



HOW TO COMPLETE YOUR RESIDENTIAL TENANCY APPLICATION

FOR FIRST NATIONAL YASS TO PROCESS YOUR APPLICATION QUICKLY PLEASE...

- Read the form fully before you start
- Bring identification with you to pass the **100 POINT CHECK**
- Attach copies of **3 successive payslips**
- Complete the application form fully and sign. Incomplete applications cannot be processed.

100 POINTS OF IDENTIFICATION IS ESSENTIAL

Each person must complete a separate identification form.
Stop when you have reached a total of 100 points.

Category	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/> Tick	Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Passport (Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (Mobile or Landline)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (With Address)	40 Points
1 <input type="checkbox"/>	Current Driver's Licence - with Photo	40 Points
1 <input type="checkbox"/>	Proof of Age Card - with Photo	40 Points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	20 Points
3 <input type="checkbox"/>	Medicare Card	10 Points
3 <input type="checkbox"/>	Citizenship Certificate	10 Points
3 <input type="checkbox"/>	Birth Certificate	10 Points
3 <input type="checkbox"/>	Debit/Credit Card	10 Points

WHAT HAPPENS NOW?

Once your application has been submitted with all essential information attached, it will be processed, checked and discussed with the landlord. The Landlord will accept or decline the application.

If your application is successful we will invite you to pay a 4 week rental bond by creating a bond with Rental Bonds Online who will then send you an email with a link to make payment.

The landlord is not required to provide a reason if the application is declined. Yass First National Real Estate can therefore only advise whether your application has been successful or not.

If unsuccessful, you will be advised by SMS.



We put you first

Residential Tenancy Application

PROPERTY APPLYING FOR

Address: _____

Suburb: Yass _____ Post Code: 2582 _____

Lease Term: _____

Rent Payable for Property: _____

PERSONAL DETAILS

Surname: _____ Given Names: _____

Address: _____

Date of Birth: _____ Drivers Licence No: _____

Home Number: _____ Mobile Number: _____

Email: _____

IF SELF EMPLOYED COMPLETE THE FOLLOWING

Company Name _____ ABN _____

Company Address: _____

Suburb: _____ Post Code: _____

IF YOU RECEIVE CENTRELINK PAYMENT

Please provide a current Centrelink statement _____

Type of Payment: _____ Customer Reference No. _____

Fortnightly Payments: _____

CURRENT EMPLOYMENT DETAILS

Occupation: _____

Employer: _____

Business Address: _____

Contact: _____ Phone: _____ Mobile _____

Period Employed: _____ Income (net p/week): \$ _____

* Don't forget to attach copies of **THREE** successive payslips to your application



We put you first

CURRENT SITUATION

Are you: Owner Tenant

How long have you lived at your current address: _____

Name of present Landlord/Agent: _____

Contact: _____ Phone: _____ Fax: _____

Address of Premises: _____

Rent per week: _____

Reason for leaving: _____

If a home owner please insert weekly or monthly repayments _____

PREVIOUS RENTAL HISTORY

Name of previous Landlord/Agent: _____

Contact: _____ Phone: _____ Fax: _____

Address of Premises: _____

Rent per week: _____

Reason for leaving: _____

OTHER INFORMATION

Names & number of people to occupy property: _____

Adults: _____ Children & Ages: _____

Do you have pets? Yes/ No _____ Are they registered Yes / No _____

Please specify breed and age: _____

PERSONAL REFERENCE (Not relatives)

Name: _____ Phone: _____ Mobile: _____

Name: _____ Phone: _____ Mobile: _____

Relationship: _____

NEXT OF KIN

Name & Contact Number: _____



**first
national**
REAL ESTATE

133 Comur Street Yass
P: 02 6226 3338
F: 02 6226 2742

We put you first

PRIVACY POLICY – PLEASE READ BEFORE SIGNING THIS FORM

PRIVACY NOTICE

The Agent is committed to the principals of the Privacy Act 1988. All steps are taken to ensure that any personal information collected is protected from unauthorised use.

AUTHORITY BY EACH APPLICANT

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 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.

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.

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) complete a credit check with NTD (National Tenancies Database)
- (h) 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. I am aware that I may access personal information on the contact details above.

I/We accept the property as presented at time of signing this Tenancy Application and acknowledge that it is my/our responsibility to have all utilities connected at the above premises on signing of the Tenancy Agreement.

Signature of Applicant/s:

_____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____