

tenancy application



searching

affordable



belle

PROPERTY

paddington

application form

Thank you for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our agency, we provide the following information;

view property

Only once you have viewed the inside of the property will your Application be processed. We suggest you do a drive by first to make sure the property is in a suitable location.

application process

Complete – One page per person

You must include evidence of your income e.g

- Pay Slip
- Centrelink Documents
- Bank Statement
- Scholarship Documents

Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.

100 points – option list

• Drivers Licence	40 Points	• Proof of Income	20 Points
• Passport	30 Points	• Current Vehicle Rego	10 Points
• Copy of Birth Certificate	10 Points	• Copy of Telephone Bill	10 Points
• 2 Previous Rent Receipts	20 Points	• Bank Statement	10 Points
• Other Photo ID	30 Points	• Copy of Medicare Card	10 Points

agency process

As your application is of a high priority, our office will endeavour to have an answer to you within 2 working days, but will advise you if it will be longer due to delays in reaching your contacts.

information checks

To verify your application we contact National Tenancy Databases (TICA & NTD).

If you have had a problem with a previous tenancy, please discuss the circumstances with us.

if approved

Please ensure you have a total of six weeks rent ready when making this application form for it is apart of the process that you pay two weeks bond with in 24 hours of being approved.

TENANCY APPLICATION FORM

FILL OUT ALL OF THE FOLLOWING:

APPLICANT #

OF

PROPERTY ADDRESS: _____

LEASE PERIOD: _____ RENT: _____ MOVE IN DATE: _____

PERSONAL DETAILS

FULL NAME

DATE OF BIRTH

CAR REGIST NO.

DRIVERS LICENCE

PASSPORT

OF CHILDREN & AGES

CONTACT DETAILS

MOBILE NO

HOME NO

WORK NO

FAX NO

EMAIL ADDRESS

PRESENT ADDRESS

PROPERTY ADDRESS

NAME OF AGENT/OWNER (PLEASE CIRCLE)

PHONE NO

FAX NO

PERIOD OF OCCUPANCY

RENT PAID WEEKLY

REASON FOR LEAVING

PREVIOUS ADDRESS

PROPERTY ADDRESS

NAME OF AGENT/OWNER (PLEASE CIRCLE)

PHONE NO

FAX NO

PERIOD OF OCCUPANCY

RENT PAID WEEKLY

EMPLOYMENT / STUDY HISTORY

OCCUPATION / COURSE

EMPLOYERS NAME / INSTITUTION

EMPLOYERS ADDRESS / CAMPUS

PAYROLL/MANAGER

BUSSINESS NO

LENGTH OF EMPLOYMENT

NET WEEKLY INCOME

PERSONAL REFERENCES

1. FULL NAME

RELATIONSHIP TO YOU

PHONE NO

2. FULL NAME

RELATIONSHIP TO YOU

PHONE NO

PETS

AMOUNT

TYPE/ BREED

COUNCIL REG NO

AMOUNT

TYPE/ BREED

COUNCIL REG NO

Please specify by circling if your pets will reside inside or outside the house.

INSIDE / OUTSIDE

IDENTIFICATION CHECK

In order for your application to be processed you must provide 100 points (Minimum) of identification, two of which must be photo ID and proof of income. The following documents are acceptable;

DRIVERS LICENCE 40 PASSPORT 40

BIRTH CERTIFICATE 30 OTHER PHOTO ID 30

LAST 3 PAYSLEIPS 30 EMPLOYMENT REF 20

RENT RECEIPTS 20 ELECTRICITY BILL 10

MEDICARE CARD 10 TELEPHONE BILL 10

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PREVIOUS ADDRESS

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PHONE NO

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EMPLOYERS NAME / INSTITUTION

EMPLOYERS ADDRESS / CAMPUS

PAYROLL/MANAGER

BUSSINESS NO

LENGTH OF EMPLOYMENT

NET WEEKLY INCOME

PERSONAL REFERENCES

3. FULL NAME

RELATIONSHIP TO YOU

PHONE NO

4. FULL NAME

RELATIONSHIP TO YOU

PHONE NO

PETS

AMOUNT

TYPE/ BREED

COUNCIL REG NO

AMOUNT

TYPE/ BREED

COUNCIL REG NO

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PRIVACY ACKNOWLEDGEMENT FOR TENANTS

I the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and/or conduct any inquiries and/or searches with regard to the information and references supplied in this application. I further consent to the lessor/agent contacting and/or conducting any enquires and/or searches with regard to the information and references supplied in this application.

I the said applicant do solemnly and sincerely declare:

1. I have inspected the property located that I am lodging this document
2. I have of my own accord decided that I wish to rent the aforementioned property commencing ___/___/___ for a period of _____
3. I have been informed, understand and agree that the rental of the aforesaid property is to be \$ _____ per week and that this rental is within my means to support.
4. A) I have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be 2 weeks in advance at all times.
- B) I have been informed, understand and agree that the lessors agent will carry out an inspection on the property on a 3 monthly basis and I further warrant that I will co-operate fully to allow these inspections to be carried out on a 3 monthly basis.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$ _____ and I further agree and undertake to pay the said bond on/before signing the tenancy agreement. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property. I have been informed, understand and agree that the bond for the aforesaid property 4 weeks rent and I further agree and undertake to pay the said bond on/before signing the tenancy agreement. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
7. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
8. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the tenancy application submitted by me. I further consent to the agent carrying out any enquires necessary to process my application for tenancy.
9. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
10. I further consent to the agent disclosing all personal information that they may hold for the purpose of
 - (a) listing my name with a tenancy database as a result of a tribunal order or multiple breach notices,
 - (b) enforcing a tribunal order, (c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs or damage that occurred or occurs during my period of tenancy.
11. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or give any reason for the rejection of this application.
12. I confirm that I have read and understand the Privacy Policy that the lessor/agent has made available to me.
13. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any tenancy data base/s that they use, subject to the tenancy data base/s comply with the provisions of the privacy act.
14. I have been informed, understand and acknowledge that the agent has the contact details of the tenancy data base/s they use and the agent will supply these contact details should I request the contact details.
15. Upon acceptance of application the tenant is to pay the first two weeks of rent within 1 business day and bond when signing the lease.
16. I have been informed, understand and agree that upon acceptance of my application I must pay the first 2 weeks rent. If I withdraw between time of acceptance and lease commencement date the two weeks rent becomes NON REFUNDABLE.

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Section 18n(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand that this information may be used to assess my application.

APPLICANT ONE

SIGNATURE

APPLICANT TWO

SIGNATURE

Our Reference: _____



Belle Property – Paddington
 209 Given Tce, Paddington
 Phone: 3510 8222
 Fax: 3510 8200

REQUEST FOR RENTAL REFERENCE

To:		From:	Belle Property Paddington
Attn:	Property Management	Date:	
Fax:		Pages:	
Re:	Tenant Name: Property Address:		

Could you please complete the following and return to us via fax on (07) 3369 9613. Please find attached disclaimer/privacy act signed by the applicant/s.

- Was the applicant listed as a lease holder? Yes / No
- Did your office terminate the tenancy? Yes / No If Yes, Why? _____
- During the tenancy was the tenant ever in arrears? Yes / No
- Did the applicant receive any Notice to Remedy's? Yes / No
- If yes, Please provide details: _____
- Did the applicant receive any Notice to Leave? Yes/ No
- Were Inspections satisfactory? Yes / No / Untidy
- Were any pets kept at the property? Yes / No / Unapproved
- Was the property left clean and tidy? Yes / No
- Was the bond refunded in full? Yes / No
- What was the rent? \$ _____
- Would you rent to them again? Yes / No
- Any other relevant information? _____

Please provide a copy of the rental ledger.