

# Tenancy Application Form

Thank you for choosing to apply for a C21 Keynorth property. Please read and fill out this application thoroughly so we can process it as quickly as possible. Missing information will delay the processing of your application. Please note,

1. If there is more than one applicant a separate Tenancy Application Form is required for each applicant.
2. We require all tenants to pay rent via direct debit from a nominated bank account
3. If the application is approved, you will be required to provide a bank cheque/money order for the rental bond and rent in advance.
4. **When this form has been completed, please fax, scan or deliver to our office.**

## Rental Property:

|                  |
|------------------|
| Property address |
|------------------|

## Tenancy Requirements:

|  |  |  |
|--|--|--|
| Length of tenancy  | Rent \$ _____ per week   | Preferred start date   |
| Parking <input type="checkbox"/> YES <input type="checkbox"/> NO | Storage <input type="checkbox"/> YES <input type="checkbox"/> NO | Furnished <input type="checkbox"/> YES <input type="checkbox"/> NO |

## Occupancy Details:

|   |                                  |
|---|----------------------------------|
| No. of occupants who will live in this property             | No. and age of children (if any) |
| No. and type of vehicles (inc, boat, caravan, trailers etc) | No. and type of pets (if any)    |

## Applicants Details:

|               |                    |   |
|---------------|--------------------|---|
| First name    | Last name          |   |
| Email address |                    |   |
| Home phone    | Work phone         | Mobile phone  |
| Date of Birth | Drivers Licence no | Drivers license state of issue                            |
| Passport no   | Country of issue   | Sex <input type="checkbox"/> M <input type="checkbox"/> F |

## Current Rental Details

|                                |   |
|--------------------------------|---|
| Address                        |   |
| Current rent \$ _____ per week | How long have you lived there? _____ months |
| Agent/ Landlord                | Agent/landlord contact details              |
| Reason for leaving             |   |

### Previous Rental Details

|                           |  |
|---------------------------|--|
| Address                   |  |
| Rent<br>\$ _____ per week | How long did you live there?<br>_____ months |
| Agent/ Landlord           | Agent/landlord contact details               |
| Reason for leaving        |  |

### Current Employment

|                               |                        |                         |
|-------------------------------|------------------------|-------------------------|
| Current employer (company)    |                        | Employer address        |
| Contact Name (manager)        | Contacts work phone no | Position held           |
| Net Weekly Income<br>\$ _____ | Length of employment   | Full time or Part Time? |

### Previous Employment

|                               |                            |                         |
|-------------------------------|----------------------------|-------------------------|
| Previous employer (company)   |                            | Employer address        |
| Contact Name (manager)        | Contacts work phone number | Position held           |
| Net Weekly Income<br>\$ _____ | Length of employment       | Full time or Part Time? |

### Emergency Contact Details

|         |              |            |
|---------|--------------|------------|
| Name    | Relationship | Contact No |
| Address |              |            |

### Personal/Business references (not relatives)

|         |                |
|---------|----------------|
| Name    | Contact number |
| Address | Occupation     |
| Name    | Contact number |
| Address | Occupation     |

### How did you find out about this property?

Realstate.com.au 
 Domain.com.au 
 C21 Rental List 
 Newspaper 
 For Lease Sign 
 Other

## Confirmation

### I confirm the following:

1. During my inspection of this property I found it to be in clean condition  Y  N
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord'

3. I acknowledge that this is application to rent this property and that my application is subject to the landlord's approval
4. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

## Application

I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week.

I undertake to pay a Rental Bond by bank cheque made payable to Rental Bond Board to the value of four (4) weeks rent, which is to be submitted to Century 21 KeyNorth **upon signing of the Tenancy Agreement.**

### Statement of costs

Rental bond

\$

Rent in advance

\$

TOTAL

\$

## Privacy and Disclosure

I understand Key North Real Estate Pty may conduct a reference check on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded. I, the tenant, do acknowledge that information provided to the agent given by me may be available to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

I realise that if a search is performed on any tenancy database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed this Agency / Landlord has the authority to reject my application.

I will not hold Key North Real Estate Pty accountable for the inaccurate keying in of information, therefore delivering an incorrect search as I understand mistakes can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned for absolute identification.

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

I also acknowledge that the holding Fee is equivalent to one week's rent \$ \_\_\_\_\_ to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Holding Period) and that the applicant must be in a position to sign the tenancy agreement within those 7 days. The Agent undertakes that: no other Holding Fee has been received for the premises; The whole Fee will be refunded if the landlord decides not to enter into the residential tenancy agreement with the Applicant for the premises during the Holding Period; The whole fee will be refunded if the landlord does not carry out (during the Holding Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Applicant; If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises;

The applicant agrees to pay a Holding fee equivalent to one weeks rent immediately their application has been approved. Failure to do so may result in the property being offered to another applicant. The applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period the landlord may retain the complete Holding Fee.

Key North Real Estate Pty adheres strictly to requirements of the Privacy Laws. Key North Real Estate Pty does not use the information supplied by the tenant for Key North Real Estate Pty's own advertising or marketing purposes. It should be noted however, that the personal information you provide on your application will be available to and retained by Key North Real Estate Pty's and agent will use this information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes.

Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form).

## Agency Requirements

**I declare I have inspected the property and am willing to accept the property in its current condition.** I hereby offer to rent the property from the owner under lease to be prepared by the agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will.

The personal information the Applicant provides in this application, or collected from other sources is necessary for Key North Real Estate Pty (KeyNorth) to verify the Applicants identity, to process and evaluate the application and to manage the tenancy. If the information is not provided KeyNorth will be unable to process the application and 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 purpose of which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference database and/or other agents

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 personal information collected about the Applicant during the tenancy may also be disclosed to the landlord, third party operators of tenancy databases and other agents.

**"I state that I have read the Key North Real Estate Pty privacy and disclosure, agree and understand the terms including the Agency Requirements section"**

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

## 100 POINTS OF IDENTIFICATION CHECKLIST

Should you wish to apply for this property we require the following 100 points of identification and documentation to be provided with your application form.

### 1. 100 POINTS OF IDENTIFICATION

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

### 2. PLEASE ALSO ATTACH THE FOLLOWING DOCUMENTS

#### Proof of rental history

- Last four rent receipts
- Printout of rental ledger

#### Proof of current address

- Utility statements
- Council rates notice

#### Proof of income

- 3 previous payslips **or**
- Bank statement **or**
- If self employed please provide tax return