

APPLICATION FOR TENANCY

PROPERTY ADDRESS		
RENTAL PER WEEK	\$	OWN FUNDS/HOUSING TRUST GUARANTEE
BOND AMOUNT (4 WEEKS RENTAL)	\$	
PREFERRED TERM OF TENANCY	6 MONTHS / 12 MONTHS	
DATE ABLE TO COMMENCE TENANCY		

Steps to **ONE** successful rental application:

1. If the property is of interest to you and you have not viewed it then you need to contact the property manager and arrange an inspection.
2. Complete this application IN FULL with all details, names and phone numbers in a legible form.
3. Make sure that you have completed the address of the property in the section below.
4. Email your completed application to the property manager (email address above) or alternatively you can lodge in person, our office is open between 8.30am – 5.30pm, Monday – Friday.
5. Attach photocopies of documents, which add up to 100 points of identification. *Please note we can photocopy your identification in the office if required.*

APPLICATION CRITERIA CHECKLIST:

100 points of identification must confirm name and either (or both) current residential address and/or date of birth.

	Birth certificate	
PRIMARY DOCUMENTS	<ul style="list-style-type: none"> • Current passport • Citizenship certificate • Current Australian driver's 	70 points
SECONDARY DOCUMENTS WITH PHOTOGRAPH	<ul style="list-style-type: none"> • license • Current Australian 	40 points
SECONDARY DOCUMENTS	<ul style="list-style-type: none"> • Government benefit card • Rates notice or utility 	40 points
SECONDARY DOCUMENTS	<ul style="list-style-type: none"> • record • Australian Tax Office • notice • Current pay advice • Proof of age or photo card • Current Centrelink • statement 	25 points

NOTE: your application may not be processed if all information is not completed and ID is not attached

Once we have mutually agreed that your application is accepted, we require that your two weeks' rent be paid within 48 hours to secure the property. This will be credited towards your first fortnight rental payment. An agreed time and day will be made with you to sign your Tenancy Agreement at our office. If your application is unsuccessful you will be notified via an SMS message. Due to privacy laws no reason can be given for unsuccessful applications.

Initials: _____

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS

One Agency Orange

Address: Suite 2, Level 1, 203-205 Anson Street
Orange, NSW 2800

Phone: (02) 6362 9560

Email: janeentonerwasil@oneagency.com.au

Web: www.oneagencyorange.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?

 Day Month Year

3. Lease term?

 Years Months

4. How many tenants will occupy the property?

 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

 Postcode

8. How did you find out about this property?

- Newspaper The Internet
 Office Office Window
 Referral Other (specify)
 Local Paper
 Sign Board at property

D. UTILITY CONNECTIONS

myconnect

myconnect is a FREE & EASY to use utility
connection service available for tenants

Phone : 1300 854 478

enquiry@myconnect.com.au

Fax : 1300 854 479

www.myconnect.com.au



Yes, Please Contact Me



Interpreter service
(tick if required)

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out



E. DISCLAIMER/AUTHORITY

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
(b) My personal referees and employer/s;
(c) Any record listing or database of defaults by tenants;
Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

TICA 1902 220 346
NTD 1300 563 826
TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow trades-people or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a check with TICA

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

Signature

Date

F. APPLICANT HISTORY**9. How long have you lived at your current address?**

		Years			Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Email address

Landlord/agent's phone no.

Weekly Rent Paid

 \$
12. What was your previous residential address?

13. How long did you live at this address?

		Years			Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Email address

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY**15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Contact name

Phone no.

Email address

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income per week

 \$
16. Please provide your previous employment details

Occupation

Employer's name

Contact name

Phone no.

Email address

Length of employment

		Years			Months
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Net Income per week

 \$
H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal 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.

I. OTHER INFORMATION**19. Car Registration**

20. Please provide details of any pets

Breed/type

Council registration / number

1.	
2.	

J. PAYMENT DETAILS**Property Rental**
 \$ per week
Rental payment frequency
 Fortnightly
 Calendar Monthly

First payment of rent in advance

 \$

Rental Bond (4 weeks rent):

 \$

Sub Total

 \$

Less: Holding deposit (see below)

 \$
Amount payable on signing tenancy agreement
 \$
K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

TERMS OF APPLICATION

1. Applicant's Warranty

The Applicant/s warrant/s:

- (i) That the details provided on their application are true and correct.
- (ii) That they are not bankrupt or insolvent.

2. Applicant/s Agrees

The Applicant/s agree/s that:

- (i) They have inspected the Premises and accept its condition.
- (ii) The Applicant/s will sign the Tenancy Agreement forthwith upon being notified of acceptance of this application by the Agent.
- (iii) This Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (iv) They understand that the Landlord/Agent is not required to give an explanation to them for any Application not approved.
- (v) On acceptance of this Application for Tenancy by the Landlord being notified to the Applicant/s, verbally or in writing, the Applicant/s will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon signing of the Tenancy Agreement, pay the Bond and Rent amounts by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- (vi) As tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television) and the adequacy of existing electrical fittings with respect to the use of such services. The landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

3. Holding Fee (if applicable)

- (i) If a Holding Fee amount is specified 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/Agent and paid towards the first payment of Rent.
- (ii) 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 Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord/Agent.
- (iii) If the Applicant/s have paid a Holding Fee, the Landlord/Agent 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/s unless the Applicant/s notifies the Landlord/Agent that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

- (i) The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy.
- (ii) The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant/s, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you on your behalf.
- (iii) You as the Applicant/s agree, to further assess your Application, the Agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to;
 - 1. The Landlord as Owner of the Premises to which this Application for Tenancy applies; and/or
 - 2. (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) residential tenancy databases for the purpose of confirming details in your Application and enabling a property assessment of the risk in providing you with the lease; and/or
 - 3. Tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; and/or
 - 4. Previous managing agents and nominated Referees to confirm information provided by you; and/or
 - 5. The Landlord'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; and/or
 - 6. The utility connection provider, where you have opted for such a service, for the purpose of enabling the connection and/or disconnection of your utility services; and/or
 - 7. Owners Corporations.
- (iv) Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
- (v) The Applicant/s have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
- (vi) The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

5. Notes to Applicant/s

- (i) Each Applicant must read and initial every page as acceptance of the information provided.
- (ii) For the purpose of service of notice, service on any one Applicant shall be deemed to be served on all Applicants.

- I, the Applicant, give my consent for One Agency Orange to make enquiries (in accordance with the Privacy Statement on the Application for Tenancy Form) to verify the information I have provided herein.
- I, the Applicant, have read and agree to the information provided in the Application for Tenancy Form and agree to be bound by the Terms of Application detailed in the Application for Tenancy Form.

Applicant's Signature: _____ **Date:** _____

Landlord's/Agent's Signature: _____ **Date:** _____