



BLACK & WHITE

REAL ESTATE



Tenancy Application

BLACK & WHITE REAL ESTATE
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Tenancy Application

CONDITIONS OF APPLICATION

- PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
- PLEASE ENSURE YOU HAVE SIGNED ALL PRIVACY DECLARATION SECTIONS AND DATABASE CHECKS.
- Rent is to be paid at least 24 hours in advance of the due date using direct debit or funds transfer ONLY.
- All applications for tenancy are referred to NTD and/or TICA for a tenancy database check.
- Landlords are not responsible for connection of Telephone lines, TV antenna's & Internet Services.

IDENTIFICATION CHECKLIST

Black & White Real Estate requires the following identification to be submitted along with this application. Should you not be able to provide any of the documents required from the below categories, please contact our office for further information on substituting any documents.

Each Applicant must provide one item from each category:

Photo Identification	Passport	Current Driver's Licence	Proof of Age Card	
Proof of Address	Council/Water Rates	Utility Bills	Bank Statement	Current Lease Agreement
Proof of Rental/Mortgage history	Current or most recent Tenant Ledger		Proof of ownership (Mortgage Statement)	
Proof of Income	Most recent Bank Statements & 2 recent Pay slips		If self-employed, Proof of Income letter from Accountant	
Other Identification	Medicare Card	ATM Card	Vehicle Registration	Credit Card

SUCCESSFUL APPLICANTS: The following is required

- The applicant is required to pay a reservation fee equivalent to (1) month's rent to reserve the premises in favour of the approved applicant for a period of (1) week, in the form of a bank transfer within 24 hours, unless otherwise advised by our office.
- If the landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the deposit will be refunded to the applicant.

UNSUCCESSFUL APPLICANTS: The following service is supplied

- Without Prejudice our office will notify you via email that your application has been declined.
- Our office reserves the right to withhold information regarding tenancy selection by the landlord.
- Should your application be declined, please indicate if you wish to pick up your application within 24 hours, otherwise all documents will be destroyed to ensure your privacy.

APPLICANT SIGNATURE

PRINT NAME

DATE

X

FREE UTILITY CONNECTION SERVICE



MyConnect will contact you to connect your utilities for FREE



Select your required utilities:

- Water (Compulsory)
 Electricity
 Gas
 Internet
 Phone
 Pay TV

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

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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.



OR Tick here to opt out

 1300 854 478
  enquiry@myconnect.com.au
  myconnect.com.au

PROPERTY DETAILS

Property Address

Date I inspected the property

Rent per week

\$

Lease commencement date

Proposed lease term (tick)

6 mths 12 mths

How many tenants will occupy the property?

Adults Children Ages of Children:

Do you smoke? If yes, where?

YES NO INSIDE OUTSIDE

PERSONAL DETAILS

Mr Ms Miss Mrs Other

Full Name

Driver's Licence Number

Driver's Licence State

Driver's Licence Expiry Date

Date of Birth

18+ Card Number

Vehicle Registration Number

Car Make & Model

Passport Number

Passport Country

Pension Number (if applicable)

Pension Type (if applicable)

Home Phone

Mobile

Work Phone

Email

Current Address

RENTAL HISTORY

Current Landlord/Agent Name

Contact Number

Rent paid per week

Period of time rented

Why are you leaving?

Bond refunded in full?

YES NO

If no, why?

Previous Landlord/Agent Name

Contact Number

Rent paid per week

Period of time rented

Bond refunded in full?

YES NO

If no, why?

EMPLOYMENT DETAILS

Current Occupation

Nature of Employment

Full Time / Part Time / Casual

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

Employer's Address (if student provide student no. & course ID)

Contact Name

Phone Number

Weekly Income

\$

Source of Income (if student)

(Current payslip or Centrelink/Income Bank Statement ESSENTIAL)

Previous Occupation

Employer's Name

Net Income

\$

Length of Employment

Yrs Mths

IF YOU RECEIVE A CENTRELINK PAYMENT

Type of Payment

Contact Number

Customer Reference Number

Period of time rented

(Please provide a photocopy of your last 3 statements)

IF YOU ARE SELF EMPLOYED

Name of Business

ABN

Industry

Address

Personal Net Income/week

Period of operation

Accountant Name

Accountant Phone

REFERENCES

1. Business Reference Name

Work Phone

Mobile Phone

Address

Period of time known

2. Personal Reference Name

Home Phone

Mobile Phone

Address

Period of time known

NEXT OF KIN

Next of Kin / Parent / Guardian Name

Work Phone

Mobile Phone

Address

Period of time known

Relationship to you

IF YOU HAVE PETS

Do you have Pets?

YES NO

No. of Pets

Pet Types/Breeds

RESERVATION

Once the Application is approved, I agree to the following:

- (a) The Reservation fee of \$, is equivalent to one month's rent to reserve the premise in your favour for the period of 7 days
(b) That the reservation fee will be banked into a trust account and any refund given will be by way of bank transfer.
(c) The reservation fee will be paid towards the first month's rent.

During my inspection of this property I found it to be in a reasonable condition: Yes No

If "No",

I believe the following items below should be attended to prior to the commencement of the tenancy. I do acknowledge that these items are subject to the Landlords approval:

DECLARATION

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 authorise 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

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

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

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use & disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow tradespeople 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 credit check with NTD (National Tenancies Database)
(h) transfer water account details into my name via MyConnect

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.

APPLICANT SIGNATURE

PRINT NAME

DATE

X