

Tenancy Application Form

1. Property Details

Address: _____ Rent: \$ _____
Date Property Required: _____ Earliest Start Date: _____

2. Personal Details

Title: _____ Full Name (as appears on licence): _____
Date of Birth: ____/____/____ Drivers Licence No. _____ State of Issue: _____
Alternate ID & No. _____
Current Address: _____
Home Ph: _____ Mobile Ph: _____ Email: _____

3. Other People to Occupy the Premises

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

4. Emergency Contact

Name: _____ Relationship: _____
Ph: _____ Address: _____

5. Current Tenancy Details (if applicable)

How long have you lived at your current address: _____ Years _____ Months _____
Name of Landlord/Agent/Selling Agent: _____ Ph: _____
Rent Paid per week: _____ Bond Paid: _____
Reason for leaving: _____

6. Previous Rental History

Previous Address: _____
How long did you live at the previous address: _____ Years _____ Months _____
Name of Landlord/Agent/Selling Agent: _____ Ph: _____
Rent Paid per week: _____ Bond Paid: _____
Reason for leaving: _____
Was Bond repaid in full: Yes No If No, please specify _____

7. Previous Rental History

Previous Address: _____
How long did you live at the previous address: _____ Years _____ Months _____
Name of Landlord/Agent/Selling Agent: _____ Ph: _____
Rent Paid per week: _____ Bond Paid: _____
Reason for leaving: _____
Was Bond repaid in full: Yes No If No, please specify _____

8. If self-employed, please complete the following

Company Name: _____ ABN: _____
Company Address: _____
Business Type: _____ Position Held: _____
Length at current employment: _____ Years _____ Months _____
Net Income: \$ _____ per Week \$ _____ per Month
Please Circle: Full time/Part time Casual Not Employed Student

9. Current Employment Details

Occupation: _____
 Employers Name: _____
 Contact Name (e.g. Manager/Payroll): _____ Ph: _____
 Length at current employment: _____ Years _____ Months _____
 Net Income: \$ _____ per Week \$ _____ per Month
 Please Circle: Full time/Part time Casual Not Employed Student

10. Previous Employment Details

Occupation: _____
 Employers Name: _____
 Contact Name (e.g. Manager/Payroll): _____ Ph: _____
 Length at previous employment: _____ Years _____ Months _____
 Net Income: \$ _____ per Week \$ _____ per Month
 Please Circle: Full time/Part time Casual Not Employed Student

11. Social Security Benefit

Type: _____ \$ _____ per Week \$ _____ per Month

12. If Student, please complete the following

Place of Study: _____ Course being undertaken: _____
 Course Length: _____ Enrolment No. _____
 Course Contact: _____ Ph: _____

13. Other Information

Pets: Yes No If yes, please specify (breed and ages) _____
 Smoker: Yes No _____

14. Personal Referees (not related to you)

Name: _____
 Relationship: _____ Ph: _____
 Notes: _____
 Name: _____
 Relationship: _____ Ph: _____
 Notes: _____

15. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. The owner prefers that any future rents be paid by Direct Debit. No action will be taken against the owner or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010.

I acknowledge that I will be required to pay the rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct to the best of my knowledge and given of my free will. I declare that I am not bankrupt. I acknowledge that I am responsible to ensure that the main power switch is turned off before the power is connected.

I authorize the Agent to obtain details of my credit worthiness from the owner or agent of my current or previous residence, current or previous employer/s, my personal referees, 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 any person whom the Agent reasonably considers has an interest receiving such information.

Signed: _____ Date: _____ / _____ / _____

16. Holding Deposit Policy

I, the tenant, agree to pay a holding deposit, being 1 weeks rent for the property that I have applied for within 24 hours of being approved for the property.

I understand that the landlord/agent can hold only one deposit at a time. On receiving a holding deposit, the landlord/agent cannot enter into an agreement with another prospective tenant for 7 days (or longer, if you both parties agree).

I, the tenant, understand that upon signing the tenancy agreement, the holding deposit will go toward the rent from the first day of my tenancy agreement.

I, the tenant, understand that the landlord/agent must refund the holding deposit if the following occurs:

- The landlord/agent decline to enter into the tenancy agreement, or
- You (the tenant) refuse to enter into the tenancy agreement because the landlord/agent made any false or misleading statement, or they failed to tell you any 'material facts'.

I, the tenant, understand and agree that if I otherwise decide not to enter into the tenancy agreement, I will forfeit the holding deposit and the landlord/agent can keep the holding deposit.

Signed: _____ Date: ____/____/____

17. Rental Bond On-line

I, the tenant, understand that should my application be approved by the Landlord, I can request to lodge my Rental Bond online directly with NSW Fair Trading. I must advise Nambucca Valley Property at the time of my application being approved that I wish to choose this method. I acknowledge that I must have an email address, mobile number, access to the internet, a Visa card or MasterCard or the ability to pay by BPAY through my bank, credit union or building society, and Australian bank details. I understand that confirmation of my bond being lodged, must be received before I can sign the Residential Tenancy Agreement. Note: Payment via Visa or MasterCard will incur a 0.4% surcharge. Payment via BPAY may take up to 3 business days to processed.

I would like to lodge my rental bond online: Yes No

Signed: _____ Date: ____/____/____

100 Points of Identification

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 Passport Birth Certificate + Photo ID

B) Proof of Income (30 Points)

You must provide at least one of the following:

Last Pay Advice Current Centrelink Statement (in full) 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

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.

