

Tenancy Application Form

NSW Real Estate
Cnr Pacific Hwy & West High St
COFFS HARBOUR, NSW, 2450

Phone: (02) 6652 6811 Fax: (02) 6651 4654
Email: info@nswrealestate.com
Internet: www.nswrealestate.com.au



APPLICATION CHECKLIST

Thank you for applying for an NSW Real Estate rental property. Please complete this application thoroughly and ensure that all contact numbers are correct.

Checklist: The following is required for the processing of your application

- Please tick**
- I have attached non-returnable copies of the documentation required for the 100 Point Check (Section H)
- A) Proof of Identity (Drivers Licence or Passport or Birth Certificate + Other Photo ID)
- B) Proof of Income (Last Pay Advice or Current Centrelink Statement or Current Bank Statement)
- C) Supporting Documentation (40 Points from:- Current Rental Ledger [40], Last 2 Rent Receipts [20], Two Written References [20], Current Electricity or Phone Account [10], Rates Notice [30])
- I have read and accept the terms and conditions (Section I)
- I have signed the application (Section I)

A. RENTAL PROPERTY DETAILS

1. **Address of the property that you would like to rent;**

If you have a second preference, the address of that property;

2. **Lease commencement date**
 Day Month Year

3. **Lease term**
 Months

How did you find out about this property?

Newspaper Internet Signboard Rental List
Referral Window Other

B. PERSONAL DETAILS

4. **Please give us your details**
Mr. Ms Miss Mrs. Other
Surname Given name/s
Date of Birth
Driver's license no. Driver's license state
Passport no. Passport country
Pension/Centrelink no. (If applicable) Type of Payment (if applicable)

5. **Please provide your contact details**
Home phone no. Mobile phone no.
Work phone no. Fax no.
Email address

6. **How many people will normally occupy the property?**
 Adults Children
Age/s of Children (if applicable)

7. **Do you have any pets?**
 Yes No
If so, please provide details of pet/s (type/breed):

8. **Car Registration** **Year & Model**

C. APPLICANT HISTORY

9. **What is your current address?**

 Postcode

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

11. **Why are you leaving this address?**

12. **Agent/Landlord details of this property (if applicable)**
Name of landlord or agent
Landlord/agent's phone no. Weekly rent paid \$

13. **What was your previous residential address?**

 Postcode

14. **How long did you live at this address?**
 Years Months

15. **Agent/Landlord details of this property (if applicable)**
Name of landlord or agent
Landlord/agent's phone no. Weekly rent paid \$
Was bond refunded in full? If not, why not?

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D. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation? 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 weekly income** \$

17. Please provide your previous employment details

Occupation Full Time Part Time Casual

Employer's name:

Length of employment Years Months **Net weekly income** \$

E. EMERGENCY CONTACTS

18. Please provide a contact in case of emergency.

Surname Given name/s

Relationship to you Home phone no.

Work phone no. Mobile phone no.

Please note: We may contact this person to assist you, should your rent fall into arrears.

F. REFERENCES

19. Please provide two personal/business references (not related to you)

1. Surname Given name/s

Relationship to you Phone no.

2. Surname Given name/s

Relationship to you Phone no.

G. PAYMENT DETAILS

20. Property Rental \$ Per week

First payment of rent in advance of **2 weeks rent** \$

Rental bond equivalent to **4 weeks rent** \$

Sub Total \$

Less: Optional Holding Deposit (see Section J) \$

Amount payable on signing tenancy agreement (Bank Cheque, Electronic Transfer [cleared funds only] or Credit Card payments only) \$

All cheques are to be made out to 'NSW Real Estate Coffs Harbour'. For security and insurance reasons NSW Real Estate has a cash free policy.

21. Rent Payment Methods:
I agree to pay my rent via one the following methods:

RE Connect oneCard
(RE Connect oneCard enables you to conveniently and securely pay your rent 24 hours a day, 7 days a week by phone, internet, automatic direct debit, BPAY or POSTbillpay in-person)

Bank Cheque

Automated Periodic Payment
(An automatic rent transfer from your financial institution or employer, or via your internet banking facility)

H. 100 POINT CHECK

22. Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant.

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

Please Tick

A) Proof of Identity (30 Points)

You must provide **one of the following:**

Drivers Licence
or
Passport **30 Points**
or
Birth Certificate + Photo ID

B) Proof of Income (30 Points)

You must provide **at least one of the following:**

Last Pay Advice
or
Current Centrelink Statement **30 Points**
or
Current Bank Statement
(must show sufficient funds to meet rental payments)

C) Supporting Documentation (40 Points)

You must provide **at least 40 points of the following** documentation:

Current Rental Ledger (from Agent) **40 Points**

Last 2 Rent Receipts **20 Points**

Two Written References **20 Points**

Recent Rates Notice **30 Points**

Vehicle Registration Papers **10 Points**

Current Electricity/Phone Account **10 Points**

Minimum of 40 Points Required

TOTAL POINTS (A+B+C)
(Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

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I. DECLARATION

I confirm the following:

1. I have inspected the property that I am applying for

Yes No

2. During my inspection of this property I found it to be in a reasonably clean condition

Yes No

3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

TERMS & CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section G.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize 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 tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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 organisations/tradespeople to contact me
- (d) facilitate the sale of the property should it be placed on the market
- (e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants Signature

Date

X	
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Print Name

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Agents Signature

Date

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J. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

HOLDING DEPOSIT

\$ One (1) weeks' rent

- (a) 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 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- (b) The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
- (c) **The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.**
- (d) Despite sections (b) and (c) the holding must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- (e) The Holding Deposit will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.

K. UTILITIES CONNECTION – ELECTRICITY, PHONE ETC

CONNECTING YOUR UTILITIES HAS NEVER BEEN EASIER

This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow.

ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

If you would like ConnectNow to contact you to discuss any of the above services please tick the box and a Connect Now representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection can be completed by your requested date.

While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service.

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

CONNECTNOW PRIVACY POLICY: The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

CALL ME TO CONNECT? YES

Applicants Signature for ConnectNow

Office

X

PM#5542

connectnow.

Web: www.connectnow.com.au

Phone: 1300 554 323

Fax: 1300 889 598