

**THIS APPLICATION FORM AND ITS ATTACHMENTS MUST BE COMPLETED IF YOU WISH TO APPLY TO RENT ANY PROPERTY THROUGH TIME REALTY.**

- ✓ One week's rent is required in the form of EFT, money order or bank cheque once the application has been accepted and confirmed. This must be payable within 24 hours of notification.
- ✓ Your first payment with us will be required when you attend our office for the lease signing appointment. Payment is to be made by way of Bank Cheque, Money Order (made out to Time Realty) or EFT 24 hours prior.
- ✓ By submitting this application, you agree that if a tenancy proceeds, on signing of the Lease, you are required to pay:
  - Rent in advance of 2 weeks
  - A bond of 4 weeks rent

Before any application will be considered, each applicant must provide (100 points) from the following documents:

- Driver's Licence or Identification Card
- Passport
- Medicare Card

Please also provide the following:

- Bank Statements
- 4 x Current Pay Slips
- 4 x Previous Rent Receipts
- Tenancy Reference
- Utility bills in the applicants name for property currently occupied
- If you have had a private landlord, a copy of the bond lodgment details from the Rental Bond Board & copy of the lease are required
- If you have owned a home, a copy of the council rates notice will be required

**ALL DOCUMENTATION PROVIDED TO TIME REALTY WILL BE PHOTOCOPIED FOR OUR RECORDS**

**PLEASE NOTE THE FOLLOWING:**

- Tenants are responsible for connecting services such as phone, electricity and gas, as applicable.
- Time Realty or the property owners take no responsibility for the status of the telephone, gas or electricity connections.
- If a property is separately metered, the tenant **will be charged** for water usage and should always be paid on time.
- BPay or Direct Debit is the preferred payment method accepted for rent.

Our office reserves the right to change the above. Should you fail to provide all the information, your application may not be processed.

Should there be more than one applicant a separate application form should be completed for each applicant.

## Address of Premises Applying for:

### APPLICANT PERSONAL DETAILS

|   |  |                |
|---|--|----------------|
| Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other |  | Date of Birth  |
| Full Name   |  |                |
| Present Address   |  |                |
| Phone Home  | Fax Home                                       |                |
| Phone Work  | Fax Work                                       |                |
| Email   | Mobile   |                |
| Do you currently own an investment property?  | Are you considering buying in the near future? | (Months/Years) |

### CURRENT EMPLOYMENT

|                    |                      |
|--------------------|----------------------|
| Occupation         | Period of Employment |
| Employer's Name    | Phone Numbers        |
| Employer's Address |                      |

### TENANT HISTORY

|                                   |                 |       |
|-----------------------------------|-----------------|-------|
| Name of Present Landlord / Agent  |                 |       |
| Phone Work                        | Mobile          | Email |
| Length of Time at Present Address | Current Rent \$ |       |

### EMERGENCY CONTACT

|                 |              |
|-----------------|--------------|
| Full Name       | Relationship |
| Present Address |              |
| Phone Home      | Phone Work   |

### OCCUPANT(S) DETAILS

|  |          |  |
|--|----------|--|
| No of persons who will occupy premises: Adults   | Children | Ages of Children   |
| Pets <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, number &amp; type</i> |          | Smoker(s) <input type="checkbox"/> Yes <input type="checkbox"/> No |

### OTHER

Do you own an investment property? Yes  No

Are you thinking of purchasing an investment property within 6-12 months? Yes  No

**Note: The Applicant acknowledges & consents to the Agent verifying personal and employment references & tenant history references.**

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

### DETAILS OF RENTAL

|                |          |                 |                |                 |
|----------------|----------|-----------------|----------------|-----------------|
| Rent Amount \$ | per week | For a period of | (months/weeks) | Commencing From |
|----------------|----------|-----------------|----------------|-----------------|

### APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

### HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$  equivalent to **SEVEN DAYS RENT** to hold the Premises in favour of the Applicant for a period of **7 DAYS**.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

**Details of any repairs or other work to be carried out by the Landlord:**

|  |
|--|
|  |
|  |

**I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.**

**I have inspected the above mentioned premises and wish to take a tenancy for such Premises for a period of  weeks, at a rental of \$  per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.**

I/We, **SETTSCAP PROPERTY PTY LIMITED**, Trading as **RL TIME REALTY**, the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

**PRIVACY POLICY**

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 databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Application 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 the Agent at the address and contact numbers contained in this application. 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.

**NOTICE TO PROSPECTIVE TENANTS**

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and 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 serve points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of Agent** \_\_\_\_\_

**Date** \_\_\_\_\_

**OFFICE USE ONLY**

References checked by:

|                           |  |
|---------------------------|--|
| Employment                |  |
| Present Landlord/Agent    |  |
| Previous Finalised Credit |  |
| Bank                      |  |
| References                |  |