

## Rental Application Checklist

Please ensure the following information is provided when returning the application to our office;

1. To help us verify your identity:	2. To help us verify your history:	3. To verify your ability to pay:
Drivers Licence / 18+ Card Passport Certified Birth Certificate All students to supply current student ID card	Rent Ledger(s) Own Home Rates Notice(s) Written Reference(s)	Pay Slips / Employment Contract Tax Return if Self Employed Bank Statement(s) Scholarship Paperwork if applicable

***\*\*Please note that if the application documents or application forms are not completed in full your application may not be processed\*\****

### **Application Process**

1. Hand in completed application and supporting documentation to Reece Realty office
2. Reece Realty staff will process the application including verifying employment, current address, secure rental references and checking tenancy database/s (TICA)
3. Once application processed, decision put to the property owner/s for final approval
4. Successful applicant/s will be contacted by Reece Realty Staff to organise a time and date to sign the lease
5. Reservation fee of the 1<sup>st</sup> weeks rent to be paid to our office within 24 hours – This money then holds the property for the approved applicant until the lease is signed – Conditions Apply.  
 (\*\*Should the applicant withdraw from the property this reservation fee will not be refundable\*\*)

### **Payments required when signing a lease (Subject to application approval)**

Rent in advance – equivalent to 2 weeks rent  
 Bond – 4 weeks of weekly rent

### **Additional Payment - Student Accommodation Only**

Upfront cleaning fee - \$30.00

***\*\*This fee is to go towards getting the common areas professionally cleaned at the end of each year and is paid by each new tenant going into any property\*\****

### **Questions**

Should you have any questions or have issues completing this application please do not hesitate to contact our office or come into the office for further assistance.



1/26 Hirst Street, Jesmond NSW 2299  
 Phone: (02) 4950 2025  
 Fax: (02) 4950 2024  
 Email: [admin@reecerealty.com.au](mailto:admin@reecerealty.com.au)

# TENANCY APPLICATION FORM

*(One application per adult required to be submitted together along with the relevant supporting documentation required listed below.)*

## 1) PREMISES DETAILS

Property Applied For \_\_\_\_\_

Other Application/s to Accompany this Application \_\_\_\_\_

Proposed Lease Start Date \_\_\_\_\_ (*ASAP is not a date – When you are wanting to move into the premises*)

Proposed Lease Term \_\_\_\_\_ months/years Rent Per Week \$ \_\_\_\_\_ Unfurnished  Furnished

The number of persons ordinarily living at the premises will be \_\_\_\_\_ Adults \_\_\_\_\_ Children

List the full name(s) & ages of all persons (including children) who will be ordinarily living at the premises;

1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_

Pets YES / NO (Inside  Outside  Type/Breed/Council Registration No. \_\_\_\_\_

## 2) APPLICANT DETAILS

First Name \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Phone Numbers (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_ Expiry Date \_\_\_\_\_

Passport Number \_\_\_\_\_ Country of Issue \_\_\_\_\_ Expiry Date \_\_\_\_\_

Concession/Pension Card No \_\_\_\_\_ Issued By \_\_\_\_\_ Expiry Date \_\_\_\_\_

All students to supply copy of current Student ID Card \_\_\_\_\_ Expiry Date \_\_\_\_\_

Have you been known by any other name? YES / NO If yes, What? \_\_\_\_\_

Car Registration Plate (Number Plate) \_\_\_\_\_

## 3) ACCOMODATION HISTORY

**Current Address** \_\_\_\_\_

Period of Occupancy \_\_\_\_\_ to \_\_\_\_\_ Situation Renting / Owned / Boarding / Other: \_\_\_\_\_

Landlord/Agent Name (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

Rent \$ \_\_\_\_\_ per week / month Reason for Leaving \_\_\_\_\_

**Previous Address** \_\_\_\_\_

Period of Occupancy \_\_\_\_\_ to \_\_\_\_\_ Situation Renting / Owned / Boarding / Other: \_\_\_\_\_

Landlord/Agent Name (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

Rent \$ \_\_\_\_\_ per week / month Reason for Leaving \_\_\_\_\_

Are you currently in debt to any landlord / agent? YES / NO If yes, please supply details; \_\_\_\_\_

Have you ever been issued with a termination / breach notice? YES / NO If yes, please supply details; \_\_\_\_\_

**4) EMPLOYMENT / INCOME**

Current Employer: \_\_\_\_\_ Employment Basis: Full Time  Part Time  Casual  Other   
 Position Held: \_\_\_\_\_ Period Employed: \_\_\_\_\_ Wage/Salary: \$ \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Employer Phone: (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Secondary/Previous Employer (previous if less than 6 months): \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Period Employed / Basis: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Employer Phone: (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Other Income Source; \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per week/month/qtr/year

**If studying, course being studied:** \_\_\_\_\_  
 Course completion date: \_\_\_\_\_  
 Course Location & Student ID: \_\_\_\_\_

**5) CHARACTER REFERENCE DETAILS (other than immediate family member)**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Relationship to Applicant: \_\_\_\_\_ Period known: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Relationship to Applicant: \_\_\_\_\_ Period known: \_\_\_\_\_

**6) USE OF THE PREMISES & ADDITIONAL TENANCY CONDITIONS/REQUESTS**

Will the premises be used for anything other than residential purposes? YES  NO  If yes, attach details.  
 Detail additional tenancy conditions / requests / property concerns here; \_\_\_\_\_  
 \_\_\_\_\_

*In the case of an emergency or urgent matter concerning your tenancy;*  
 Emergency Contact Full Name \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Numbers (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

**7) CONDITIONS & TERMS OF THIS TENANCY APPLICATION**

**The applicant declares that:**  
 1) All the above details are true and correct and are hereby submitted for the landlords approval so that I may become a tenant of the Premises;  
 2) The Agent/Landlord is authorised to cross reference relevant detail against the listed references and check through any reference check organisation that the Agent may be affiliated with; and  
 3) The Applicant is not bankrupt or undischarged bankrupt or insolvent and that the Applicant is able to meet all commitments and obligations of the Residential Tenancy Agreement.

**8) CONDITIONS & TERMS OF THIS TENANCY APPLICATION (continued)**

**The applicant agrees that:**

- 1) The Applicant has inspected the premises applied for on: \_\_\_\_\_ and accept its condition as is or stated their concerns in the area provided above; ("Item 6")
- 2) On being notified of the Landlord's acceptance of this application, verbally or in writing, to rent the premises from the Landlord under a Residential Tenancy Agreement drawn up by the Agent and, upon signing of the Agreement, pay the bond and rent amount due by method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- 3) This Tenancy Application, unless accepted, creates no legal obligations between the parties; and
- 4) The Applicant understands that the Agent/Landlord is not required to give an explanation to the Application fro any application not approved.

**Privacy Policy**

The personal information provided in this Application and collected as a result of checking and verifying this application is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and, if successful, to manage the Tenancy. Information collected about the Applicant in this Application and during the course of the Tenancy if the Application is successful may be disclosed for the purpose for which it is was collected to other parties including the Landlord, Referees, Other agents, Third Party Operators of Tenancy Reference Databases including but not limited to 'TICA', Tradespeople and as required by legislative and regulatory requirements. Information already held on Tenancy Databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, that face and other relevant information collected about the Application during the course of the tenancy may also be disclosed to the Landlord, Third Party Operators or Tenancy Reference Databases and/or other Agents. Application may review the information held by the Agene and can also correct this information if it is inaccurate, incomplete or out of date.

**9) RESERVATION FEE**

In the event of this Application being approved by the Landlord, the Applicant will pay a Reservation Fee within 24 hours of approval equivalent to ONE (1) WEEKS RENT to reserve the premises in favour of the Applicant for a period not exceeding 7 DAYS from date of approval and lease to be signed within 14days of approval or on date available. The premises will not be let during the Reservation Period pending making of a Residential Tenancy Agreement but will be advertised until such time as Lease is signed. If the Landlord decides not to proceed for whatever reason, the whole of the Reservation fee will be refunded to the tenant. If the Applicant decided not to proceed for whatever reason, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid (based on the proposed rent) during the period the premises were reserved but is required to refund the Applicant the remaining (if any) of the reservation fee. If a Residential Tenancy Agreement is entered into, the Reservation Fee is to be paid towards rent for the residential premises concerned.

Applicant Signature

DATE

**NOTE: This Application will be deemed incomplete if you do not include at lease one supporting document from each category below**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!  
DON'T FORGET TO SIGN THE ATTACHED REFERENCE CHECK FORM!!**



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## Rental Reference Check

In accordance with the Privacy Act (see below), I/We the undersigned authorise the recipient of this fax to supply information to Reece Realty Newcastle regarding my/our rental history.

### APPLICANT TO COMPLETE TOP SECTION ONLY

ADDRESS OF PREMISES APPLIED FOR: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Current Rental Address: \_\_\_\_\_

Period of tenancy: \_\_\_\_\_ Rent paid per week: \$ \_\_\_\_\_

Managing Agent: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### AGENT TO COMPLETE

Name & position of person filling out this form: \_\_\_\_\_

When did the lease commence? \_\_\_\_\_ Rent paid per week: \$ \_\_\_\_\_ If vacated, date vacated? \_\_\_\_\_

Was rent paid on time? Yes / No Specify problems: \_\_\_\_\_

Were the tenants issued with any Termination Notices: Yes / No \_\_\_\_\_

Reasons (please specify details): \_\_\_\_\_

Were there any inspections? Yes / No Result: \_\_\_\_\_

Were the lawns & gardens kept neat & tidy? \_\_\_\_\_

Did the tenants keep pets? Yes / No - If yes, please state the number, type & breed \_\_\_\_\_

Did the pets cause any damage? \_\_\_\_\_

Do you know why the tenants vacated/are vacating the property? \_\_\_\_\_

Was the bond refunded in full? Yes / No If no, what claims were made and for how much? \_\_\_\_\_

Would you rent to the tenants again? Yes / No \_\_\_\_\_

Would you lease to these tenants if you were the owner of this home: Yes / No \_\_\_\_\_

Any further Comments: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

**PRIVACY STATEMENT: PRIVACY ACT 1988 COLLECTION NOTICE:** The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Reece Realty Newcastle at PO Box 192, Jesmond NSW 2299, Phone 02 49502025, Fax 02 49502024, Email [admin@reecerealtynewcastle.com.au](mailto:admin@reecerealtynewcastle.com.au). The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

**Please complete this form and return via fax (02) 4950 2024 with a tenant ledger at your earliest convenience. If there are any problems please call us on (02) 4950 2025. Thank you.**