

APPLICATION FOR TENANCY

All occupants aged 18 or above must complete a separate application form.
At least one applicant must have inspected the property prior to submitting an application.

To assist with your application, could you please attach to your application copies of any of the following documents that you have (or bring in the originals and we will be happy to copy them for you), and “tick” below to indicate the ones you have provided:

- ☐ Copy of a recent electricity, gas or home phone account at your current address
- ☐ Copy of a current rates' notice (if you own your own home)
- ☐ Copy of your most recent payslip
- ☐ If you receive any payments from Centrelink, a copy of a recent statement of earnings
- ☐ If you are self employed, a copy of the most recent year's balance sheet and profit & loss statement

For purposes of accurate identification and verification of information, Yass Valley Property require a photocopy of 100 points of ID in order to process your application. To reach the total of 100 points, you are required to produce documents from the following list that add up to 100 points or more. Note, you are welcome to use any of the applicable documents that you have attached from the list above in this section as well.

Please Circle the Documents you have provided to make up 100 Points

60 Points – only 1 from this column	20 Points	10 Points
Current Passport	3 x Current Payslips	Birth Certificate
Current Photo Licence	Council Rates Notice	Medicare Card
Current Proof of Age Card	Centrelink Statement	Australian Citizenship Certificate
Photo Identification Issued by Government Authority (E.g. Public Service employee card)	Official Bank Statement at your Current Address	Car Registration Papers
		Phone/Electricity/Gas Accounts in your Name

Should you have any difficulty in providing 100 points of ID, please speak to the Property Manager.

Please note, this application needs to be completed fully. If something is not applicable to you, write “N/A” together with an explanation why. Incomplete applications cannot be processed.

APPLICATION AND OCCUPANCY INFORMATION			
Today's date:	__ __	Required lease commencement date:	__ __
Property applied for:			
Full name of this applicant:			
Other name(s) this applicant has been known by:			
Full name of all applicant(s) 18 years or older:			
Number of people who will be occupying the premises:	Adults:		
	Children:		
Do you have pets? Yes / No	Pet Types:		
Inside / Outside / Both			
PLEASE NOTE: Pets are not permitted in units or townhouses unless written authorisation is provided by the owners' corporation, at the tenant's cost (for approval fees are charged by the owners' corporation).			

APPLICANTS GENERAL INFORMATION	
Date of Birth:	
Marital status:	
Drivers licence number:	
Drivers licence state:	
Motor vehicle type(s)	
Registration number:	
Which state:	
Do you smoke? Yes / No	Please Note: There is no smoking permitted <i>inside</i> any of our rental properties
Email:	
Contact number:	

DETAILS OF CHILDREN WHO WILL BE RESIDING AT THE PREMISES:		
	Full Name	Date of Birth
Child 1:		
Child 2:		
Child 3:		
Child 4:		
Child 5:		

DETAILS OF NEAREST RELATIVE <u>NOT LIVING WITH YOU</u>	
Please note: In the event that the Landlord's Agent cannot contact you, please provide details of your nearest relative not living with you whom you appoint as your agent.	
Name:	
Relationship:	
Phone number(s):	
Address:	

RENTAL HISTORY	
Please note: A minimum 5 years' history is required. If necessary, provide additional details on a separate sheet of paper and attach it to this form. If you would like an additional copy of this page, please ask at reception. Thank you.	
Current Address:	
Your phone numbers:	
Agent/owner's name:	
Contact person:	
Agent/owner's phone numbers:	
Period of occupancy:	
Weekly rent paid:	\$
Name lease is in:	
Reason for leaving:	

Previous Address:	
Agent/owner's name:	
Contact person:	
Agent/owner's phone numbers:	
Period of occupancy:	
Weekly rent paid:	\$
Name lease was in:	
Reason for leaving:	
Was bond refunded? Yes / No (if not, why?)	

Previous Address:	
Agent/owner's name:	
Contact person:	
Agent/owner's phone numbers:	
Period of occupancy:	
Weekly rent paid:	\$
Name lease was in:	
Reason for leaving:	
Was bond refunded? Yes / No	If not, why not?

EMPLOYMENT HISTORY

Please note the following: A minimum 5 years' history is required. If necessary, provide additional details on a separate sheet of paper and attach it to this form. If you would like an additional copy of this page, please ask at reception. Thank you.

If you are self-employed please provide the name and contact number of your accountant

If you are receiving any Centrelink payments, you will need to provide us with a copy of a recent statement of earnings

Current employment details:

Your occupation:	
Employer:	
Manager/Owner:	
Work address:	
Employer's phone number:	
Net weekly wage:	\$
Period of employment:	

Previous employment details:

Your occupation:	
Employer:	
Manager/Owner:	
Work address:	
Employer's phone number:	
Net weekly wage:	\$
Period of employment:	

FINANCIAL COMMITMENTS (Including regular commitments of child maintenance, loans, credit cards, store cards, etc.)

Institution	Type	Current Balance	Repayment Commitment State clearly if per: week, fortnight or month
1.			
2.			
3.			

REFEREES:**Please note the following:**

- We require a minimum of 4 referees to be nominated here (in addition to the rental and employment contacts provided on the preceding pages). Consider long term neighbours, long term family friends, long term work colleagues or associates, your accountant, your solicitor, people you have had accounts with, recent school/college teachers, etc.
- To facilitate the speedy processing of your application, please complete the referee contact details fully.

Referee's name:	
Address:	
Phone numbers:	
Known for how long?	
Known in what capacity?	

Referee's name:	
Address:	
Phone numbers:	
Known for how long?	
Known in what capacity?	

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Your Tenancy Application Declaration

I, the applicant, acknowledge that if the property has lawns or gardens, I understand that it is my responsibility to maintain the lawns and gardens including watering and mowing the lawns.

I, the applicant understands that the presence of television, internet, Foxtel and telephone points, does not guarantee they are ready for connection.

I, the applicant, acknowledge that I will make no claim or demand on or commence litigation against the lessor or his agent should the premises be found to be unavailable due to occupation by another occupier, or should this application be unsuccessful.

I, the applicant does solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I further declare that:

1. I have inspected the property located at:
..... on date: ____/____/20 ____
2. I have of my own accord decided that I wish to rent the aforementioned property commencing ____/____/20 ____ for a period of months.
3. I understand and agree that the rental rate for the said property is to be \$..... per week. Further, I declare that this rental rate is within my means of support (bearing in mind my other financial commitments).
4. I agree to pay rent for the said property every **week / fortnight**, and clearly understand the rent is to be paid in advance at all times.
5. I understand and agree that the bond for the aforesaid property will be \$.....
6. I understand the bond is to be paid by bank cheque / money order / electronic lodgement. (circle preference).
7. I understand if I choose to pay the bond by way of bank cheque / money order, I authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority. I understand the bond is to be made payable to "The Rental Bond Board".
8. I understand if I choose to pay the bond by electronic lodgement the agent will be notified automatically.
9. I understand that until the bond is paid, the property will remain available to the general public.
10. I understand once the bond is paid, arrangements for lease signing will be made.

I hereby declare that the information provided in all sections of this application form is true and correct:

Applicant's Name:

Applicant's Signature: Date: ____/____/20 ____

In the Presence Of: Date: ____/____/20 ____

Note: a copy of this application will be given to you for retention when it is returned to the office.

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

The personal information that the prospective tenant provides in this application or which this office has collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application, and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purposes for which it was collected to other parties including to landlords and their advisers, referees, other agents, third party operators of tenancy reference databases, and tradespeople engaged by the agent. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Property Manager at Yass Valley Property at 79 Comur Street, YASS, NSW 2582, by phone on 6226 6331, by fax on 6226 5330 or by email at propertymanager@yassvalleyproperty.com.au. Arrangements will be made to provide the information to the Applicant within 2 working days. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information requested in this application is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicant's Name:

Applicant's Signature: Date: ____/____/20 ____