HOW TO COMPLETE YOUR RESIDENTIAL TENANCY APPLICATION

FOR **FIRST NATIONAL REAL ESTATE TAMWORTH** TO QUICKLY PROCESS YOUR APPLICATION, PLEASE:

- Read the form fully before you start.
- Complete the application form and sign where required.
- **Supply photocopies of:**
    - PHOTOGRAPH IDENTIFICATION (EG DRIVERS LICENCE OR PASSPORT)
    - CURRENT INCOME STATEMENT
    - PROOF OF CURRENT RESIDENTIAL ADDRESS (UTILITY ACCOUNTS)
    - CURRENT BANK STATEMENT
- **Additional documents that can support application:**
    - LAST 4 RENT RECEIPTS
    - CURRENT MOTOR VEHICLE REGISTRATION PAPERS
    - REFERENCES FROM PREVIOUS LANDLORD &/OR AGENT
    - BIRTH CERTIFICATE
    - WRITTEN CHARACTER REFERENCES

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

WHAT HAPPENS NOW?

Once your completed application has been submitted with all essential information attached, it will be processed, checked and discussed with the Landlord. *(Please note that this process may take up to 5 working days).*

The Landlord will accept or decline the application and is not required to provide a reason if the application is declined. **First National Real Estate Tamworth** can therefore only advise whether your application has been successful or not. If unsuccessful, you will be advised by SMS or email.

The application form states when you are required to pay money if accepted.

APPLICATION FOR RESIDENTIAL TENANCY

Part 1: Details of Rental Property you are applying for

Which property are you applying for?……

What is your preferred rental term? ☐ 6 months ☐ 12 months

Preferred Start date?.....

How many people will be staying at the property? ☐ Adults ☐ Children

Children Ages……

Other occupants not on the lease: ……

……

…… .....

Part 2: Applicant details (EACH APPLICANT TO FILL OUT A FORM)

Surname…… Given Names……

Have you been known by any other name(s)? ☐ Yes ☐ No

If yes, what other name(s) have you been known by?.....

DOB: ……Age:…… D/Lic No…… State of Issue……

Passport No…… 18+Card No……

Home Ph:……Work Ph:……

Mobile No:…… Email:……

Australian Resident? ☐ Yes ☐ No - If no, Visa Type?.....

Number of Cars, boats, trailers etc to be housed at the property……

Car Type:…… Registration No:…… .....

Do you smoke? ☐ Yes ☐ No

Do you intend to keep pets at the property? ☐ Yes ☐ No

Part 3: Pets

Pet 1: Type …….. Breed…….. Desexed?.....

Pet 2: Type …….. Breed…….. Desexed?.....

Pet 3: Type …….. Breed…….. Desexed?.....

Additional: ……..
……..
……..
…….. .....

Part 4: Address History

1. Current address……

☐ Own ☐ Rent ☐ Board

Period of occupancy……..Rend Paid $.....

Reason for leaving?.....

Name of Agent or Owner……..

Ph:……..Email:……..

Is the owner a Personal Friend or Relative? ☐ Yes ☐ No

If yes, what relationship?.....

2. Previous address……

☐ Own ☐ Rent ☐ Board

Period of occupancy……..Rend Paid $.....

Reason for leaving?.....

Name of Agent or Owner……..

Ph:……..Email:…….. .....

Is the owner a Personal Friend or Relative? ☐ Yes ☐ N o

If yes, what relationship?.....

Part 5: Employment history

Are you employed? ☐ Yes ☐ No

Employment status ☐ Full time ☐ Part time ☐ Casual ☐ Contract ☐ Self Employed.

Occupation:…… After Tax weekly income $.....

Employer…… Period Employed…….....

Employers Address…… Phone no…….....

If self employed, Accountants name…….....

Phone no……

Part 6: Previous employment history

Occupation……..

Employer……

Period of employment……..

Employment status ☐ Full time ☐ Part time ☐ Casual ☐ Contract ☐ Self Employed.

Part 7: Centrelink payments

Are you receiving any Centrelink payments? ☐ Yes ☐ N o

Total Income (per fortnight) $.....

Type of payments……

Part 8: Personal references

Please do not list relatives, another applicant or parnters and provide business hours contact numbers

Referee 1:……..Relationship……..

Address:……Phone no……..

Referee 2:……..Relationship……..

Address:……Phone no……..

Referee 3:……..Relationship……..

Address:……Phone no……..

Part 9: Emergency Contact

Next of kin:……..Relationship……..

Address:……Phone no……..

Part 10: Supporting documents

Identification ***(please provide copies of 100 points of identification)***

Points must be made up from each of sections A, B and C as shown

A. 50 points	B . 25 Points	C. 25 Points
Passport	A ust drivers licence	Medicare/health care card
Full birth certificate	S tudent ID	Council rates notice
Citizenship certificate	Proof of age card	Motor vehicle registration
Bank Statement	Dept Veteran Affairs card	Telephone/electricity/gas account
	Centrelink card	Credit card statement
	Proof of age card	
	State/Federal Gov. photo ID	

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Part 10 continuation

Proof of Income

You are also required to supply proof of your income upon submission of your application.

Employed: Last TWO pay slips

Self employed: Bank statements, Group Certificate, Tax return or Accountants ledger

Not employed: Centrelink statement/s showing details of all current benefit payments

Part 11: Applicant Declaration

Have you ever been evicted by an Agent/landlord? ☐ Yes ☐ No

If yes, please explain……..

Is there any reason that could affect my ability to pay rent? ☐ Yes ☐ No

If yes, please explain……..

Was the rental bond for my last address refunded in full? ☐ Yes ☐ No

If no, please explain what deductions were made……..

Do you have any outstanding debt to another Agent/landlord? ☐ Yes ☐ No

Amount $..... Reason: ……..

Part 12: Authority & Declaration of Applicant

I authorize the landlord's agent

a] to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;

b] to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and

c] to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive ref-erences. d] I am not a bankrupt or undischarged bankrupt or insolvent and declare the infor-mation in this application is true and correct.

E] I have inspected the subject premises and accept them as inspected.

APPLICANT'S SIGNATURE:_____**DATE:**_____

Part 13: Bond Agreement

I undertake to pay a rental bond of $_____ (4 weeks rent) :

On approval of application a **non-refundable** holding deposit equal to 1 weeks rent must be paid within 24 hours of approval. Once the Holding Deposit has been paid, the Landlord undertakes not enter into a residential tenancy agreement for the premises with any other person within 14 days of payment of the fee, unless the tenant notifies

Tenants Acknowledgement

I_____ applying for theproperty at_____ hereby acknowledge that I have viewed the above property and am willing to accept the property in its current condition and cleanliness OR would like the following cleaning or maintenance carried out before my application is approved.

Print Name: _____ Signature:_____

Date: ___ /___ /___

DIRECT CONNECT
MAKES MOVING EASY

Direct Connect is a free service that can connect you to the following utilities and services in your new home



☐ YES, I consent to

- First National Tamworth providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me by phone, SMS and/or email during my move in relation to electricity, gas and the other services set out above.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature _____ Date _____

Applicant 2 (if applicable)

Signature _____ Date _____

Name _____ Phone _____

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at www.directconnect.com.au/privacypolicy/. This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

ALWAYS ON. GUARANTEED.

THE ALWAYS ON GUARANTEE

We guarantee that when you connect with one of our leading electricity and gas suppliers, your services will be connected on the day you move in.*

If it's not connected by move-in day, we'll get it sorted and cover reasonable out-of-pocket expenses resulting from the delay.

*For Terms and Conditions visit directconnect.com.au/guarantee

Privacy Policy & Disclosure

THIS PRIVACY POLICY MUSTBEREAD ANDSIGNED BEFORE YOURAPPLICATIONWILL BE PROCESSED. First National Real Estate Tamworth respects your right to privacy. We are bound by the National Privacy Principals contained in the Privacy Act 1988. Those principals regulate most of our activities with respect to personal information collected, stored, used and disclosed by us. In our agency business, we use personal information collected from tenants and applications for tenancy in the following ways.

Tenants/Prospective Tenants:

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenants' identity, to process and evaluate the application and to manage the tenancy.

Personal information collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment & personal referees, as well as to tradespeople, owner's corporations, government & statutory authorities, financial institutions, other agents, operators of tenancy reference databases and to third parties as required by law. If the tenant fails to comply with their obligations under the tenancy agreement that fact may also be disclosed to the landlord, other agents and operators of tenancy databases. If this information is not provided we may not be able to process the application.

We will only disclose the above-mentioned information to the parties as required to perform our duties under any agreement to achieve the purposes specified above and to provide an effective service, or otherwise allowed under the Privacy Act 1988.

Real Estate and tax laws require some of the above-mentioned information to be collected. If the information is not provided we may not be able to act effectively or at all.

I, _____authorize the agent to disclose personal information contained in my application to the lessor, credit providers, tenant default agencies and references names on the application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I agree that once a Tenancy Agreement has been entered into, should I fail to comply with my obligations under the agreement, such failure may be disclosed to third party operators of credit default registry or other agents.

_____

Signature of Applicant for Tenancy Date: ___/___/_____

_____

Signature of Agent Date: ___/___/_____

OFFICE USE ONLY, REFERENCE CHECK

Current Rental

Name _____

Rent paid $ _____

How long at address? _____

Is their rent: ☐ Very good-Always on time ☐ Occasionally in arrears ☐ Constantly in arrears

Periodic inspections: ☐ High-quality ☐ Good-quality ☐ Adequate ☐ Substandard

General: ☐ Definitely rent to again ☐ Wouldn't rent to again

Comments

_____

_____

Previous Rental

Name _____

Rent paid $ _____

How long at address? _____

Is their rent: ☐ Very good-Always on time ☐ Occasionally in arrears ☐ Constantly in arrears

Periodic inspections: ☐ High-quality ☐ Good-quality ☐ Adequate ☐ Substandard

Outgoing inspection: ☐ Excellent ☐ Had to return for cleaning ☐ Damage to be fixed ☐ Unsatisfactory

☐ OR

General: ☐ Definitely rent to again ☐ Never rent to again

Comments

_____

_____

Work Reference

Name _____

Comments _____

_____

Previous Work Reference

Name _____

Comments _____

_____

Personal Reference

Name _____

Comments _____

_____

Personal Reference

Name _____

Comments _____

_____