

**RENTAL APPLICATION CHECKLIST**

NAME: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

**ALL APPLICATIONS REQUIRE 100 POINTS OF IDENTIFICATION TO BE PROCESSED**

For all electronic applications please use the following website

<https://t-app.com.au/tenants/>

**1. MUST INCLUDE ONE OF THE FOLLOWING PHOTO ID**

- Drivers Licence
- Passport
- Proof Of Age Card

**Total : 30 points for one or more**

**2. MUST INCLUDE A CURRENT COPY OF ONE OF THE FOLLOWING**

- Current Payslip
- Current Bank Statement
- Centrelink Income Statement
- Notice of Tax Assessment **\*Only if self employed**

**Total : 20 points for one or more**

**\*If you are working & receiving income from Centrelink, please include both**

**3. FURTHER 50 POINTS TO BE MADE FROM THE FOLLOWING**

- |   |           |   |           |
|---|-----------|---|-----------|
| <input type="checkbox"/> Tenancy History Ledger           | 20 Points | <input type="checkbox"/> Letter of Employment | 20 Points |
| <input type="checkbox"/> Previous Tenancy Agreement       | 20 Points | <input type="checkbox"/> Birth Certificate    | 20 Points |
| <input type="checkbox"/> Medicare Card                    | 15 Points | <input type="checkbox"/> Health Care Card     | 15 Points |
| <input type="checkbox"/> Rego Papers                      | 15 Points | <input type="checkbox"/> Pension Card         | 15 Points |
| <input type="checkbox"/> Utility Bill                     | 15 Points | <input type="checkbox"/> Student Card         | 15 Points |
| (Either Electricity, Gas, Water or Phone, Council Rates)  |           | <input type="checkbox"/> Marriage Certificate | 10 Points |
| <input type="checkbox"/> Australian Government Visa Grant | 10 Points | <input type="checkbox"/> Debit Card           | 10 Points |

**\*Bank Statements Must Include Name & Address**

**TOTAL POINTS RECEIVED =**

ACCEPTED/CHECKED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- **Application must be filled in for each person over the age of 18 living in the property**
- **Section E & Section J must be signed**

**OFFICE USE ONLY**

TICA Completed On:		Completed By:	
TRA Check Completed On:		Completed By:	
Employment Check Completed On:		Completed By:	
Rental Check Completed On:		Completed By:	
Landlord Phoned On:		<b>APPROVED YES/NO</b>	

PM Approved to process

On The Moved Faxed Off \_\_\_\_\_

# Residential Application Form

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



## A. AGENT DETAILS

First National Pinnacle PTY LTD  
 1/138 Queen Street  
 CAMPBELLTOWN NSW 2560  
 PHONE: 02 4628 2248

EMAIL: reception@fnpinnacle.com.au

## B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

Day  Month  Year

3. Lease term?

Years  Months  YES  NO

Smokers?

4. Property rental

\$  per week

Bond

\$

5. How many people will normally occupy the property?

Adults  Children, Ages: \_\_\_\_\_

Marital Status

6. Date Property Viewed - I accept property in current condition

## C. PERSONAL DETAILS

7. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname

Given name/s

Date of Birth

Driver's license number

Driver's license expiry date

Driver's license state

Passport no.

Passport country

Pension no. (if applicable)

Pension Type

8. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

9. What is your current address?

Postcode

## D. UTILITY CONNECTIONS



**on the move**

Let *On The Move* reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL

Ph: 1300 850 360 Fax: 1300 661 160

Terms & Conditions - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and your agent may receive a benefit for arranging your services. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply

Please DO NOT call me. I will connect the required utilities myself.

As per section D, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. Where On The Move is requested to arrange for the provision of services, I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and On The Move may receive a benefit in relation to the connection of a utility service.

Property Manager: \_\_\_\_\_

Application faxed to On The Move (if required)

## E. DECLARATION (APPLICANT MUST SIGN)

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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.

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 willing to accept the property in its current state 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, 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 authorise the agent to request my personal information from any default database or listings such as NTD, TICA or TRA for the purpose of checking my tenancy history.

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 organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies 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 - Phone 1300 563 826 - Email info@ntd.com.au)

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

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.

Signature

Date

**F. APPLICANT HISTORY**

10. How long have you lived at your current address?

 Years  Months

11. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

Reason for leaving this address?

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

 Years  Months

14. Please give us further information about this rented property

Name of landlord or agent

Landlord / Agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

 YES  NO

If not, why not?

**G. EMPLOYMENT HISTORY**

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME / PART TIME / CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

 Years  Months

Net Income

 \$

16. Please provide your previous employment details

Occupation?

Employer's name

Employer's Contact Number

Length of employment

 Years  Months

Net Income (PA)

 \$
**H. CONTACTS**

17. Please provide two contacts in case of emergency (related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

Address

2. Surname

Given name/s

Relationship to you

Phone no.

Address

**I. OTHER INFORMATION**

18. Car Registration

Make/Model

19. Please provide details of any pets

Breed/Type

Council registration / number

20. Other Applicant/s

Name

Relationship

Name

Relationship

Name

Relationship

**J. HOLDING FEE & ELECTRONIC DECLARATION (APPLICANT MUST SIGN)**

A Holding Fee will need to be paid immediately once your application has been approved for a property. This reserves the property for 1 week until a lease is entered into. Holding Fee = 1 x weeks rent  
The tenant is aware:

- The premises will not be let during the reservation period pending the agreement of a residential tenancy agreement.
- If the tenant 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 entirety of the fee representing the rent that would have been paid during the Holding Period (based upon the proposed rent).
- If the residential tenancy agreement is entered into, the holding fee is contributed towards rent for the premises.
- All holding deposits are to be paid by EFTPOS, MONEY ORDER or BANK CHEQUE.

I understand that the email address supplied at time of application is and will be used for notices sent relative to Section 197 Manner of giving notice section 197 on page 3 of the Electronic Transactions Legislation Amendment (Government Transaction) Bill 2017 (view here: <https://www.legislation.nsw.gov.au/bills/32b1181b-99d7-4d9e-b277-d7780377525c>) See the relevant text from the document:

"(1) Any notice required to be given to a person under this Act may be given: (a) personally, or by post, or (b) by email to an email address specified by the person of the service of documents of that kind, or (c) by any other method authorised by the regulations for the service of documents of that kind."

Signature of Applicant

Date

Signature of Landlord's Agent

Date