

## IDENTITY CHECK

When making an application to lease a property with Borrelli Quirk Newcastle Real Estate Pty Ltd, you must provide us with copies of identification so we can verify your identity. The point system we use is similar to those used in financial institutions. Proof of income and photo ID is mandatory in all cases.

Application will **NOT BE ACCEPTED** until all documents have been provided.

**A tenant ledger MUST be provided if you are currently renting with a Real Estate agent**

Driver's License or another form of Photo ID

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Passport and/or Visa (if not Australian resident)

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Proof of Income (pay slips, Centrelink statement or letter from employer. Bank statements DO NOT count)

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Previous Tenancy Rental Ledger

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Current Bank Statement

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Council Rates (if you are a home owner)

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A Reservation Fee equal to one week's rent will only be accepted on approval from the landlord. This fee will only reserve the property for the agreed period and you will forfeit this payment, should you decide not to proceed or if the holding period is exceeded. This payment must be paid within 24 hours of approval.

**If your application is successful, the following is required upon signing of the lease:**

Initial payments will only be accepted in the form of Credit Card Payment, Direct Transfer, a money order or Bank cheque (NOT a personal cheque) these are to be made out to Joe Borrelli Real Estate Pty Ltd as the payee

- 2 weeks rent in advance. Rent can be paid fortnightly or monthly (if requested by the tenant)
- Rental bond (4 weeks rent). The bond will be lodged by the tenant with The Rental Bond Board
- Rent can be paid either by direct deposit, cheque, bank cheque or money order
- CASH WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

All applications are subject to landlord approval. If your application is unsuccessful, we will endeavour to notify you as soon as possible, however a reason will not be provided and your application will be destroyed to protect your privacy.

**PLEASE NOTE:** You will be entering into a Residential Tenancy Agreement. A breach of this agreement may result in your details being listed on a tenancy database in accordance with the Residential Tenancies Act.

Signed and understood by all applicants: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## RENTAL APPLICATION

### 1. Property Details

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Amount per week: \$ \_\_\_\_\_

Lease term: 12 months \_\_\_\_\_ 6 months \_\_\_\_\_

Commencement date: \_\_\_\_\_

Number of applicants: \_\_\_\_\_

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

### 2. Personal Details

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Drivers Licence number: \_\_\_\_\_ State: \_\_\_\_\_

Alternate Id: Passport number: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

### 3. Emergency contact information

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

### Declaration:

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for residential tenancy. We may need to collect information about you from previous landlords or letting agents, our current or previous employer and our referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owners of a property to which the application relates. If this application is successful we may disclose our details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any the properties at your request. You have the right to access personal information that we hold about you by contacting our Property Manager. If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

I acknowledge this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and I am satisfied with the current condition and cleanliness of the property.

Date of inspection: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant History**

**4. Current Residential Information**

How long have you lived at your current address? \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Name of landlord/agent: \_\_\_\_\_

Agents Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Did you receive housing assistance to pay your bond? \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ (please circle)

**5. Previous Residential Information**

Previous Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Name of landlord/agent: \_\_\_\_\_

Agents Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Did you receive housing assistance to pay your bond? \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ (please circle)

**6. Current Employment Details**

Occupation: \_\_\_\_\_

Company name: \_\_\_\_\_

Work phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Duration of employment: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Income: \$ \_\_\_\_\_

**7. Previous Employment Details**

Occupation: \_\_\_\_\_

Company name: \_\_\_\_\_

Work phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Duration of employment: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Income: \$ \_\_\_\_\_

**8. Student information**

Course Name: \_\_\_\_\_

Course length: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Place of study: \_\_\_\_\_

**9. Other information**

Car registration: \_\_\_\_\_

Pets: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Notes (Breed, desexed, age, inside/outside etc.): \_\_\_\_\_

\_\_\_\_\_

**Rental Reference Check Consent Form:** I, the applicant acknowledge that I have read the Privacy disclosure statement. I authorise the agent to collect information about me from:

- Previous letting agents and/or landlords
- My personal referees
- My previous and current employer
- Any tenancy default database which main contain personal information about me. I also authorise the agent to disclose details about any defaults by me under the tenancy to which the application related to any tenancy default database to which is subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the agent to disclose the personal information collected about me to the owner of the property even if the owner/s is resident outside Australia and to third parties, valuer, contractor, sales people, insurance companies, body corporate companies, other agents and tenancy default databases.

Name of applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY**

Dear agent, please complete the form below and email to [admin@bqnre.com.au](mailto:admin@bqnre.com.au) with a copy of the tenant ledger.

Address: \_\_\_\_\_

Date lease commenced: \_\_\_\_\_ Date lease ended: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Have any breach notices been issued: Yes No

If yes, please specify why: \_\_\_\_\_

Were the tenants in arrears? Yes No

Were the tenants demanding of repairs? Yes No

What was the condition of the property? Excellent Great Good Poor  
(During routine inspections)

Were the lawns maintained: Yes No

Were pets kept at the property? Yes No Type: \_\_\_\_\_

Was the bond repaid in full? Yes No

If no, why? \_\_\_\_\_

Was the tenant amicable during their tenancy? Yes No

Would you rent to this tenant again? Yes No

Property Manager: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_