

TENANCY APPLICATION FORM

PAGE 1

SOUTHWEST PROPERTY CENTRE

2/41 Oxford Road, INGLEBURN 2565

PHONE: 02 9605 2877 FAX: 02 9605 6877

reception@southwestpropertycentre.com.au

www.swpropertycentre.com.au

PLEASE READ CAREFULLY PRIOR TO FILLING OUT AS INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Prior to any Tenancy Application being considered each applicant and/or tenant over the age of 18 years is required to produce sufficient identification which totals 100 points as well as a completed application. Should you have any difficulties in providing this identification please advise us prior to completing.

Compulsory Documentation Required For Each Applicant

DRIVERS LICENCE, PROOF OF AGE or PASSPORT (1 Only)	30 POINTS
PAY ADVICE (Current only x 4) &/or CENTRELINK STATEMENT	15 POINTS
TENANCY HISTORY LEDGER	20 POINTS
BANK STATEMENT (Showing wages &/or payments & balance)	15 POINTS
MEDICARE CARD	10 POINTS
ONE BILL e.g. TELEPHONE, ELECTRICITY or CAR REGO	15 POINTS

Additional Documentation. (Only if unable to supply all of the above)

PREVIOUS TENANCY AGREEMENT	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PENSION / HEALTH CARE CARD	15 POINTS
BIRTH CERTIFICATE	10 POINTS

NOTE:

- 1. Each applicant must supply all items listed in compulsory section.**
- 2. Applicants are to supply items from second list only if unable to provide all from first list.**

- Applications are to be handed in complete and with all appropriate documentation.
- Your application will be processed within 2 working days approximately.
- Once approved by the landlord, one (1) weeks holding deposit is required (bank cheque or money order only) as **CASH OR EFTPOS IS NOT ACCEPTED IN OUR OFFICE.**
- Lease commencement date will be scheduled once deposit is received.
- Payment required on the day of signing lease is as follows;
 - Four (4) weeks bond
 - Two (2) weeks rent (less any deposit paid)

E.g. if the weekly rent is \$380.00 the required payment is as follows:-
\$380.00 holding deposit (which is the first week's rent).

You will lose this should you decide not to enter into a tenancy agreement.

+ \$380.00 one week's rent
+ \$1520.00 for bond (4 weeks)
Total = \$2280.00

No exceptions will be made on this amount if you do not have the correct money prior to signing the lease the property will go back on the rental list.

LICENSED ESTATE AGENTS – AUCTIONEERS – PROPERTY MANAGERS



Southwest Property Centre
2/41 Oxford Road, Ingleburn NSW 2565

Phone: (02) 9605 2877

Fax: (02) 9605 6877

Email: frank@southwestpropertycentre.com.au

Web: www.southwestpropertycentre.com.au



This is a FREE service that connects all your utilities.

Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day upon receipt to confirm the information on this application and explain the details of the services offered.

Please tick utilities as required:



☐ Electricity ☐ Gas ☐ Phone ☐ Internet

☐ Removalists ☐ Insurance ☐ Pay TV ☐ Cleaners

Please provide your personal details:

Title: First Name:
Last Name:

Date of Birth: Day Month Year

Licence/Passport/Medicare No: State/Country:

Please provide your contact details:

Home phone no: Mobile phone no:

Work phone: Fax phone no:

Email address:

Connection date:

Day Month Year

Property for connection:

Unit/Floor No: Street No:
Street Name:
Suburb:
State: Post Code:

DECLARATION AND EXECUTION:

By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until 28] days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Date

Application for Tenancy

PAGE 3

(to be completed by all adult Applicants and unaccompanied minors)

Item

Item Schedule

1. TENANCY DETAILS

Address: _____
Lease commencement date: ____ / ____ / ____ Lease term: _____ weeks / fortnights / months / years
Rent: _____ per week / fortnight / month Bond: _____
Holding Fee (if applicable): _____ (see Clause 3)

2. APPLICANT'S DETAILS

Name: _____
Phone (H): _____ Phone (W): _____ Mobile: _____
Email: _____
Date of Birth: ____ / ____ / ____ Driver's License/18+ card No.: _____ State of Issue: _____
Passport/Pension Card/Centrelink Card No.: _____ Expiry: _____
Vehicle Rego No.: _____ Other: _____

3. APPLICANT'S HISTORY

3.1 Current Address:

Period of Occupancy: _____ Situation: **Renting / Owned / Other** Other Situation: _____
Landlord/Agent Details (if applicable) Name: _____ Phone: _____
Rent: _____ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: _____

3.2 Previous Address (if applicable):

Period of Occupancy: _____ Situation: **Renting / Owned / Other** Other Situation: _____
Landlord/Agent Details (if applicable) Name: _____ Phone: _____
Rent: _____ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: _____

3.3 Have you ever been evicted from a premises? ☐ Yes ☐ No

3.4 Are you currently in debt to any Landlord or Agent? ☐ Yes ☐ No

4. APPLICANT'S EMPLOYMENT

(NOTE: If either occupation is self employment please provide a statement of income from your accountant or tax returns)

4.1 Current Occupation:

Employment Type: _____ Duration: _____ Weekly Income: _____
Employer/Business Name & ACN/Centrelink Details: _____
Address: _____ Contact: _____ Phone: _____

4.2 Previous Occupation:

Employment Type: _____ Duration: _____ Weekly Income: _____
Employer/Business Name & ACN/Centrelink Details: _____
Address: _____ Contact: _____ Phone: _____

4.3 Student at:

Course name: _____ Duration: _____

5. LANDLORD / AGENT

Name: **PCP Holdings Pty Ltd T/As Southwest Property Centre** ABN: _____
Address: **2/41 Oxford Road** Phone: **(02) 9605 2877**
Ingleburn NSW 2565 Fax: **(02) 9605 6877**
Email: **reception@southwestpropertycentre.com.au** Mobile: _____

6. UTILITY CONNECTION

Please specify requirements (if any) regarding connection/disconnection of utilities:

7. OCCUPANTS

Number of Adults:

Number of Dependants:

Number of Smokers:

Full name/s of adult/s and unaccompanied minor/s to reside on the Premises: *Please include age of children.*

1.

3.

2.

4.

8. REFEREES (All Referees should not be related to you)

Business Referee 1:

Phone:

Relationship:

Business Referee 2:

Phone:

Relationship:

Personal Referee 1:

Phone:

Relationship:

Personal Referee 2:

Phone:

Relationship:

9. EMERGENCY CONTACT

Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.

Next of Kin:

Phone (H):

Address:

Phone (W):

Mobile:

Other:

Phone (H):

Address:

Phone (W):

Mobile:

10. PETS

Type/Breed:

Number: **0****11. USE OF PREMISES**Will the Premises be used for business purposes: ☐ Yes ☐ No**12. MONIES PAYABLE ON SIGNING THE TENANCY AGREEMENT**Rent in advance (**0** weeks rent):**\$0.00**

From:

To:

Rental Bond:

\$0.00(being **0** weeks rent)**Sub Total:****\$0.00**

Less Holding Fee (see Clause 3):

\$0.00

(not more than 1 weeks rent)

Balance due on signing Tenancy Agreement:**\$0.00****13. ADDITIONAL CONDITIONS****14. SIGNATURES**

Applicant's Signature:

Agent's Signature:

Date:

Date:

Terms of Application

PAGE 5

1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
- (2) it is not bankrupt or insolvent.

2. Applicant Agrees

The Applicant agrees that:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.

3. Holding Fee (if applicable)

- 3.1 If a Holding Fee amount is specified in Item (1) the Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord and paid towards the first payment of Rent.
- 3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Landlord's Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord.
- 3.3 If the Applicant has paid a Holding Fee, the Landlord must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

- 4.1 The Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf during the tenancy.
- 4.2 You as the Applicant agree the Agent may subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose personal information to:
 - (1) the Owner of the Premises to which this Application for Tenancy applies; &/or
 - (2) (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) tenancy databases for the purposes of properly assessing the risk in providing you with the lease; &/or
 - (3) tradespeople and similar contractors engaged by the Owner/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
 - (4) nominated Referees to confirm information provided by you; &/or
 - (5) the Owner's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
 - (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
 - (7) Owners Corporation
- 4.3 Without provision of certain information the Agent may not be able to act effectively or at all on the Owner's behalf as a result of which your Application may not contain sufficient information to be acceptable to the Owner.
- 4.4 The Applicant has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

Applicant's Personal Information Consent

I _____, the Applicant, give my consent for _____ to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the *Privacy Act 1988 (CTH)*) with relevant tenancy databases including databases of my previous Letting Agents.

Applicant's Signature: _____

Date: ____ / ____ / ____

Application for Tenancy

(to be completed by all adult Applicants and unaccompanied minors)

Item

Item Schedule

1. TENANCY DETAILS

Address: _____
 Lease commencement date: ____ / ____ / ____ Lease term: _____ **weeks / fortnights / months / years**
 Rent: _____ per **week / fortnight / month** Bond: _____
 Holding Fee (if applicable): _____ (see Clause 3)

2. APPLICANT'S DETAILS

Name: _____
 Phone (H): _____ Phone (W): _____ Mobile: _____
 Email: _____
 Date of Birth: ____ / ____ / ____ Driver's License/18+ card No.: _____ State of Issue: _____
 Passport/Pension Card/Centrelink Card No.: _____ Expiry: _____
 Vehicle Rego No.: _____ Other: _____

3. APPLICANT'S HISTORY

3.1 Current Address:

Period of Occupancy: _____ Situation: **Renting / Owned / Other** Other Situation: _____
 Landlord/Agent Details (if applicable) Name: _____ Phone: _____
 Rent: _____ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: _____

3.2 Previous Address (if applicable):

Period of Occupancy: _____ Situation: **Renting / Owned / Other** Other Situation: _____
 Landlord/Agent Details (if applicable) Name: _____ Phone: _____
 Rent: _____ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: _____

3.3 Have you ever been evicted from a premises? ☐ Yes ☐ No

3.4 Are you currently in debt to any Landlord or Agent? ☐ Yes ☐ No

4. APPLICANT'S EMPLOYMENT

(NOTE: If either occupation is self employment please provide a statement of income from your accountant or tax returns)

4.1 Current Occupation:

Employment Type: _____ Duration: _____ Weekly Income: _____
 Employer/Business Name & ACN/Centrelink Details: _____
 Address: _____ Contact: _____ Phone: _____

4.2 Previous Occupation:

Employment Type: _____ Duration: _____ Weekly Income: _____
 Employer/Business Name & ACN/Centrelink Details: _____
 Address: _____ Contact: _____ Phone: _____

4.3 Student at:

Course name: _____ Duration: _____

5. LANDLORD / AGENT

Name: **PCP Holdings Pty Ltd T/As Southwest Property Centre** ABN: _____
 Address: **2/41 Oxford Road** Phone: **(02) 9605 2877**
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 Email: **reception@southwestpropertycentre.com.au** Mobile: _____

6. UTILITY CONNECTION

Please specify requirements (if any) regarding connection/disconnection of utilities:

7. OCCUPANTS

PAGE 7

Number of Adults: _____ Number of Dependents: _____ Number of Smokers: _____

Full name/s of adult/s and unaccompanied minor/s to reside on the Premises: *Please include age of children.*

1. _____ 3. _____
2. _____ 4. _____

8. REFEREES (All Referees should not be related to you)

Business Referee 1:	Phone: _____	Relationship: _____
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Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.

Next of Kin:	Phone (H): _____
Address: _____	Phone (W): _____
	Mobile: _____
Other:	Phone (H): _____
Address: _____	Phone (W): _____
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10. PETS

Type/Breed: _____ Number: _____

11. USE OF PREMISESWill the Premises be used for business purposes: ☐ Yes ☐ No**12. MONIES PAYABLE ON SIGNING THE TENANCY AGREEMENT**Rent in advance (_____ weeks rent): From: / / To: / /

Rental Bond: _____ (being _____ weeks rent)

Sub Total: _____

Less Holding Fee (see Clause 3): _____ (not more than 1 weeks rent)

Balance due on signing Tenancy Agreement: _____**13. ADDITIONAL CONDITIONS****14. SIGNATURES**

Applicant's Signature: _____

Agent's Signature: _____

Date: / / Date: / /

Terms of Application

PAGE 8

1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
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The Applicant agrees that:

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 - (3) tradespeople and similar contractors engaged by the Owner/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
 - (4) nominated Referees to confirm information provided by you; &/or
 - (5) the Owner's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
 - (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
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tenancy databases including databases of my previous Letting Agents.

Applicant's Signature: _____

Date: ____ / ____ / ____