

**Please Read Before Completing This Application**

- **YOU MUST HAVE PHOTO IDENTIFICATION TO APPLY FOR A RENTAL PROPERTY.**
- You **must** fill in all required fields including **phone, email and/or fax numbers** for your Employer, Landlord and /or previous Agent. If this information is not included your application **cannot be accepted.**
- Each applicant must have at least **one** document from each of the headings below otherwise your application will not be accepted.
- Each person over the age of 16 years is to complete an application form

<b>PHOTO IDENTIFICATION:</b>	Drivers licence or Passport
<b>PROOF OF CURRENT ADDRESS:</b>	Phone Bill/ Electricity Bill/ Car Registration or Tax Return
<b>PROOF OF ALL INCOME SOURCES:</b>	Pay Slip/s/ <b>Centrelink Payment Statement</b> or Bank Statement
<b>PROOF OF RENT PAYMENTS/ HOME OWNERSHIP:</b>	Rent Receipts/ Tenant Ledger or Rates Notice
<b>PEIS?</b>	Please supply a photo & council registration number

**Processing of Applications**

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interests to provide business hours contact details for all references. We will endeavour to process your application in the shortest possible time frame.

When we have completed checking references the application is then discussed with the Landlord. The Landlord may then take time to deliberate on the decision.

We will contact you to advise if your application is successful. Should your application be unsuccessful, you will be notified via SMS.

Your application is regarded as a confidential document. If your application has been unsuccessful it will be kept for 4 weeks. Please advise our office if you wish to be considered for an alternative property.

**Utilities**

You will be required to arrange for the gas, telephone line and power to be connected to the property to coincide with your date of occupation. Power and Water can be contacted on 1800 245 092. For gas connection, Origin Energy can be contacted on 13 24 62 or Kleenheat Gas - 13 21 80. Telstra/Bigpond connection is the tenants responsibility.

**We have inspected the property and wish to apply for six  or twelve  months (tick one only) from** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- I/we undertake to pay a rental bond equal to 4 weeks rent if my/our Application for Tenancy is successful.
- I/we agree to pay two weeks rent upon signing of the Tenancy Agreement
- I/we understand a fee of \$275.00 will incur if I/we break the lease and shall be paid in full at time of notification of the lease break
- I/we understand to transfer from a private lease to a government/ head lease or to add or remove a tenant from the lease a fee of \$110.00 will be incurred and shall be paid prior to any changes to the lease arrangement.
- I/we understand a text message will be sent for each day that I/we are in arrears.

**PRIVACY STATEMENT**

**PRIMARY PURPOSE**

As professional Property Managers, we collect your personal information to assess the risk in providing you with tenancy, and if the risk is acceptable, to provide you with tenancy. To perform these duties during your occupancy, we may disclose this information to:

- The Landlord
- Any referees you have nominated
- Residential Tenancy Tribunals/Courts
- Other Real Estate Agents and Landlords
- The Landlord's lawyers
- Residential Tenancy Databases
- The Landlord's mortgagee/insurers
- Mercantile Agents
- Tradespeople/organizations required to carry out maintenance to the premises

**SECONDARY PURPOSE**

**We also collect your personal information to:**

- Enable us to prepare tenancy documents
- Allow tradespeople /organizations to contact you regarding maintenance issues
- Refer to Tribunals, Courts & Statutory Authorities where necessary
- Refer to Mercantile Agents/Lawyers where default/enforcement action is required
- Report Refer to Landlord's Insurers
- your conduct as a tenant to Residential Tenancy Databases (TICA & NTD)
- By signing this document you have agreed to have read and understood the conditions

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**WITNESS SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICANT DETAILS**

Property Address Applied for \_\_\_\_\_ Rent \$ \_\_\_\_\_ pw  
Number of adults living at the property \_\_\_\_\_ Bond \$ \_\_\_\_\_  
Number of dependents living at the property \_\_\_\_\_ Names \_\_\_\_\_

**PERSONAL DETAILS**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ Car Rego \_\_\_\_\_ Car Type \_\_\_\_\_  
Pets  Yes  No Type/Breed \_\_\_\_\_

Number of Dependents: \_\_\_\_\_  
Dependant 1 Full Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Dependant 2 Full Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Dependant 3 Full Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Dependant 4 Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Please add any other names onto back of this form if more space is needed.

**CURRENT EMPLOYMENT**

Current Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Supervisors Name \_\_\_\_\_ Supervisors Phone \_\_\_\_\_  
Supervisors Email \_\_\_\_\_  
Length of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_ Full Time  Part-Time  Casual

**PREVIOUS EMPLOYMENT**

Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Employers Address \_\_\_\_\_ Employers Phone \_\_\_\_\_  
Employers Fax or Email \_\_\_\_\_  
Length of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_ Full Time  Part-Time  Casual

**SELF EMPLOYMENT DETAILS**

Company Name \_\_\_\_\_ Trading As \_\_\_\_\_  
Address \_\_\_\_\_ ABN \_\_\_\_\_  
Industry/Nature of Business \_\_\_\_\_ Personal Net Income P.W. \$ \_\_\_\_\_  
How Long Have You Been Self Employed \_\_\_\_\_ Fax Number \_\_\_\_\_  
Accountant \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Creditor \_\_\_\_\_ Phone Number \_\_\_\_\_

**STUDENT DETAILS**

Name of Learning Institution \_\_\_\_\_  
Faculty/Department \_\_\_\_\_ Student Identification (ID) Number \_\_\_\_\_  
Income Source \_\_\_\_\_ Net Weekly Income: \$ \_\_\_\_\_

**CENTRELINK DETAILS**

Type of Payment \_\_\_\_\_ Total Payment/ Fortnight: \$ \_\_\_\_\_

**RESIDENTIAL DETAILS**

Current Address \_\_\_\_\_ Owned  Rented   
Rent per week \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Fax/Email \_\_\_\_\_  
Bond Refunded? Yes  No  If No t, Why? \_\_\_\_\_

**PREVIOUS ADDRESS**

\_\_\_\_\_ Owned  Rented   
Rent per week \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Fax/Email \_\_\_\_\_  
Bond Refunded? Yes  No  If No t, Why? \_\_\_\_\_

**REFERENCES**

Business / Personal References (not a relative) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

**EMERGENCY CONTACT (closest relatives not living with you)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

**Tick whichever is applicable**

Has a landlord or agent ever evicted you? Yes  or No   
Are you an undischarged bankrupt? Yes  or No   
Has any landlord or agent refused you a property? Yes  or No  Are you in debt to another landlord or agent? i.e. listed on TICA, NTD? Yes  or No  Is there any reason known to you that would affect your ability to pay the rent? Yes  or No   
Were any deductions made from your rental bond at your last address? Yes  or No   
Do you have a Trailer?  Caravan?  Boat?  Truck?   
Total number of vehicles to be kept on property? \_\_\_\_ Are you a Smoker?  Non-Smoker?

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICATION INFORMATION STATEMENT**

**OFFICE HOURS** Monday – Friday 8.30 am – 5.00 pm

**OFFICE NUMBERS** Phone: 08 8952 7833 Fax: 08 8952 5918  
Email: [framptons@framptons.com.au](mailto:framptons@framptons.com.au)

Thank you for applying to rent your new home from **FIRST NATIONAL** Real Estate.

We manage a large portfolio of properties so we have a lot of owners and a lot of tenants. We strive to keep our relationships with both on a good basis and usually we succeed. But, developing good relationships is a two way street, we cannot do it by ourselves.

Over the years we have found that it helps things along if everyone knows where they stand on the matters which most affect the relationship.

**OUR PREFERRED METHODS OF CONTACT**

**E-MAIL** This is the most effective and quickest contact method if you have email access also. Your Property Manager's direct email address appears on the business card provided.

**APPOINTMENT** To see your Property Manager in person please contact us to make a time to suit you both. The nature of our role takes us out of the office and by making an appointment we can ensure we are there for you.

**PHONE** If you don't have email or for emergencies please call 08 8952 7833  
Messages left will be returned as soon as it is possible to do so.

**KEYS**

Locked out? **Office hours** – you can collect our Management set and return within the hour.  
**After hours** – Please contact a local Locksmith.