

## TENANCY APPLICATION FORM

*BEFORE COMPLETING PLEASE READ*

### TIPS ON APPLYING FOR A RENTAL PROPERTY

- Be open and honest.
- Submit a neat application, first impressions count.
- Ensure you complete all information in the application form and include 100 points of I.D.
- Hand in your application within 24 hours of viewing the property for the best chance.
- A cover letter is the best way to explain your situation to us and our landlord.
- If you have a pet, include a pet reference from your current rental agency.
- Be available to sign the lease documents and have your bond money and first month's rent ready

*Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed and ID documents provided.*

### SUBMIT APPLICATION VIA

#### HARCOURTS BERWICK

**Address:** 30 High Street, Berwick 3806

**Phone:** 9707 4222

**Fax:** 9707 3461

**Email:** [rentals.berwick@harcourts.com.au](mailto:rentals.berwick@harcourts.com.au)

**Hand deliver:** to our office from 9am – 5pm Monday to Saturday.

## Residential Tenancy Application Form

### Property Applying For

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Requested Lease Term \_\_\_\_\_ Months

Date Property to be occupied / / (Commencement Date)

Rent Weekly \$ \_\_\_\_\_ Monthly PCM \$ \_\_\_\_\_

*Rent is payable PCM on the anniversary of the move in date, monthly in advance.*

Bond \$ \_\_\_\_\_ PAYING via Ministry of Housing Bond  
 YES / NO (Circle)

Name(s) and Ages (DOB) of other Applicants to Occupy Property

\_\_\_\_\_

\_\_\_\_\_

ID: 11212

### If self-employed, please complete the following

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Business Type \_\_\_\_\_ Years in Business \_\_\_\_\_

Position Held \_\_\_\_\_ Net Personal Monthly Income \$ \_\_\_\_\_

A.B.N. \_\_\_\_\_

Accountant Name \_\_\_\_\_

Accountant Phone \_\_\_\_\_

Solicitor Name \_\_\_\_\_

Solicitor Phone \_\_\_\_\_

### Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth / /

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Car Registration Number \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No

Pension Type \_\_\_\_\_ No

Home Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

Smoker Status \_\_\_\_\_

**Please provide a contact number you are available on during business hours**

Contact number: \_\_\_\_\_

### Utility Connection Service



## Moving home has never been easier

Harcourts Connect is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Harcourts Connect service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call **1300 554 028** to ensure your services can be addressed by the required date.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call **1300 554 028** to ensure your services are connected.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:**  
 Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**YES** I accept the Terms. Please call me to connect my new home services

Signed \_\_\_\_\_ Date \_\_\_\_\_

**REA/PM ID:**

**P:** 1300 554 028 | **F:** 1300 889 598 | [info@connectnow.com.au](mailto:info@connectnow.com.au)

## Current Situation

Are you the  **Owner** please complete owner section  
 **Renter** please complete below

Duration at your current address? \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Agent (If applicable) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

## If SOLD or OWN/ED Home Please Complete

Selling Agency \_\_\_\_\_

Sales Person \_\_\_\_\_

Agents Phone Number \_\_\_\_\_

Reason for selling \_\_\_\_\_

Length of ownership \_\_\_\_\_

Sale Date \_\_\_\_\_

## Previous Rental History

Were you the  Owner  Renter

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

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Duration at your previous address? \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Managing Agent/Selling Agent \_\_\_\_\_

Phone Number \_\_\_\_\_

Rent Paid per month \_\_\_\_\_

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

Was bond repaid in full?  Yes  No, If No, please specify \_\_\_\_\_

## Personal Referees

1. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Ph \_\_\_\_\_

2. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Ph \_\_\_\_\_

3. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Ph \_\_\_\_\_

## Other Information

Number of persons occupying property \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

Please specify the ages of any children. \_\_\_\_\_

Do you have pets?  No  Yes, if Yes, please specify \_\_\_\_\_

Type of pet \_\_\_\_\_ Breed of pet \_\_\_\_\_ Age \_\_\_\_\_

Type of pet \_\_\_\_\_ Breed of pet \_\_\_\_\_ Age \_\_\_\_\_

Has your tenancy ever been terminated? YES WHY \_\_\_\_\_ / NO

Are you in debt to another landlord or agent? YES/ NO

Deductions ever taken from your Bond ? YES WHY \_\_\_\_\_ / NO

Any information affecting your ability to pay rent on time? \_\_\_\_\_

Considering buying a property or building? YES TIME FRAME / NO

Do you currently own a investment property? YES/ NO

## Current Employment Details

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Name \_\_\_\_\_

Length at current employment \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income Per Week \$ \_\_\_\_\_ or Net Income Per Month \$ \_\_\_\_\_

## Previous Employment Details

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Length at previous employment \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income Per Week \$ \_\_\_\_\_ or Net Income Per Month \$ \_\_\_\_\_

## Pension Details

Type of pension \_\_\_\_\_

Net per fortnight \$ \_\_\_\_\_

\*Attach a copy of Centrelink statement to application

## Next of Kin

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Ph \_\_\_\_\_

Mobile \_\_\_\_\_ Other \_\_\_\_\_

## Vehicle/s to be kept at property

Make & Model \_\_\_\_\_ Registration \_\_\_\_\_

Make & Model \_\_\_\_\_ Registration \_\_\_\_\_

## 13. How did you find out about this property? (Please Tick)

RENT LIST  OFFICE  FOR LEASE BOARD  NEWS PAPER  INTERNET  OTHER: \_\_\_\_\_

## 14. Privacy Statement

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21<sup>st</sup> December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Harcourts collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

**Address:** 30 High Street, Berwick 3806

**Phone:** 9707 4222 **Fax:** 9707 3461 **Email:** rentals.berwick@harcourts.com.au

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations / tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

### PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in cash to Harcourts or bank cheque or money order payable to Harcourts Berwick Rental Trust within 24 hours of acceptance from the landlord.
5. The applicant hereby agrees to a credit check being carried out using the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

### PROCESSING YOUR APPLICATION

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible. Please refer to the TIPS on page 1.

### UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised via SMS. However, should you wish to apply for another property we will hold over your application for you for 14 days. After 14 days applications are destroyed via shredder, to protect your privacy.

### APPLICANTS DECLARATION

I, the applicant, acknowledge that this application to lease this is subject to the owner's approval and the availability of the premises on the due date.

I, hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (4 pages and ID documents) are 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If, I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

### SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Harcourts that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

**Signed by the:**

**Applicant**

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**Print Name**

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**Date**

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**Adult Witness X**

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## 15. ID Required

**Please provide 3 (three) items from List A & 2 (two) from List B:**

### LIST A

- DRIVERS LICENCE = #50 POINTS
- PROOF OF INCOME = #20 POINTS
- BANK STATEMENT = #20 POINTS
- 4 CURRENT RENT RECEIPTS = #20 POINTS

### LIST B

- COPY OF PREVIOUS TELEPHONE, ELECTRICITY, GAS or WATER BILL = #10 POINTS
- COPY OF BIRTH CERTIFICATE = #10 POINTS
- PENSION, MEDICARE OR BANK CARDS = #10 POINTS