

APPLICATION CHECKLIST

ASCOT REAL ESTATE – RENTAL DIVISION

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BEFORE SUBMITTING YOUR APPLICATION PLEASE ENSURE YOU HAVE COMPLETED AND UNDERSTOOD THE FOLLOWING

- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of proof of income
- Provided documents to meet 100 or more points of ID
- Read and signed the Privacy Act Acknowledgement for Tenants (page 2)
- Read and signed the application checklist (this page)
- Read and understood methods for payment of rent if application is successful (page 5)
- If the application is approved, the approved lease holders will pay bond equal to 4 weeks rent within 24 hours of acceptance, and the payment be made by either **CASH** or **BANK CHEQUE**.

I have read and acknowledged the terms of this Tenancy Application

Name _____

Signature _____

Date _____



APPLICATION INFORMATION

Thank you for your enquiry on one of our available rental properties. We value your interest, and will endeavour to make the process as smooth and hassle free as possible.

You will probably already be aware that not all of our properties will be suitable for you and likewise we do not accept every application we receive. It is essential that each person who wishes to reside in the property complete this in *full*, prior to making the application. *Applications that are incomplete will not be processed.*

Please note that there is no smoking allowed inside any of our rental properties and if you are approved for one of our rental properties this will be included as a clause of the lease agreement. Please also note that upon vacating, you will be required to get the carpets at the premises professionally steam cleaned and provide a receipt to our office. If you have a pet at the property at any time, you will also be required (upon vacating) to have a professional flea spray conducted and provide a receipt of this to our office.

When you return the application you must ensure that you have available the following:

Evidence of your income

You will be required to provide proof of current income. This can be in the form of a pay slip, accountant's letter (if self employed) or Centrelink Statement.

Appropriate identification

Each applicant is required to provide as much information as possible, see back page for more detailed information on what identification you can use.

Tenancy Check

You should also be aware that your application will be checked against national tenancy databases (TICA) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you.

We will endeavour to process this application as soon as possible. It is imperative that you do not make an application on a second property anywhere until you have an answer on this application. The reason for this is simple – should this application be successful then the agreement is legally binding. With that in mind, it is our goal to obtain a definite answer for you within 72 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. In any event we will keep you posted. You will be notified of the result of your application immediately a decision is made and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. This completed application and this office will keep relevant attachments for a period of 30 days then shredded in the case of the application being unsuccessful.

Securing your Tenancy

Should your application be approved, you will be required to pay bond (equal to four weeks rent) to secure the property in your name. This payment is required in the office within 24 hours of notification and is non refundable after that. Payment of this money must be in cleared funds – Cash or bank cheque only.

Signing your agreements

When you pay your bond, we will confirm an appointment time with you to come into the office and complete the paperwork. Please allow approximately 30 minutes. This is an important appointment and **MUST** be completed prior to moving in day. All tenants are to attend the office for this process. You will be given a copy of the tenancy agreement to read before signing. We consider this to be a vital document and want to ensure that you are aware of all of your obligations.

Rent

Prior to moving in you will be required to pay two weeks rent. This will be credited to your rental account commencing from the first day of your tenancy. Payment of this money must be in cleared funds – Cash or bank cheque only. No personal cheques can be accepted. After your initial bond and two weeks rent is paid **WE WILL NOT ACCEPT CASH AS A METHOD OF RENT PAYMENT.**

Cash Free Office

The preferred method of collecting rent by this office is via the NAB RentCard system at a cost to the tenant of \$0.45 or \$2.00 per transaction. This method is the same as BPAY as you would use for other bill such as telephone or electricity.

Keys

Keys to the property will not be handed over until all monies are paid in full and the lease signed by all parties.

SIGNED: _____



PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd.

I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we authorise Ascot Real Estate to collect information about me from:

- (a) My previous letting agent and/or landlords.
- (b) My personal referees, relatives or employers.
- (c) Any Tenancy default database which may contain personal information about me. I also authorise Ascot Real Estate to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA) and/or National Tenancy Database (NTD).

I/we authorise Ascot Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside Australia, and to any third parties i.e. valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

Applicants Name _____

Signed by applicants _____ Dated _____

Signed by Ascot Real Estate _____ Dated _____

APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY

FULL NAME _____ D.O.B. ____/____/____
HOME PHONE _____ WORK PHONE _____ MOBILE _____
E-MAIL _____ FAX _____
NUMBER OF DEPENDANTS _____ NAMES & AGES _____
PETS – NUMBER _____ TYPE _____ BREED _____ REGISTERED (Y/N) (OUTSIDE/INSIDE)
SMOKER YES/NO _____ HOW DID YOU FIND OUT ABOUT THIS PROPERTY e.g WEBSITE _____

CURRENT ADDRESS

PHONE _____
REASON FOR LEAVING _____
PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ pw
NAME OF LESSOR/AGENT _____ PH _____ FAX _____

PREVIOUS ADDRESS

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ pw
REASON FOR LEAVING _____
WAS BOND REFUNDED IN FULL? (YES/NO) IF NO, WHY NOT? _____
NAME OF LESSOR/AGENT _____ PH _____ FAX _____

PREVIOUS ADDRESS

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ pw
REASON FOR LEAVING _____
WAS BOND REFUNDED IN FULL? (YES/NO) IF NO, WHY NOT? _____
NAME OF LESSOR/AGENT _____ PH _____ FAX _____

NOTE: If you have lived elsewhere in the last 5 years before these, please attach on a separate sheet.

EMPLOYMENT DETAILS (If Centrelink please include weekly payment amount)

CURRENT OCCUPATION _____ PERIOD OF EMPLOYMENT _____
CURRENT EMPLOYER _____ PHONE _____
SELF EMPLOYED – NAME OF BUSINESS _____ PHONE _____
(FULL TIME/PART TIME) NET WEEKLY SALARY (ATTACH PAY SLIP/ INCOME STATEMENT) \$ _____

PREVIOUS EMPLOYMENT DETAILS

PREVIOUS OCCUPATION _____ PERIOD OF EMPLOYMENT _____
PREVIOUS EMPLOYER _____ PHONE _____
SELF EMPLOYED – NAME OF BUSINESS _____ PHONE _____
(FULL TIME/PART TIME) NET WEEKLY SALARY (ATTACH PAY SLIP/ INCOME STATEMENT) \$ _____

FURTHER DETAILS

MARITAL STATUS: SINGLE MARRIED DE FACTO SEP/DIV
CAR MAKE _____ MODEL _____ YEAR _____
CAR REGO _____ STATE _____
IS THE CAR UNDER FINANCE: YES / NO WITH WHOM _____ CONTACT NUMBER _____

REFERENCES (WORK, BUSINESS OR RENTAL – ****NOT RELATIVE OR FRIENDS****)

REFERENCE 1

NAME _____ PHONE _____
HOW LONG KNOWN _____ RELATIONSHIP (Employer, etc.) _____

REFERENCE 2

NAME _____ PHONE _____
HOW LONG KNOWN _____ RELATIONSHIP (Employer, etc.) _____

REFERENCE 3

NAME _____ PHONE _____
HOW LONG KNOWN _____ RELATIONSHIP (Employer, etc.) _____

TWO (2) EMERGENCY CONTACT DETAILS MUST BE SUPPLIED OF CLOSEST RELATIVES WHO WILL NOT BE RESIDING WITH YOU

NAME _____ HOME PHONE _____
ADDRESS _____ WORKPHONE _____
RELATIONSHIP _____ MOBILE PHONE _____

NAME _____ HOME PHONE _____
ADDRESS _____ WORK PHONE _____
RELATIONSHIP _____ MOBILE PHONE _____

I CONFIRM THE FOLLOWING:

1. HAVE YOU EVER BEEN EVICTED BY ANY LESSOR OR AGENT? YES/NO
DETAILS _____
2. HAVE YOU BEEN REFUSED ANOTHER PROPERTY BY A LESSOR OR AGENT? YES/NO
DETAILS _____
3. ARE YOU IN DEBT TO ANOTHER LESSOR OR AGENT? YES/NO
DETAILS _____
4. IS THERE ANY REASON KNOWN TO YOU THAT WOULD AFFECT YOUR ABILITY TO PAY RENT WHEN DUE? YES/NO
DETAILS _____
5. WAS YOUR RENTAL BOND AT YOUR LAST ADDRESS REFUNDED IN FULL? YES/NO
DETAILS _____

I CONFIRM THE FOLLOWING:

DURING MY INSPECTION OF THE PROPERTY ON _____ I FOUND IT TO BE IN SATISFACTORY CONDITION YES/NO

IF "NO" I REQUEST THE FOLLOWING ITEMS BE ATTENDED TO PRIOR TO MY TENANCY, SUBJECT TO THE LESSOR'S APPROVAL _____

Declaration – I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable, I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Lessor of the property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

Bond-- If your application is successful, the prospective lease holder is required to pay bond (equal to four weeks rent) within 24 hours of acceptance. Once this payment has been made it is non refundable.

I HAVE INSPECTED THE PREMISES AND WISH TO APPLY FOR TENANCY FOR A PERIOD OF _____ MONTHS, AT A RENTAL OF \$ _____ PER WEEK COMMENCING ON _____

RENT – FIRST 2 WEEKS RENT 2X \$ _____ = \$ _____
BOND – 4 TIMES WEEKLY RENT 4X \$ _____ = \$ _____
TOTAL PRE-MOVING IN COST = \$ _____ (MUST PAY BEFORE LEASE COMMENCES)

ARE YOU APPLYING FOR A BOND LOAN? YES/NO

ASCOT RENTALS SIGNATURE (UNLESS UNABLE TO SUBMIT IN PERSON): _____ DATE: _____

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECKPOINTS

| | |
|--|--------------------|
| CURRENT DRIVERS LICENCE OR FIREARMS LICENSE. | #40 POINTS |
| PHOTO I.D. (18+ CARD, OTHER I.D. CARDS WITH PHOTO). | #30 POINTS |
| LAST 4 RENT RECEIPTS | #30 POINTS |
| HEALTH CARE CARD OR BLUE CARD. | #30 POINTS |
| CURRENT PASSPORT | #30 POINTS |
| ORIGINAL BIRTH CERTIFICATE | #30 POINTS |
| WRITTEN REFERENCE FROM PREVIOUS LANDLORDS OR AGENTS | #10 POINTS |
| CURRENT MOTOR VEHICLE REGISTRATION PAPERS | #10 POINTS |
| COPY OF PREVIOUS PHONE ACCOUNT, ELECTRICITY ACCOUNT, GAS ACCOUNT, BANK STATEMENT OR RATES NOTICE. | #10 POINTS EACH |
| MEDICARE CARD, BANK OR CREDIT CARD OR QUALIFICATION CARD. | #10 POINTS |

EACH APPLICANT MUST HAVE PHOTO I.D AND PROOF OF INCOME

SHOULD YOU NOT BE ABLE TO MEET THE 100 POINT CHECKPOINTS, PLEASE SPEAK TO THE PROPERTY MANAGER

| |
|---|
| Methods of Rent Payment |
| Direct Deposit (Internet Banking) |
| Centrepay (deducted for Centrelink Payment and paid directly to us) |
| Australia Post Money Order |
| B-Pay Card (pay via Internet or phone) |
| Personal Cheque |
| NAB Rentcard (pay via Internet or phone) |

Please note:

**We will not accept cash for rent payments
Our office does not offer eftpos facilities**

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS

TENANT NAME

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. If unsure please contact our Agency prior to completing this application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

| ITEM | PET 1 | PET 2 |
|----------------|--------------------------|--------------------------|
| TYPE OF PET/S | | |
| BREED | | |
| NAME/S | | |
| AGE | | |
| DESEXED | YES / NO | YES / NO |
| COUNCIL REG # | | |
| DESCRIPTION | | |
| COLOUR | | |
| PHOTO PROVIDED | YES (copy for file) / NO | YES (copy for file) / NO |

EMERGENCY PET CARER

The Tenant provides the following information for use in the case of an emergency.

Name

Address

| | | |
|--------------|-------------|---------------|
| Phone Number | Work Number | Mobile Number |
|--------------|-------------|---------------|

VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name

Address

| | | |
|--------------|------------|--------------------|
| Phone Number | Fax Number | After Hours Number |
|--------------|------------|--------------------|

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor

PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.

3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date

APPLICATION RESULT

- Application for Pet/s – DECLINED
- Application for Pet/s – APPROVED

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name

Signature

Date

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name

Signature

Date

Tenant Name

Signature

Date
