

Date: ___/___/___

TO SUBMIT YOUR APPLICATION PLEASE EMAIL THIS FORM AND DOCUMENTS TO:

Nicky Thao – YOUR ESTATE AGENTS

nicky@yeagents.com

0421 191 096

TENANCY APPLICATION

PLEASE ACTION ALL ITEMS BELOW TO ENSURE PRIORITY PROCESSING.

1. One application is to be completed per tenant or approved occupant 18 years +
2. This application CAN NOT be processed until it is fully completed, signed where requested and provided along with copies of ALL supporting documentation being attached.
3. This application CAN NOT be processed until all parties in a group provide fully completed, signed applications all supporting documents etc.
4. Daytime contact details must be included.
5. Third parties responsible for rental payments must complete an application.

PLEASE NOTE FORMS OF ACCEPTED ID & POINTS YOU MUST INCLUDE AN ITEM FOR EACH SECTION.			
Section One :		Section Three:	
<input type="checkbox"/> Drivers License	40	<input type="checkbox"/> Previous Tenancy	30
<input type="checkbox"/> Passport	40	<input type="checkbox"/> Reference Rental Ledger –	30
<input type="checkbox"/> 18+ Card	40	<input type="checkbox"/> Current Rental Ledger –	30
<input type="checkbox"/> Birth Certificate	40	<input type="checkbox"/> Previous two Rent Receipts	30
Section Two:		<input type="checkbox"/> Council Rates Notice	30
<input type="checkbox"/> Current Wage Advice	30	(If Current or Past Home Owner)	
<input type="checkbox"/> Centrelink Statement	30	<input type="checkbox"/> Motor Vehicle Registration Certificate	30
<input type="checkbox"/> Previous Taxation Return	30	<input type="checkbox"/> Bank Statement	30
<input type="checkbox"/> Business Activity Statement	30	<input type="checkbox"/> Telephone Account	30
(Proof of income if self employed)		<input type="checkbox"/> Study Enrolment confirmation	
		TOTAL POINTS	_____

Rental Property (In order of preference)	1. ADDRESS	
	2. ADDRESS	
	3. ADDRESS	
Applicant Full Name & Address	Name: _____	
	Address: _____	
Applicant Contact Details	Home Ph : _____	Business Ph: _____
	Mobile: _____	Email: _____
Known by another name:	Yes/No _____	
Personal Details	Date of Birth: ___/___/___	Smoker: Yes/No
	Drivers License/18+ Card No:	Expiry Date:
	Passport No:	Expiry Date:

Living Arrangements (Please Circle)	Living with Parents	Living with Friends	Own your own home
Current Rental Details	Current Weekly Rent \$ pw	How long have you lived there?	
	Agent/lessor:		
	Phone:	Email:	
Previous Rental Details	Address:		
	Rent \$ pw	How long did you live there?	Agent/Lessor:
	Phone :	Email:	
Employment or Other Income; <small>E.g., Pension, Centrelink, Newstart or Other</small>	Current Employer (Company Name):		
	Position:	Contact/Payroll Officer:	
	Length of Employment:	Gross Weekly: \$	
	Business Ph:	Email:	
If Self Employed	Accountant's Name:	Contact Name:	
	Business Ph:	Email:	
	How Long Self Employed:	ACN #:	ABN #:
	Business Name:	Nature of Business:	
	Address:	Industry:	
Income - Other than wages or Centrelink	Applicant receiving income other than from employer or Centrelink, must provide evidence by means of documents, or confirmation in writing. Please indicate the documents you have supplied to support this application: <input type="checkbox"/> Parent / Guardian confirmation of income support <input type="checkbox"/> Other Income - Please specify _____		
Student: To be completed if attending University / TAFE / or other tertiary institution	Institution:	Name of Course:	Duration of Course Remaining:
Australian Citizen?	YES / NO	If no to either - supply copy of Passport and Visa.	
Permanent Resident?	YES / NO	Visa expires ____/____/____	
Vehicle Information Number _	Car Registration No:	Model:	
	Car Registration No:	Model:	
	Car Registration No:	Model:	
Occupancy Details	Total Number of Occupants who will live in this property: _____		
	Number of Children (if any): ____	Age of Children: _____	
Name of all Applicants to occupy the premises	1. _____		
	2. _____		
	3. _____		
	4. _____		
Emergency Contact Details (Next of Kin)	Name:	Relationship:	
	Address:		
	Business Ph:	Mobile:	
	Name:	Relationship:	
	Address:		
	Business Ph:	Mobile:	
Pets	YES / NO	Dog # _____	Cat # _____ Other _____
Was your rental bond at your last address refunded in full? YES / NO If NO give reason: _____			

1. During my inspection of this property I found it to be in a satisfactory condition YES / NO
2. If 'No', I request the following items should be attended to prior to the commencement of the tenancy.

I acknowledge that these items are subject to the lessors approval.

- a) _____
 b) _____

3. I acknowledge that this is an application to rent this property and that my application is subject to the lessors approval and understand that there is no legal obligation for a reason to be given, should this application not be accepted.

4. I declare that the information provided is true and correct. I consent to this application being verified and reference check/s with anyone named on this application and TICA being undertaken.

Application

I the applicant, apply for the approval to rent the property referred to in this form and acknowledge that my application will be forwarded to the lessor of the property for consideration. I the applicant, declare that I am not an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above property and wish to apply for the tenancy of the property for a period of _____ months, at a rental of \$ _____ per week commencing ____/____/____. I acknowledge this form may be retained for one (1) month then destroyed.

Upon approval by the owner and acceptance by approved tenant/s, 2 weeks rent and the equivalent of 4/6 weeks rent as bond is required to be paid within 24-48 hours. The equivalent of 4 weeks rent as bond is required when rent is \$700 or less. The equivalent of 6 weeks rent as bond is required when rent is more than \$700.

THIS MUST BE PAID BY BANK CHEQUE, MONEY ORDER OR BPAY

I hereby accept the above terms and conditions upon approval and acceptance.

Applicant Name _____

Applicant Signature _____ Date: ____/____/____

What Happens Next?

1. The application will be processed upon receipt of fully completed tenancy application for ALL parties.
2. Property Manager will communicate to applicant/s when approved or declined.
3. Approved Tenants/Applicants to accept offer within 24 hours.
4. Approved Tenants/Applicants to arrange appointment with Property Manager to sign the General Tenancy Agreement, bond documents and supporting documents within 24-48 hours of tenant acceptance. The available sign up times are Monday to Friday 8.30am to 4.00pm.
5. Payment of 2 weeks rent and all bond monies must be paid upon sign up or within 24 hours of Tenant acceptance, whichever is earlier. Payment of all monies and signing of the general tenancy agreement by all parties will secure the property for you and remove it from the market.
6. All parties to the General Tenancy Agreement must be in attendance. Allow 30 Minutes.

Payments Strictly by Money Order, Bank Cheque Payable to Your Estate Agents Trust Account or Bpay.

No Personal Cheques/Cash/Bond Transfers accepted.

MARKETING CONSENT

I, the Applicant understand that the Agency may need to contact me about Property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone/email account holder or nominated person by the account holder and agree to RAY WHITE PADDINGTON using the phone and/or email details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact (please tick) Indefinite - Until advised otherwise Other - _____

COLLECTION NOTICE

The personal information you provide in this application, or our Agency collects from other sources is necessary for Your Estate Agents Pty Ltd to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Your Estate Agents and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents. You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application Your Estate Agents will destroy your documents to comply with privacy legislation. If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY DISCLOSURE STATEMENT OF

Your Estate Agents Pty Ltd

YOUR ESTATE AGENTS

We are an independently owned and operated business. We are bound by the Australian Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this information is set out below, in the Privacy Consent section.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Your Estate Agents

I authorise Your Estate Agents to collect information about me from:

- * My previous letting Agents and/or Lessors;
- * My personal referees, employers and all other references on this application;
Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise Your Estate Agents to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA and NTD.

I authorise Your Estate Agents to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods

APPLICANT TO COMPLETE SECTION BELOW	
Applicant Name	
Applicant Signature	Date: ___/___/___

APPLICATION CHECKLIST TO BE COMPLETED BY APPLICANT

Before I submit this application, have I...

- Attached photocopies of documents to meet 100 or more points of ID
- Inspected the property both internally and externally
- Provided all contact details and documentation for confirmation for income source
- Read and signed the Privacy Disclosure Statement & Privacy Consent
- Completed all details in full on the application form
- Sighted blank copy of tenancy agreement