









## Pre-application Information

Thank you for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our Agency, we provide the following information:

### Select a property

-  Via internet [www.callalafirstnational.com.au](http://www.callalafirstnational.com.au) or other advertised source
-  Drive-by the property for location suitability
-  Contact us to arrange an appointment to inspect the property
-  We'll meet you on-site at the property at the appointed time
-  If you are not able to keep the appointment please contact our office in advance

### Application process

-  Complete an Application Form – one per applicant
-  Include evidence of income eg: Pay slip, Accountant letter, Centrelink documents etc
-  Provide and attach photocopies of documents required to meet 100 points identification as the guide shows below

### **100 Points – OPTIONS LIST**

Drivers Licence	40 Points	Previous two rent receipts	20 Points
Passports	40 Points	Motor Vehicle Registration	10 Points
Birth Certificate	30 Points	Bank Statement	10 Points
Other Photo ID	30 Points	Telephone Account	10 Points
Current Wage Advice	30 Points	Electricity Account	10 Points
Previous Tenancy References	20 Points	Gas Account	10 Points

Please be aware that Bond Transfers are NOT an option  
 Applications that are incomplete CAN NOT be processed

## **Agency process**

As your Application is a high priority, we will endeavour to have an answer to you within 24 hours, but will advise you if it will be longer due to delays in reaching your referees and contacts.

### **Information verification by our Agency**

To verify your Application information we contact National Tenancy Databases eg TRA, TICA & NTD. If you have had a problem with a previous tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Landlord and personal referees.


### **If Application is not accepted**

If your application is not accepted by the Landlord, it will be retained for one month and then destroyed securely, to comply with Privacy Legislation.

### **Rent payment method options**

BPay, Direct Debit, Money Order, Credit Card or Bank Cheque. CASH IS NOT AN OPTION.

## **Reservation fee/holding deposit**

 When approved for tenancy, the successful Applicants are required to pay a Reservation Fee equal to one week's rent within 24 hours to our Agency.

 If the Tenancy proceeds the Reservation Fee is applied as rent.

 If the Applicant is unsuccessful the Reservation Fee is applied as rent.

If the Applicant/s decide not to take the premises after approval advice, the Agent may retain for the Landlord the amount equal to the rent specified on the application Form, on a pro-rata daily rate, for each day the Premises was on hold for the Applicant and refund the balance, if applicable.

## **NOTICE TO ALL PROSPECTIVE TENANTS**

Please be aware when applying for Tenancy, the cost for the connection of telephone services (including the activation of any in-active telephone points within the property) is the TENANT'S responsibility.

Also note that upon inspecting a property, some telephone points may no longer be active. Should you wish to check whether a property has an active telephone line, please check with your telephone communications provider.

If you would like additional telephone points installed within the property, you MUST seek the Landlord's approval, should this approval be given, the cost of any work carried out at the property relating to telephone usage will be at the TENANT'S expense.

**We look forward to receiving your Application.**



## Residential Rental Application Form

All questions must be answered for your application to be processed.

Callala First National Real Estate  
58 Boorawine Terrace  
Callala Bay NSW 2540

Phone 02 4446 4313  
Fax 02 4446 4311  
E-mail [info@callalafirstnational.com.au](mailto:info@callalafirstnational.com.au)  
Web [www.callalafirstnational.com.au](http://www.callalafirstnational.com.au)

### Property Details

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

How much is the property?

\$ \_\_\_\_\_ per week \$ \_\_\_\_\_ bond (4 weeks)

Lease commencement date

Lease Term. Please circle your preference.

How many tenants will occupy the property?

### Personal Details

Mr  Mrs  Ms  Miss  Other

### Pet Details

### Contacts & References

In case of emergency

<input type="text" value="Name"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Relationship to you"/>
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Two personal referees (Not related to you)

<input type="text" value="Name"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Relationship to you"/>
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<input type="text" value="Name"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Relationship to you"/>
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## Applicant History

How long have you lived at your current address?

Why are you leaving this address?

Agent/Landlord (where applicable)

Agent/Landlord Phone Number

Weekly Rent \$

Previous residential address

How long did you live here?

Was the bond refunded in full?

Agent/Landlord (where applicable)

Agent/Landlord Phone Number

Weekly Rent \$

## Employment History

Occupation

Nature (casual, full-time etc)

Business Name

Employers address

Employers name

Employers Phone Number

Length of Employment

Net Income \$

Previous Employment Details

Occupation

Business Name

Length of Employment

Net Income \$

## Source of Enquiry

How did you find out about this property?

Internet  Real Estate Office  Newspaper  Referral  Signboard at Property  Other (specify)

## 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 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 (somebody has inspected the property on my behalf) 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

If I default under a rental agreement, I agree that the agent may disclose details of any such default to a tenancy 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/from a Bond Authority
- Refer to tribunals/Courts & Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with TICA (Tenancy Information Centre Australia)

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 Callala First National may access my personal information that has been outlined in the application form.

Signature

Date