

# Residential Tenancy Application Form

**Agent Name:** First National Gunnedah

**Address:** 221 Conadilly Street Gunnedah NSW 2380

**Fax No:** (02) 6742 3914

**Email:** rentals@2380.com.au

**ABN** 46 142 842 662

**Phone No.** 6742 0266

**Web:** www.gunnedahfirstnational.com.au

Please Fully complete and sign every page of this application. For your application to be processed it must be fully completed.

## 1. PROPERTY APPLYING FOR

Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
Lease Term:        Years        Months \_\_\_\_\_  
Date Property to be Occupied    /    / \_\_\_\_\_  
Rent Payable for Property \_\_\_\_\_  
Property Manager \_\_\_\_\_

## 2. IF SELF EMPLOYED COMPLETE THE FOLLOWING

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
Business Type \_\_\_\_\_  
Position Held \_\_\_\_\_  
ABN \_\_\_\_\_  
Accountant Name \_\_\_\_\_  
Accountant Phone \_\_\_\_\_  
Solicitor Name \_\_\_\_\_  
Solicitor Phone \_\_\_\_\_

## 3. PERSONAL DETAILS

Title        Given Name/s \_\_\_\_\_  
Last Name \_\_\_\_\_  
Date of Birth    /    / \_\_\_\_\_  
Current Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Suburb \_\_\_\_\_  
Driver's Licence No. \_\_\_\_\_ State \_\_\_\_\_  
Other ID (ie Passport) \_\_\_\_\_ No. \_\_\_\_\_  
Pension Type \_\_\_\_\_ No. \_\_\_\_\_  
Home Phone No. \_\_\_\_\_  
Mobile Phone No. \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employer's Name \_\_\_\_\_  
Employer's Phone No. \_\_\_\_\_  
If Student Include Institution \_\_\_\_\_  
**Please provide a contact number you are available on all day**  
Contact No. \_\_\_\_\_

## 4. CURRENT SITUATION

Are you the        Owner         Renter  \_\_\_\_\_  
How long have you lived at your current address?  
Years    Months \_\_\_\_\_  
Name of Landlord/Agent \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Rent Paid per Month \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Was Bond Repaid in Full?    YES     NO  \_\_\_\_\_  
If No, Please Specify \_\_\_\_\_

## 5. PREVIOUS RENTAL HISTORY

Are you the        Owner         Renter  \_\_\_\_\_  
Previous Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
How long have you lived at your current address?  
Years    Months \_\_\_\_\_  
Name of Landlord/Agent \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Rent Paid per Month \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Was Bond Repaid in Full?    YES     NO  \_\_\_\_\_  
If No, Please Specify \_\_\_\_\_

## 6. OTHER INFORMATION

Number of people to occupy property \_\_\_\_\_  
Adults        Children & Ages \_\_\_\_\_  
Do you have pets?        YES     NO  \_\_\_\_\_  
If Yes, Please Specify \_\_\_\_\_

## 7. NEXT OF KIN - not living with you (in case of emergency)

Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_

## 8. CURRENT EMPLOYMENT DETAILS

Employment Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Length of Employment:        Years        Months \_\_\_\_\_  
Net Income:        Per Week        Per Month \_\_\_\_\_

## 9. PREVIOUS EMPLOYMENT DETAILS

Occupation \_\_\_\_\_  
 Employer's Name \_\_\_\_\_  
 Employment Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
 Employer's Phone No. \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Length of Employment:    Years            Months  
 Net Income:                    Per Week            Per Month

## 10. PERSONAL REFERENCE

1. Reference Name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
 2. Reference Name \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## 11. IF YOU RECEIVE A CENTRELINK PAYMENT

**Please provide a current Centrelink Statement**  
 Type of Payment \_\_\_\_\_  
 Customer Reference Number (CRN) \_\_\_\_\_  
 Fortnightly Payment \_\_\_\_\_

## 12. HOW DID YOU FIND OUT ABOUT THE PROPERTY

RENT LIST     OFFICE     FOR LEASE BOARD   
 OTHER  \_\_\_\_\_  
 INTERNET -    www.clk.com.au   
    Realestate.com.au

## 13. ARE YOU CONSIDERING BUYING?

0-6 months             6-12 months             12-18 months

## 14. ACKNOWLEDGEMENT AND CONSENT

I acknowledge that my application is subject to the owners' approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I hereby offer to rent the property from the owner under the terms and conditions outlined in a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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, I am over the age of 18 and I am not bankrupt. I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, 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 any person whom the Agent reasonably considers has an interest receiving such information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 15. FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities



Connections, powered by **iSelect**  
 Phone: 1300 400 600 Fax: 1300 326 468

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- |                                      |                               |                                    |  |                                     |
|--------------------------------------|-------------------------------|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas  | <input type="checkbox"/> Telephone | <input type="checkbox"/> Internet        | <input type="checkbox"/> Pay TV     |
| <input type="checkbox"/> Car         | <input type="checkbox"/> Life | <input type="checkbox"/> Health    | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Home Loans |

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/) and <http://www.iselect.com.au/privacy-policy/> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Connection date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Tenancy Privacy Statement

Please Fully complete and sign every page of this application. For your application to be processed it must be fully completed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws from December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully.

As professional property managers, First National Your Company, collects personal information about you. To ascertain what personal information we have about you, you may contact us.

Telephone: 00 0000 0000

Facsimile: 00 0000 0000

Email: mail@yourcompany.com.au

In Person Your address, SURBURB STATE 0000

### 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 providing you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we may disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises.
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents and Landlords

### Secondary Purpose

We also collect your personal information to:

- Enables, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises.
- Allow organizations / tradespeople 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, Courts, and Statutory Authorities (where enforcement action is required)
- Refer to Collection Agents / Lawyers (where default / necessary)
- Provide confirmation details for organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

### PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in the form of a bank cheque or money order made payable to the First National Real Estate Gunnedah (personal cheques or cash will not be accepted).
5. The application hereby agrees to a credit check being carried out by the National Tenancy Database.

The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

### TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL the required details on the application and ensure your completed application is returned to any of our offices as quickly as possible.

### UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

### SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the FULL BOND to be paid and the Bond Lodgement form to be signed within 24 hours of the confirmation to secure your tenancy. Prior to your commencement date the first months rental (please allow half an hour for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the first months rent can be undertaken at the office indicated by your property manager. It is a policy of Charles King & Co First National Real Estate that all rental payments are made via Direct Debit or BPay

Applicant:

Print Name:

Date:

Witness:

## 100 POINTS OF ID

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

### Please read prior to completing your Application

- **HOLDING FEE** – The Applicant undertakes to pay a Holding Fee of equivalent to one week’s rent on approval of Application. The Holding Fee will be credited against the statement of costs owing prior to moving in. If the Applicant decides not to take the premises after the Holding Fee has been paid following approval of Tenancy, the Agent may retain the Holding Fee
- **RENT AND BOND** – 2 week’s Rent and Bond equivalent to four times the weekly rent is due and payable prior to or at commencement of Tenancy. Please refer to our Agency as to monies required to secure the Premises refer to holding fee.
- Applicants are required to inspect the premises prior to final approval of the Application
- One Application is to be completed **per person**
- This Application cannot be processed until it is **completed** including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers License, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit **copies** of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK (Submit one of the following)	Points per Document
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers License <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government e.g. Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car Registration Certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>	

- Our Agency staff will contact you within 72 business hours. If the Application is approved, monies are required to secure the Premises. Refer to our Agency for monies required for this Property.

### • Applicant Checklist – before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Viewed any ‘Additional Terms’ of the Residential Tenancy Agreement and been given a copy of the Information Statement ie new Tenant Checklist – FTR72
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

### OFFICE USE ONLY - To be completed at time of Application being submitted with applicant present

<input type="checkbox"/> <b>Application received</b>	Staff _____	Date _____	Time _____	am/pm _____
<input type="checkbox"/> <b>Sighted Original ID</b>	Staff _____	Date _____	Time _____	am/pm _____
<input type="checkbox"/> <b>Compared Signatures to Original</b>	Staff _____	Date _____	Time _____	am/pm _____
<input type="checkbox"/> <b>Application is completed including Consent</b>	Staff _____	Date _____	Time _____	am/pm _____