



Tenancy Application Information

239 Peel Street, Tamworth
Ph: 6766 1655
Fx: 67662347
Email: rentals@professionalstamworth.com.au

Property/ies Applied for:

Applicant/s Name

<u>100 Point Check list</u> <i>(must have 1 form of photo ID)</i>		<u>Also Required</u>	<u>Money Required</u>
Passport	70	Rent receipts or tenant ledger	Bond 4 times rent
Birth Certificate	70	Two wage docketts or confirmation letter	Two weeks rent
Drivers Licence	40	Two References from previous agent/Landlord	
Photo ID issued by GOV	30	Centrelink statements	
Medicare card	25	Copy of last phone or Electricity account	
EFTPOS or Credit Card	25	Home owner -Land &Water rates	
Current car rego papers	10	Bank Statement	

Application Process

- The time taken to approve an application varies. Usually we will process the application in 48 hours. However, some delays could be experienced if the property owner cannot be contacted. You can contact our office after the 48 hours to see how your application is going.
- You will **only** be notified by our property managers if your application is approved. Hence if your applications are unsuccessful you will not be notified.
- If your previous landlord is a private landlord a data search is conducted to produce relevant documents for proof of ownership.

Once Approved

- You are required to pay one week's rent as a holding deposit. This is to be paid into our Trust Account @ the NAB.
- The balance due for commencement must be paid upon signing the lease, this is to be paid into our Trust Account @ the NAB

PLEASE BE AWARE WE DO NOT HAVE EFTPOS, CREDIT CARD OR CASH FACILITIES AT OUR OFFICE.

PLEASE NOTE: If your application is unsuccessful it will be destroyed immediately. If you want it returned to you please tick here and collect it within 24 hours, if you have not collected it after 24 hours, it will be shredded.

Privacy Statement

The personal information you provide in this application or collection by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful it may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us.

If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises. To carry this out this role and during the term of your tenancy, we usually disclose your personal information to:

- The landlord, The Landlord's lawyers and the Landlords mortgagee/ insurer's
- Referees you have nominated
- Organisations / Trade people required to carry out the maintenance to the premises
- Rental Bond Authorities and the Residential Tenancy Tribunal / Courts
- Debt Collection Agencies
- TICA Database Default Tenancy Control Pty Ltd.
- Other Real Estate Agents & Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us , or the Landlords lawyers, to prepare the lease / tenancy documents for the premises
- Allow organisations / Trades people to contact you in relation to maintenance matters relating to the premises
- Pay / release rental bonds to/ from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Court and Statutory Authorities (where necessary)
- Refer to Debt Collection Agencies / Lawyers (where default/ enforcement action is required)
- Refer to Landlords Insurer's
- Report your conduct as a tenant on the TICA database

I/ we the said applicant declare that I /we give 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.

/we further 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 the 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 the tenancy database to register any of my details of such a 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 Control Pty Ltd is a database company that allows its members access to information accumulated from its members about tenant's who have breached their tenancy agreement.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application.

I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 19002220346. I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

AUTHORISATION

I we/ do hereby authorise my agent to provide a copy of the previous /Current rental ledger, routine inspection report & information relating to my/our tenancy to Professionals Jackson Rural .

I/we /do hereby authorise my employee & referee's to provide Professionals Jackson Rural details of employment & personal details pertaining to my application. This information is only for the purpose of assessing my suitability as a tenant.

PRINT NAME:

PRINT NAME:

SIGNED:

SIGNED:

DATE:

DATE:



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Property Applying for:						Date Inspected	
Length of lease required		I would like to start my lease on (date)		Rent per week		Will DOH be helping?	
Will you have pets?		What type?		Breed?		Registered?	
Number of people to occupy in total		Are there any smokers?	Yes / No	Money Required to commence leasing	Bond \$	Deposit to be paid	\$
					Rent \$		
					Total \$		

How did you find out about this property? Newspaper Internet Site Sign Board Referral Other _____

Applicant Details	First Applicant	Second Applicant	All vehicles to be kept at premises		
Full name			Type	Model	Rego
Drivers Licence			Car		
Date of Birth			Car		
Home Phone			Motorbike		
Work Phone			Boat		
Mobile Phone			Caravan		
Email address			Trailer		

Full names of all other persons who will occupy the property - (Show ages of children) Any other person over 18 that is not a child to the applicants must complete a separate application.				
	Full Name	Relationship	Date of Birth	Age
Person 1				
Person 2				
Person 3				
Person 4				
Person 5				

If self-employed evidence may be required, such as tax or annual returns, Please advise of details	
Company or Business name:	Contact numbers:
Address:	CAN or Business registration number:
Accountant:	Accountant Address:
Lessor / Agent:	Contact:
Business Reference:	Phone:
Business Reference:	Phone:

Compliance	Applicant 1	Applicant 2	Reasons
Has any Lessor or Agent ever evicted you?			
Has any Lessor or Agent ever refused you another property?			
Are you in debt to another Lessor or Agent?			
Is there any reason known that would affect your rent payment?			
Was your bond at your last address refunded in full?			
If NO - What deductions were made?	Rent arrears: Repairs: Cleaning: Other:	\$ \$ \$ \$	\$ \$ \$ \$

Declaration : I/We the applicant/s hereby agree and acknowledge the following:

- That the information provided in this application is true & correct & that I/We have physically inspected the property.
- That I/We are financially able to meet all commitments under the Residential Tenancy Agreement & that I/We have not been declared bankrupt.
- That if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
- That the deposit paid for the property is not refundable should I/We decide not to proceed.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that

I will be required to pay the amounts as specified.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature of Applicant 1	Date
Signature of Applicant 2	Date

APPLICANT ONE			
Present Address:		Rent paid	
Reason for leaving:		Period of occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone:	
		Fax:	
Previous Address:		Rent paid	
Reason for leaving:		Period in occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone:	
		Fax:	
Prior address if any			

Employment Details			
Occupation:		Net weekly income	
Name of Employer		Phone:	
Period with employer		Contact	
Name of next of kin (must be someone not living with you) for emergency contact			
(1) Name		Relationship	
Address:		Phone:	
(2) Name		Relationship	
Address:		Phone:	

APPLICANT TWO			
Present Address:		Rent paid	
Reason for leaving:		Period of occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone:	
		Fax:	
Previous Address:		Rent paid	
Reason for leaving:		Period in occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone:	
		Fax:	
Prior address if any			

Employment Details			
Occupation:		Net weekly income	
Name of Employer		Phone:	
Period with employer		Contact	
Name of next of kin (must be someone not living with you) for emergency contact			
(1) Name		Relationship	
Address:		Phone:	
(2) Name		Relationship	
Address:		Phone:	



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In accordance with the privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Professionals Jackson Rural, regarding my/our rental history. I/we understand this information will be used to assess my/our application to lease.

Applicant/s Name			
Current Rental Property Address			
Period of Tenancy	From:	To:	Rent paid per week
Name of Managing Agent Or Owner			Agents Contact name
Phone number Agent or Owner			Fax No: agent/owner
Signature/s of applicant			Dated

PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH YOUR APPLICATION
Our office will fax this to your agent and request a reference from them. Please do not complete the lower section

Dear Agent, Please complete and return by fax to Professionals Jackson Rural Fax Number 026766 2347

Name & position of person filing in this Form.	
Lease start and end dates	
How much rent did they pay	
Was the tenant cooperative to deal with	YES / NO
Did they pay rent on time? If not perfect & Consistent, please specify problems...	YES / NO COMMENT: _____
Were there any periodic inspections	YES / NO COMMENT: _____
Was the water accounts paid on time	YES / NO COMMENT: _____
Were lawns & gardens kept in good order	YES / NO
Did they have pets If yes, please state the kind	YES / NO COMMENT: _____
Were the tenants unreasonable concerning maintenance issues	YES / NO COMMENT: _____
Are the tenant/s considerate of neighbours	YES / NO
Were any notices ever issued for breach of the tenancy agreement If yes, please provide details.	YES / NO COMMENT: _____
Do you know why they left or leaving	
Was the bond refunded If no, please give details	YES / NO COMMENT: _____
Would you rent to them again	YES / NO COMMENT: _____
Signature of Agent / Owner PLEASE ATTACH THE TENANT LEDGER & A INSPECTION REPORT	Thank you very much for your Co-operation!

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



MAKES MOVING EASY

Electricity	Gas	Phone	Internet	Pay TV
Insurance	Removalist	Truck or van hire	Cleaners	

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



This is a FREE service that connects all your utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

P: 1300 664 715

F: 1300 664 185

W: www.directconnect.com.au