

## **APPLICATION FOR TENANCY**

Thank you for your interest in one of our rental properties.

An application form should be lodged for **each adult** that is to reside at the property, however, this can be discussed at the time of lodging your form/s. Applications that are missing the required information and/or is incomplete will not be processed.

When lodging your application, we also require the following:

**1. Proof of your current income in the form of:**

- Last 2 payslips; or
- Centrelink Statement (if applicable); or
- If you are self-employed, please provide a copy of your most current Tax Assessment or income verification from your accountant
- If you are starting new employment, contact name & phone number of the employer and a signed copy of the employment contract / letter of appointment for the position from the employer

**2. Two Proofs of Identification**

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Refer to page 2 for information on how to prove your ID. Should you have difficulties in providing the identification please contact our office to discuss prior to lodging your application.

If your application is approved, the **lease start date** will need to be confirmed and arrangements made to sign the Residential Tenancy Agreement.

The property shall remain on the Rental Market until such time as a deposit (equal to 1 weeks rent) has been paid by the prospective tenant and a Residential Tenancy Agreement has been arranged to be executed. The prospective tenant acknowledges that if they decide not to enter into such an agreement after paying the deposit, then the full amount of the deposit will be forfeited.

**In order to secure the property; payment of Bond (4 weeks rent) and 2 weeks rent in advance (less deposit paid) is required with a signed lease agreement. All payments required can be made either in cash or direct deposit.**

If your application is not successful, you will be advised by the contact details provided.

<b>APPLICANT SIGNATURE</b>		<b>DATE</b>	
<b>AGENT SIGNATURE</b>		<b>DATE</b>	

## **NOTICE TO ALL TENANCY APPLICANTS**

### **100 POINT IDENTIFICATION**

#### **Proving your identity**

Three forms of identification are required:

- One document from List 1
- One document from List 2 that includes your current residential address
- One additional document from List 2 or one document from List 3.

Note: Documents must either be current or up to 12 months old at the time they are presented as specified in each list.

#### **List 1**

- Current Australian driver's licence or other such equivalent photo card issued by a State or Territory Government agency
- Current Australian passport
- Current non-Australian passport

#### **List 2**

Items from this list must be no more than 12 months old:

- Passbook or account statement from a bank, building society or credit union
- Telephone, gas or electricity bill
- Water rates, council rates or land valuation notice
- Residential tenancy agreement
- Current insurance renewal for house, contents, vehicle or boat
- Taxation notice of assessment
- Electoral enrolment card or the evidence of enrolment

#### **List 3**

*Note: If you have provided two documents from List 2, with at least one evidencing your current residential address, you do not need to supply a document from List 3.*

- Current Medicare card
- Current ATM, credit or debit card with your name and signature issued by a bank, building society, credit union, or any other financial institution
- Current student identity card or a certificate or statement of enrolment no more than 12 months old from an education institution

## Application for Residential Tenancy

(One per Person)

I am applying for a tenancy of the below property which I inspected on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>PROPERTY ADDRESS</b>	
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APPLICANTS DETAILS			
APPLICANT NAME			
CURRENT ADDRESS			
DATE OF BIRTH		DRIVERS LICENCE	
MOBILE		PHONE (LANDLINE)	
PHONE (WORK)		EMAIL	
NUMBER OF OCCUPANTS (ADULTS)		NUMBER OF OCCUPANTS (CHILDREN)	
PARTNER'S NAME (IF APPLICABLE)			
PETS	NO / YES	TYPE	
	NUMBER OF PETS?	BREED	
DO YOU SMOKE?	NO / YES		
EMERGENCY CONTACT (NAME)		MOBILE	
		EMAIL	

EMPLOYMENT DETAILS			
OCCUPATION			
EMPLOYER			
EMPLOYER CONTACT (NAME)			
MOBILE		EMAIL	

EMPLOYMENT DETAILS			
PERIOD OF EMPLOYMENT		GROSS WEEKLY EARNINGS	
OTHER INCOME OR BENEFITS			
<i>If self-employed, evidence is required such as tax returns.</i>			
PERSONAL REFERENCE (NAME)		MOBILE	
		EMAIL	
BUSINESS REFERENCE (NAME)		MOBILE	
		EMAIL	

RENTAL HISTORY			
CURRENT AGENT / LANDLORD (NAME)	<i>(If you own the property that you are currently residing in, a copy of the rates notice must be provided)</i>		
PROPERTY ADDRESS			
PERIOD OF TENANCY			
CONTACT PERSON		MOBILE	
		EMAIL	
RENT / WEEK	\$	REASON FOR LEAVING	
NAME OF PREVIOUS AGENT / LANDLORD			
PROPERTY ADDRESS			
PERIOD OF TENANCY			
CONTACT PERSON		MOBILE	
		EMAIL	
RENT / WEEK	\$	REASON FOR LEAVING	

THE FOLLOWING MUST BE ANSWERED	
HAS YOUR TENANCY EVER BEEN TERMINATED BY A LANDLORD OR AGENT?  If yes, provide details:	YES / NO
ARE YOU IN DEBT TO ANOTHER LANDLORD OR AGENT?  If yes, provide details:	YES / NO
HAVE ANY DEDUCTIONS EVER BEEN MADE FROM YOUR RENTAL BOND?  If yes, provide details:	YES / NO

**I acknowledge that the landlord and landlord's agent will rely on the truth of the above responses in assessing the application for tenancy.**

<b>APPLICANT'S SIGNATURE</b>	
<b>DATE</b>	
<p><i>I the applicant acknowledge and consent to the Agent verifying personal, employment and tenancy references to facilitate this application process.</i></p> <p><b>Please complete TENANT RENTAL HISTORY REFERENCE CHECK consent on page 6.</b></p>	

## APPLICANT DECLARATION

<b>APPLICANT NAMES:</b>	
<b>PROPERTY ADDRESS:</b>	
<b>DATE:</b>	

I, the said applicant declare that all the information contained in this application is true and correct and that the information is provided of my own free will. I further authorise **TATHRA BEACH REAL ESTATE** (the agent) to contact any of the referees/references supplied by me in this application for verification of the details provided.

I declare the following:

1. I wish to apply to rent the above-mentioned property for a period of \_\_\_\_\_ months, commencing on \_\_\_\_\_.
2. I agree that the rent is \$\_\_\_\_\_ per week and that the rental bond is \$\_\_\_\_\_.
3. I the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
4. I authorise **Tathra Beach Real Estate** to access and check any information that may be listed on me on the TICA Default Tenancy Control Pty Ltd and any other relevant tenancy database.
5. I authorise **Tathra Beach Real Estate** to check with my current and/or previous employers, current and/or previous real estate agents/landlords and the referees named as to my suitability as a tenant.
6. I agree and understand that in the event of this application being declined there is no requirement at law for the Agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
7. I agree and understand, that in the event of this application being approved by the agent/landlord, the agent may report any defaults in relation to the tenancy with TICA Default Tenancy Control Pty Ltd. I understand that in the event of a default being reported to TICA, the removal of such information is subject to the guidelines of the NSW Office of Fair Trading.
8. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent via cash or bank deposit.
9. I agree that no keys for the property will be provided by the agent until such time as all monies owed are paid in full and the resident tenancy agreement signed.
10. I agree to allow the agent to photocopy the information supplied by me for their records.
11. I have inspected the subject premises & accept them as inspected.

<b>Applicant Signature</b>		<b>Date</b>
<b>Agent Signature</b>		<b>Date</b>

## TENANT RENTAL HISTORY REFERENCE CHECK

(PRIVATE & CONFIDENTIAL)

*Please complete the below table to consent to this reference check. This will be sent to your current and previous real estate agent/landlord.*

APPLICANT DETAILS			
APPLICANT NAME			
CURRENT ADDRESS			
CURRENT REAL ESTATE / LANDLORD			
CONTACT PERSON		MOBILE	
		EMAIL	
APPLICANT SIGNATURE		DATE	

### REAL ESTATE / LANDLORD COMPLETE

Please complete the following information to assist in my application through **Tathra Beach Real Estate**. Please return completed form via email along with a copy of the Tenancy Ledger.  
Email: [rentals@tathrare.com.au](mailto:rentals@tathrare.com.au) | Phone: **02-6494 4700**.

Duration of Tenancy:	Weekly Rent:
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Was the rent paid in advance?	YES / NO
Were there any rental dishonours?	YES / NO
Were there any Termination Notices or breach remedy notices given?	YES / NO
Were Agency/landlord routine inspections satisfactory?	YES / NO
Has the tenant maintained the property in an undamaged condition?	YES / NO
Were the lawns/gardens (if applicable) maintained by the tenant?	YES / NO
Were there any problems with animals being kept at the property (if applicable)?	YES / NO
Was there, or will there be to your knowledge, a claim on the rental bond?	YES / NO
Have any matters been before the CTTT (Tenancy Tribunal)?	YES / NO
Would you rent to this tenant again?	YES / NO

Further comments on any of the items above or the tenancy:

NAME		PHONE	
SIGNATURE		DATE	