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## Pre-Application Information

Thank you for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our Agency, please provide the following information:

### Application Process

- Applicants are required to inspect the premises prior to final approval of the Application
- Complete an Application Form – one per Adult Applicant who will be named on the lease
- Include evidence of income eg: Pay slip, Accountant letter, Centrelink, or Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

*\*You must provide one of the items in bold type*

*Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.*

### 100 Points – Option List

<b>Passport</b>	<b>40 points*</b>	Bank or Credit Card Statements	30 points each
<b>Current Drivers Licence</b>	<b>40 points*</b>	Recent Telephone Account	30 points
<b>Proof of age card</b>	<b>40 points*</b>	Recent Electricity Account	30 points
<b>Student ID</b>	<b>40 points*</b>	Recent Gas Account	30 points
<b>Tenancy History Ledger</b>	<b>40 points*</b>	Medicare Card	10 points
<b>Previous 4 rent receipts</b>	<b>40 points*</b>	Birth Certificate	10 points

### Please Also Attach the Following Documents

Proof of rental history:	Printout of tenancy history <u>or</u> Last four rental receipts
Proof of current address:	Utility statements <u>or</u> Council rates notice
Proof of income:	3 previous pay slips <u>or</u> Bank statement <u>or</u> Tax returns if self-employed

### Agency Process

#### Applications

When you find a suitable property, it is a requirement that every prospective occupant complete an application form. The application form cannot be processed unless all required information is supplied to our agency. Please refer to the application as to what information will be required. The applicant acknowledges that their name will be searched in TICA/ TAPP (a tenancy database) and the information provided by TICA / TAPP may be used in the approval process of this application.

#### Application processing time frame

Upon submitting a fully completed application form, the required processing time will be 24-48 hours. We will communicate the status of your application with you regularly via email and phone, please ensure you have provided accurate details to enable us to efficiently process your application. If your application is not successful, you are able to collect the application form from our office or we will dispose of the form appropriately. Please ask if you would like a copy of our Privacy Policy.

#### Successful applications

If your application is successful, you will be contacted via phone and email. Within 24 hours of an approved application, we require a holding deposit equivalent to 1 weeks rent to be paid. If the property is vacant, the initial rent and the bond will need to be paid and the Tenancy Agreement signed within 48 hours.



For your application to be processed you must complete all sections

Property Address:

Applicant Details

Full Name
Have you been known by any other name? Yes No
If Yes, what other name have you been known by?
Have you any dependants? Yes No Dependant's Name
Age /s of Dependants Total number of applicants applying for property
Drivers Licence Number or Passport Number State Date of Birth
Registration Number of Vehicle/s Number of Cars
Are you a Smoker Yes No

Contact Details

Current Address
Phones: Work Home
Mobile: Email:

Current Agent / Lessor Are you employed?

Current Agent/Lessor: Yes No
Time period at premises: Years Occupation
Phone: Net weekly Income \$
Rent per week \$ Length of Employment
Name of Employer
Previous Agent/Lessor: Phone
Phone Address of Employer
Previous Address

If Self Employed

Rent per week \$ Business Name
How long self-employed?

Pets – List any pets owned ABN

Number of Pets Address of Business
Type of Pet/s
Are your pets registered with the council? Yes No Accountant's Name
Please state which council Phone

Please attach a photo of your pet with your application



Name of Applicant \_\_\_\_\_

For your application to be processed you must complete all sections

**If you are a student, what University, TAFE or School do you attend?**

Student Identification Number: \_\_\_\_\_ Overseas Student: Yes No  
Visa Expiry Date: \_\_\_\_\_

Next of Kin (Please provide details of preferred person to be contacted in the event of an emergency)

Name: \_\_\_\_\_ Contact Number/s: \_\_\_\_\_

Address: \_\_\_\_\_

**Personal References (Please do not list relative or partners and provide business hours contact numbers)**

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Contact Number/s: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship \_\_\_\_\_ Contact Number/s: \_\_\_\_\_

**Please advise the following by selecting either YES or NO**

Have you ever been evicted by any agent / lessor? Yes No

Is there any reason known to you that would affect your ability to pay rent? Yes No

Was your rental bond at your last address refunded in full? Yes No

Are you in debt to another agent / lessor? Yes No

Please advise what deductions were made from your rental bond: and / or WHY are you in debt to your past agent / lessor?

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. 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 authorise 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting - NTD: 1300 563 826 • TICA: 1902 220 346 • TRA: (02) 9363 9244 If I default under a rental agreement, I agree that 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 to: (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow tradespeople or equivalent organisations to contact me (d) lodge/claim to/from a Bond Authority (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable) (g) complete a credit check with TICA/TAPP

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 wish to undertake a tenancy for a period of \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of

\$ \_\_\_\_\_ I understand that I am to pay a rental bond of \$ \_\_\_\_\_ on or before I take possession of the premises and sign a tenancy agreement.

**Please select YES or NO**

The customer acknowledges that one application form has to be completed per person applying. Yes No

The customer acknowledges that they have received the Privacy Policy of the agent. Yes No

The customer acknowledges that both the lessor and tenant are bound by this application immediately on communication of the lessor's or his agent's acceptance of it. Yes No

Name of Applicant \_\_\_\_\_

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