

HOW TO COMPLETE YOUR RESIDENTIAL TENANCY APPLICATION

FOR WAL MURRAY & CO FIRST NATIONAL REAL ESTATE TO QUICKLY PROCESS YOUR APPLICATION, PLEASE:

- Read the form fully before you start.
- Complete the application form and sign where required.
- **Supply photocopies** of the following:
 - PHOTOGRAPH IDENTIFICATION (eg Drivers Licence or Passport)
 - CURRENT INCOME STATEMENT
 - PROOF OF CURRENT RESIDENTIAL ADDRESS (utility accounts)
 - CURRENT BANK STATEMENT
- Photocopies of the additional documents can be supplied to support your application:
 - LAST 4 RENT RECEIPTS
 - CURRENT MOTOR VEHICLE REGISTRATION PAPERS
 - REFERENCES FROM PREVIOUS LANDLORD &/OR AGENT
 - BIRTH CERTIFICATE
 - WRITTEN CHARACTER REFERENCES

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

WHAT HAPPENS NOW?

Once your completed application has been submitted with all essential information attached, it will be processed, checked and discussed with the Landlord. *(Please note that this process may take up to 5 working days).*

The Landlord will accept or decline the application and is not required to provide a reason if the application is declined. Wal Murray & Co First National Real Estate can therefore only advise whether your application has been successful or not.

If unsuccessful, you will be advised by SMS.

The application form states when you are required to pay money if accepted.

*****PLEASE NOTE THIS OFFICE DOES NOT ACCEPT BOND TRANSFERS*****

Wal Murray & Co First National Real Estate is a member of
TICA DEFAULT TENANCY CONTROL SYSTEM
(A division of Tenancy Information Centre Australasia Holdings Pty Ltd)
All applications for tenancy in this office are processed through TICA

OFFICE USE ONLY**REFERENCE CHECK****Current Rental**

Name: _____

Rent paid: \$ _____

Is their rent:

How long at address? _____

◆ Very good-Always on time ◆ Occasionally in arrears ◆ Constantly in arrears

Periodic inspections:

◆ High-quality ◆ Good-quality ◆ Adequate ◆ Substandard

General:

◆ Definitely rent to again ◆ Wouldn't rent to again

Comments:.....
.....**Previous Rental**

Name: _____

Rent paid: \$ _____

Was their rent:

How long at address? _____

◆ Very good-Always on time ◆ Occasionally in arrears ◆ Constantly in arrears

Periodic inspections:

◆ High-quality ◆ Good-quality ◆ Adequate ◆ Substandard

Outgoing inspection:

◆ Excellent ◆ Had to return for cleaning ◆ Damage to be fixed ◆ Unsatisfactory

OR: _____

General:

◆ Definitely rent to again ◆ Never rent to again

Comments:.....
.....**Work Reference**

Name: _____

Comments:.....
.....**Previous Work Reference**

Name: _____

Comments:.....
.....**Personal Reference**

Name: _____

Comments:.....
.....**Personal Reference**

Name: _____

Comments:.....
.....

Residential Application Form

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



first
national
REAL ESTATE

Wal Murray & Co

A. AGENT DETAILS

Wal Murray & Co. First National Real Estate

Address: 39 Molesworth Street, Lismore NSW 2480
Phone Number: (02) 6621 2307
Fax Number: (02) 6621 2675
Email Address: lismore@walmurray.com.au
Web: www.walmurray.com.au

Property Manager

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode	

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

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

4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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Have you viewed the property? Y / N

Do you smoke? Y / N

C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname Given Name/s

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Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

--

Pension no. (if applicable)

--

Pension type (if applicable)

--

6. Please provide your contact details

Home phone no.

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Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

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7. What is your current address?

Postcode	

D. UTILITY CONNECTIONS

This is a free service that connects all your utilities

Direct Connect

Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Phone
<input type="checkbox"/> Internet	<input type="checkbox"/> Pay TV	<input type="checkbox"/> Insurance

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

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Date

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

E. 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 employers;
- (c) Any record listing or database of defaults by tenants;

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 TICA (Tenancy Information Centre Australia)

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. I am aware that I may access personal information on the contact details above.

Signature

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Date

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Application Fax to
Direct Connect (If Required)

☐ Fax: 1300 664 185

F. APPLICANT HISTORY**9. How long have you lived at your current address?** Years Months**10. Why are you leaving this address?****11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$ **12. What was your previous residential address?**

Postcode

13. How long did you live at this address? Years Months**14. 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?

G. EMPLOYMENT HISTORY**15. Please provide 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. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

 Years Months

Net Income

\$ **H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**19. How many of the following will be kept at the property?**Cars Trailers Motorbikes Boats **21. Please provide details of any pets:**

Breed/type

Council registration / number

1.

2.

J. PAYMENT DETAILS

Property Rental

\$ per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$ **Amount payable on signing tenancy agreement
(bank cheque, money order, cash or credit card
(incurs fee))**\$ **K. HOLDING FEE**

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

The holding fee (not exceeding 1 week's rent) of 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;

and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

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 have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent**Date****Signature of Applicant****Date**

Tenancy Privacy Statement

Please fully complete and sign every page of this application.
For your application to be processed it must be fully completed.

This form is to be accompanied by an Application for Tenancy. Due to recent changes in the Privacy laws from December 21, 2001, all property managers 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 time to read this Privacy Statement carefully.

As professional property managers, Wal Murray & Co First National Real Estate, collects personal information about you. To ascertain what personal information we have about you, you may contact us.

Telephone: (02) 6623 3200
Facsimile: (02) 6621 2675
Email: lismore@walmurray.com.au
In Person: 39 Molesworth Street, Lismore NSW 2480

Primary Purpose

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 providing you with lease/tenancy of the premises.

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

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Collection Agents
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises.
- Allow organisations/tradespeople to contact you in relation to maintenance matters relating to the premises.
- Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Courts and Statutory Authorities (where enforcement action is required)
- Refer to Collection Agents/Lawyers (where default/necessary)
- Provide confirmation details for organisations contacting us on your behalf i.e Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

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 rental and bond payments must be paid in the form of cash, bank cheQue or money order made payable to Wal Murray & Co Trust Account (personal cheques will not be accepted).
4. The applicant hereby agrees to a credit check being carried out by the TICA Database.
5. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

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 the required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. On or before the commencement date, you will be required to make a time with the property manager (please allow half an hour for this appointment) to sign tenancy agreement and pay the FULL BOND and 2 weeks rent. 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.

ALL APPLICANTS MUST SIGN BELOW.

Applicant's signature/s:

Print Name/s:

Date:

Witness: