



TENANCY APPLICATION

101 Vincent Street
Cessnock NSW 2325
Office : 02 4991 7977
Fax : 02 4991 7988

BAIRD
REAL ESTATE

THE SIGN
THAT SELLS

Email : propertymanagement@bairdrealestate.com.au

Tenancy Application Form

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



A. 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
--	--------	--	----------	--	------------------

B. PERSONAL DETAILS

5. Please give us your details

Mr		Ms		Miss		Mrs		Other	
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Surname

Given name/s

Date of birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

C. CURRENT ADDRESS

7. What is your current address?

Postcode	

8. How long have you lived at your current address?

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

9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

D. PREVIOUS ADDRESS

11. What was your previous residential address?

Postcode	

12. How long did you live at this address?

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

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

14. How did you find out about the property?

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> The Internet | <input type="checkbox"/> Local Paper |
| <input type="checkbox"/> Office | <input type="checkbox"/> Office Window | <input type="checkbox"/> Sign Board at Property |
| <input type="checkbox"/> Referral | <input type="checkbox"/> Facebook | <input type="checkbox"/> Other (specify) |

E. EMPLOYMENT HISTORY

15. Please provide us 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

Postcode

Contact name

Phone no.

Length of employment

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

Net Income

\$

16. Previous employment details

Occupation?

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

Contact name

Phone no.

Length of employment

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

Net Income

\$

F. REQUIRED DOCUMENTATION

17. The following information and documentation is required by each applicant (please provide photocopies)

Identification – Minimum of 3 (including photo ID)

<input type="checkbox"/> Current drivers licence	<input type="checkbox"/> Birth certificate
<input type="checkbox"/> Proof of age card	<input type="checkbox"/> Passport
<input type="checkbox"/> Medicare card	<input type="checkbox"/> Credit card
<input type="checkbox"/> Motor vehicle registration certificate	<input type="checkbox"/> Bank statement
<input type="checkbox"/> Telephone account statement	

Proof of income

<input type="checkbox"/> 3 previous payslips or	<input type="checkbox"/> Bank statement or
<input type="checkbox"/> If self employed - tax returns and business registration	<input type="checkbox"/> Centrelink statement

G. CONTACTS / REFERENCES

18. Please provide a contact in case of emergency

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

19. Please provide 2 personal references (not related to you)

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

H. OTHER INFORMATION

20. Please provide details of any pets

Breed/Age	Council registration / number
1. <input type="text"/>	
2. <input type="text"/>	

20. Are you a smoker?

☐ Yes ☐ No

21. Do you own an investment property?

☐ Yes ☐ No

I. NOTICE TO PROSPECTIVE TENANTS

All rental payments will be made via direct deposit via your bank account or Centrepay to Baird Real Estate.

The available of telephone lines: internet services; analogue; digital or cable television (and adequacy of such services); are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such points located in the property are serviceable or will otherwise meet the requirements of the tenant and the tenants must reply upon their own enquires.

J. UTILITY CONNECTIONS

This is a free service that connects all your utilities

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

<input type="checkbox"/> Electricity	<input type="checkbox"/> Cleaners
<input type="checkbox"/> Gas	<input type="checkbox"/> Insurance
<input type="checkbox"/> Phone	<input type="checkbox"/> Removalist
<input type="checkbox"/> Internet	<input type="checkbox"/> Truck or van hire
<input type="checkbox"/> Pay TV	



☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.
7. By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P.1300 664 715 F.1300 664 185 www.directconnect.com.au

K. HOLDING FEE

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

The holding fee of two weeks rent 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.
- (iii) If the prospective tenant(s) decide not to enter into such an agreement after the holding deposit has been paid, the landlord may retain one week of the two week holding deposit; 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 other work during the specified period
 - (b) the landlord/landlord's agent has failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Applicant

Date



ONE CALL WILL *save* YOU *time* AND *effort*

SERVICES WE *connect*



TO GET CONNECTED ASK YOUR LOCAL REAL ESTATE AGENT TO SEND US YOUR DETAILS

Call us on **1300 664 715** or visit **directconnect.com.au**



L. 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 about:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or databases 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 220 348 / 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 and 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 in to my name

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.

Print Name

Signature

Date

RENTAL REFERENCE CHECK - OFFICE USE ONLY

Please complete and return by facsimile to Baird Real Estate:
Fax 4991 7988 or email propertymanagement@bairdrealestate.com.au

Lease Start Date

Lease End Date

Rent paid per week

Was rent paid on time?

☐ Yes ☐ No – Please specify problems:

Was the tenant issued with any Termination Notices?

☐ Yes ☐ No – Please specify details:

Were there routine inspections carried out?

☐ Yes ☐ No – Please specify details:

Internal: ☐ Excellent ☐ Good ☐ Average ☐ Poor

External: ☐ Excellent ☐ Good ☐ Average ☐ Poor

Were the tenants co-operative to deal with? ☐ Yes ☐ No

Were the tenants demanding on repairs? ☐ Yes ☐ No

Did the tenants have any pets at the property?

☐ Yes ☐ No – If yes, did they cause any damage to the property?

Were the pets ever inside the house

☐ Yes ☐ No

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

If the tenants has not yet vacated do you foresee any potential bond claims?

Would you rent to the tenant again?

☐ Yes ☐ No – If no please specify why not:

Name position and signature of the person completing this form:

Please attach a copy of the tenant rental ledger
THANK YOU FOR YOUR TIME