



**first
national**
REAL ESTATE

APPLICATION FOR TENANCY

PO Box 516, Toronto NSW 2283

Phone: 02 4959 8667

Fax: 02 4959 7960

Email: enquirenow@fntoronto.com.au

To assist with efficient processing of tenancy applications, we kindly request you acknowledge the following:

- Applicant's are required to inspect the property being applied for prior to lodging application.
- All adults intending to occupy the rental premises are required to complete an application.
- All applicants are required to meet requirements for 100 Point Check
- If your application includes pet/s, a separate Pet Application Form is required.
- Only complete and signed tenancy applications will be processed.

Tell us who you are

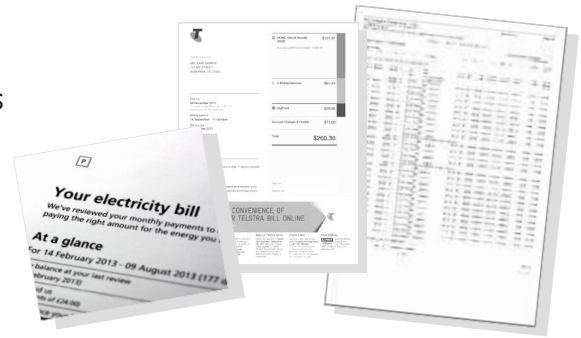
- ✓ Complete the application forms
- ✓ Provide sufficient identification

EACH ADULT WHO WILL BE LIVING AT THE PROPERTY
MUST COMPLETE THE APPLICATION FORM



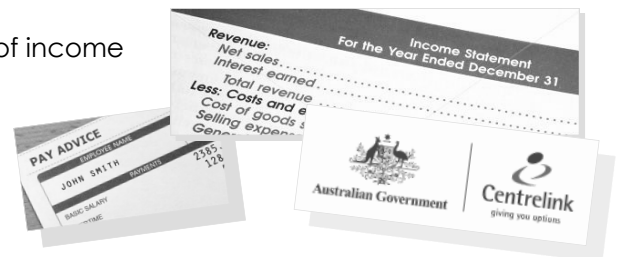
Tell us where you have lived

- ✓ Provide proof of current and previous addresses
- ✓ Provide details for rental references
- ✓ Provide rental ledgers/payment history



Tell us how you will pay the rent

- ✓ Provide copies of documents outlining your source of income
eg. Payslips, bank statement, Centrelink statement



Our office reserves the right to allow for any changes or addition to application requirements.
Should an application be incomplete or fail to provide the required information, the application may not be processed.

All applications for tenancy will be processed through default tenancy databases and other relevant systems at our discretion.

ON APPROVAL OF AN APPLICATION, A HOLDING DEPOSIT IS REQUIRED WITHIN 24 HOURS.
TO COMMENCE TENANCY, FULL PAYMENT OF RENT & BOND IS REQUIRED.

PLEASE NOTE: OUR AGENCY DOES NOT ACCEPT BOND TRANSFERS AND/OR PERSONAL CHEQUE PAYMENTS

1. Address of property you are applying for:

2. Rental Amount

\$	Per Week
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3. Name/s of applicant/s

4. Number of people to occupy premises

Adults	<input type="text"/>	Children	<input type="text"/>	Ages of children	<input type="text"/>
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5. Any pet/s

No	<input type="text"/>	Yes	<input type="text"/>	Types/Breeds	<input type="text"/>
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Also require Pet Application Form to be completed

6. Proposed tenancy commencement date
 / /
7. Proposed initial lease term
☐ 3 Months ☐ 6 Months ☐ 12 Months ☐ Other
8. How did you find out about this property
☐ Tenant Register ☐ Internet ☐ Signboard ☐ Rental List ☐ Window ☐ Referral ☐ Other

DECLARATION

I/WE have inspected the property being applied for on _____.

I/WE found the property to be in a satisfactory condition.

☐ Yes ☐ No, I/WE believe the following item/s should be attended to prior to commencement of tenancy but acknowledge this is subject to the owner's approval.

- ☐ I/WE offer to rent the property from the owner under a lease to be prepared by the agent.
- ☐ I/WE declare that all the information contained in this application is true correct, and that the information is provided of my/our own freewill.
- ☐ I/WE authorise the agent to contact any of the referees or references supplied by me/us in this application to obtain personal information at their discretion.
- ☐ I/WE authorise the agent to access and obtain personal information from the owner or agent of current or previous addresses at their discretion.
- ☐ I/WE authorise the agent to access and obtain personal information and/or record/listing from any default tenancy and/or credit database at their discretion.
- ☐ I/WE agree to allow the agent to photocopy the information supplied by me/us for their records.
- ☐ I/WE understand that this agent is a member of default tenancy databases and may conduct reference checks with these organisations. I/We authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organisations.
- ☐ I/WE understand if I/We default under a rental agreement, the agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I/We may apply for in the future.
- ☐ I/WE the applicant/s declare that I/We am/are not bankrupt and that I/We have not entered into any scheme of arrangement for payment of monies to any creditors.
- ☐ I/WE further declare that I/We am/are not paying off any previous rental debt.
- ☐ I/WE acknowledge that the agent will use and disclose my/our personal information in order to:
 - a) communicate with the owner and select a tenant
 - b) prepare lease/tenancy documents
 - c) allow organisations/tradespeople and the like to contact me/us
 - d) facilitate the sale of the property should it be placed on the market
 - e) lodge/claim/transfer to/from Residential Tenancy Bond Authority
 - f) refer to Tribunal/Courts and Statutory Authorities and the like (where applicable)
 - g) refer to collection agents/lawyers and the like (where applicable)
- ☐ I/WE agree that should the application be accepted, I/We are willing to enter into a Lease, and be bound by the terms and conditions of the same.
- ☐ I/WE agree that should the application be accepted, I/We will abide by the policies of the office of the agent as may be provided to me/us in relation to tenancy.
- ☐ I/WE understand that should the application be accepted, a holding deposit (equivalent to 1 weeks rent) is payable, as per the following term & conditions:
 - a) holding deposit payment is required within 24 hours of the application be approved
 - b) once the holding deposit has been paid, the owner undertakes not to enter into a residential tenancy agreement for the premises with any other person/s within 7 days of payment of the deposit, unless the applicant/s notifies the owner/agent that the applicant/s no longer wishes to enter into the residential tenancy agreement/proceed with the tenancy.
 - c) the holding deposit will be retained by the owner/agent and upon commencement of the tenancy, the holding deposit will be allocated as rent
 - d) Where the applicant refuses/fails to proceed with the scheduled tenancy and enter into the residential tenancy agreement, the entire holding deposit will be forfeited by the applicant and retained by the owner irrespective of when the tenant provided notice that they will not be proceeding with the tenancy.
 - e) If the tenant refuses/fails to proceed with the scheduled tenancy and enter into the residential tenancy agreement on the grounds of misrepresentation or failure to disclose a material fact by the landlord or landlord's agent, the holding deposit will be refunded to the applicant by payment of a Trust Account Cheque.
- ☐ I/WE acknowledge I/We will be required to pay (in full) a bond (equivalent to 4 weeks rent) and 2 weeks rent (less holding deposit where applicable) in advance to commence the tenancy.
- ☐ I/WE agree and understand that in the event of this application being approved, personal and/or business/company cheques will not be accepted as form of payment for initial rent/bond payment. Should I/We fail to meet this requirement the Owner/Agent reserves the right to cancel the application.
- ☐ I/WE agree that no keys for the property will be provided by the agent to me/us until such time as all monies required are paid in full and all relevant documents i.e Residential Tenancy Agreement etc. are completed and signed by all parties.
- ☐ I/WE agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/We will not raise any objection for not being provided a reason for any rejection of this application.
- ☐ I/WE understand that if information is not provided and/or I/We do not consent to the uses to which personal information is put, the agent may not provide me with the lease/tenancy of the premises. I am aware that i may access my personal information on the contact details below.

ALL APPLICANT/S SIGNATURE/S

DATE

1. Personal Details

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Surname

Given Name/s

Maiden Name/Previous Other Name/s (if applicable)

Date of Birth

Are you a Smoker?

Driver's License No.

Driver's License State

Car Registration

Make/Model

Year

Colour

Passport No.

Passport Country

Other

2. Contact Details

Address ☐ Home Owner ☐ Renting (Private) ☐ Renting (Agent) ☐ Other _____

Postcode

Home Phone No.

Mobile Phone No.

Work Phone No.

Fax No.

Email Address

3. Emergency Contacts

Name

Relationship to you

Address

Postcode

Home No.

Mobile No.

Name

Relationship to you

Address

Postcode

Home No.

Mobile No.

4. Employment/Income Details

Current Occupation

Full Time

Part Time

Casual

Current Employer

Address

Postcode

Phone No.

Fax No.

Contact Name

Phone No.

Length of Employment

Years

Months

Net Weekly Income

Previous Occupation

Full Time

Part Time

Casual

Previous Employer

Contact Name

Phone No.

Length of Employment

Years

Months

Net Weekly Income

Other Income Details

5. SUPPORTING DOCUMENTS

Please provide copies of the following documentation with your application.

Each Applicant is required to provide documents from each category as detailed.

☐ **Photo Identification** (Minimum 1 Required)
Drivers Licence, Passport or Photo I.D Card

☐ **Other Identification** (Minimum 1 Required)
Birth Certificate, Medicare Card, Health Care Card

☐ **Proof of Income** (Minimum 2 Required)
Current Wage Slip, Centrelink Statement, Bank Statement or other suitable document supporting sufficient income

☐ **Proof of Residence** (Minimum 2 Required)
Council Rates Notice, Water Rates Notice, Electricity Acc, Phone Acc, Car Registration, Insurance Notice

☐ **Financial Record** (Minimum 1 Required)
Loan Statement, Bank Statement, Investment Statement

☐ **Tenancy History** (if applicable - Minimum 1 Required)
Current Rent Receipt, Current Ledger, Previous Rental References

☐ **Other** (Minimum 1 Required)
Efpos Card, Credit Card, Workplace Card, Membership Card

Please note: requesting the above supporting documents has been designed to suit the majority of applicants. If you are renting for the first time or are having difficulty in providing the requested documents, please contact our office to discuss alternate arrangements that may be suitable.

6. Residential History

Current Residence ☐ Owner ☐ Renting (Private) ☐ Renting (Agent) ☐ Other _____

Address

Postcode

OCCUPANCY PERIOD **REASON FOR VACATING**

Selling Agent or Rental/Agent/Landlord (if applicable)

Suburb

Phone No.

Fax No.

Weekly Rental Amount Paid

Other

Previous Residence ☐ Owner ☐ Renting (Private) ☐ Renting (Agent) ☐ Other _____

Address

Postcode

OCCUPANCY PERIOD **YR VACATED** **REASON FOR VACATING**

Selling Agent or Rental/Agent/Landlord (if applicable)

Suburb

Phone No.

Fax No.

Weekly Rental Amount Paid

Other

Other Tenancy History/Information that may support this application

7. Personal/Business References

Name

Relationship to you

Address

Postcode

Home No.

Mobile No.

Name

Relationship to you

Address

Postcode

Home No.

Mobile No.

8. General - Please answer the following questions

- 1) Have you ever been issued a tenancy termination notice by a landlord or agent? ☐ YES ☐ NO

If yes, give details _____

- 2) Have you had an application for tenancy declined by any other landlord or agent? ☐ YES ☐ NO

If yes, give details _____

- 3) Do you have any outstanding debts to another landlord or agent? ☐ YES ☐ NO

If yes, give details _____

- 4) Have you ever had any deductions made from your rental bond? ☐ YES ☐ NO

If yes, give details _____

- 5) Is there any reason known to you that may effect your future rental payments? ☐ YES ☐ NO

If yes, give details _____

- 6) Are you relying on third party bond assistance (eg: Dept of Housing)? ☐ YES ☐ NO

If yes, give details _____

9. Applicant Privacy Statement

Name

I the said applicant hereby authorise and consent for the Landlord's Agent (First National Real Estate Toronto) to obtain details regarding my personal information from: my employer, present and/or previous Landlords/Agents, referees named in this application and any record, listing or database of defaults by tenants, for the purpose of processing this tenancy application and assessing my suitability as a tenant.

Applicant's Signature

Date

PET APPLICATION FORM

Must be completed & attached to Tenancy Application if applying with pet/s

1. Date

2. Address of property you are applying for:

3. Name/s of applicant/s

We request the owner's permission to keep pet/s, as detailed below, at the property being applied for:

PET 1Type Breed

Size: small / medium / large

Colour

Age: _____yrs _____mths

Pet's Name Microchipped ☐ No ☐ Yes (proof required)Council Reg. ☐ No ☐ Yes, reg no. Veterinarian: Address: Phone: Pet's emergency caretaker: Address: Phone: **PET 2**Type Breed

Size: small / medium / large

Colour

Age: _____yrs _____mths

Pet's Name Microchipped ☐ No ☐ Yes (proof required)Council Reg. ☐ No ☐ Yes, reg no. Veterinarian: Address: Phone: Pet's emergency caretaker: Address: Phone:

If application is accepted, I/We agree to comply with the following strict conditions:

- 1) To keep the yard clean and free from animal droppings.
- 2) We will arrange/pay for professional flea fumigation of the property upon vacating the premises.
- 3) We will arrange/pay for professional carpet cleaning of the property upon vacating the premises.
- 4) We will not allow the pet/s inside the residence.
- 5) We will repair any damage to the premises caused by the pet/s
- 6) Other than any pet/s listed above and approved by the owner, we will not keep any other pets/animals of any kind on the rental premises, (even on a short-term or temporary basis), including dogs, cats, birds, fish, reptiles, or any other pets/animals
- 7) We agree that this agreement is only for the specific pet/s described above and we will not harbour, substitute or "petsit" any other pet/animal, and we will remove any of the pet's offspring within 60 days of birth (should this occur).
- 8) We agree not to leave food scraps, bones or the like lying around outside the premises where it may attract other animals and/or insects, vermin (pests) or the like.
- 9) We agree to abide by all local, city or state laws, licensing and health requirements regarding pets, including vaccinations.
- 10) The pet/s shall not cause any sort of nuisance or disturbance to neighbours. Noise and or barking, day or night, must not disturb others. We agree to do whatever is necessary to keep our pet from causing any disturbance, and we will take steps to immediately rectify complaints made by neighbours or other tenants

We understand that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet/s, and is also grounds for further action.

APPLICANT/S SIGNATURE/S

DATE