back ASAP to (02) 6736 3272



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Rental Bonds Online

What is Rental Bonds Online (RBO)?

This is an online service for NSW property agents, self-managing landlords and tenants to lodge and refund residential rental bond money.

Bonds lodged online using RBO do not need signed paper forms. Instead, either the property agent (or self-managing landlord) and the tenant log on to their individual RBO accounts to conduct rental bond transactions. To replace signatures on forms, RBO uses other security measures, such as account passwords and security codes sent by SMS to your mobile phone.

How will I be able to pay my bond money?

You can pay your bond online by Visa, MasterCard or BPAY. For payments by Visa or MasterCard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and is the best option if you need to sign your tenancy agreement quickly. If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Use your internet banking to make your payment by BPAY. Speak to your bank or credit union if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not go ahead with the tenancy?

If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply log on to RBO and choose 'Request Return of Funds'. Your landlord or agent will be notified.

This is an invitation for the applicant to provide us with an email address that can be used for the purpose of lodging a bond online. If the applicant fails to provide an email address, the Landlord or Agent may receive a rental bond, and lodge that rental bond with the Rental Bond Board using the paper lodgement system.

The applicants email address is:



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Our office

A residential tenancy agreement is a legal contractual arrangement between our client and you. There are certain obligations on both parties, however your rental payment is your main obligation.

Your tenancy rental ledger is a crucial part of your ability to obtain future rental accommodation. Upon vacating you will be provided with a copy of your tenant history report which will accurately show when your rent payments were paid to. It will also reflect any dishonoured cheques that may have been received.

It is in your best interest that you keep your rental payments up to date, as failure to do so will appear on your tenant history ledger, which a future-letting agent may ask to sight.

We also advise that our office is a member of TICA Default Tenancy Control PTY LTD which is a tenant history data base uniting Property Managers throughout Australasia. As members, we are obliged to report any defaults to TICA as soon as possible in accordance with State and Federal Legislation. Should a tenant appear on the TICE Database, they may find difficulties in relocating as TICA has a large membership throughout Australasia.

Should a tenant be listed on the TICA Database that person could remain there for a considerable time.

We do look forward to a harmonious agent tenant relationship, as we will only take this course of action when absolutely necessary.