

# TENANCY APPLICATION

This application must be accompanied by a copy of the applicant's 100 points of identification

How Did You Find Out About This Property?	<input type="checkbox"/> Illawarra Mercury <input type="checkbox"/> Internet <input type="checkbox"/> For Lease Sign <input type="checkbox"/> Advertiser <input type="checkbox"/> Referral <input type="checkbox"/> Other.....		
Rental Property	Address:	Rent:	pw/mth
Tenancy Requirements	Commencement Date	Length of Tenancy	
	Total number of Occupants who will live in this property	Pets? YES/NO	
	Number of children (if any)	Type	
	Ages of children		
Applicant's Full Name and Address	Name .....		
	Address .....		
Applicant's Contact Details	☎ (Home)	☎ (Work)	
	☎ (Mobile)	E-Mail	
Personal Details	Date of Birth		
	Drivers Licence No.	Passport No.	
	Expiry Date	Expiry Date	
Current Rental Details	Current Rent \$	How long have you lived there?	
	Agent/Landlord	☎ (Business)	
	Why are you leaving?		
Employment	Current Employer		
	Your Position	Contact Name	
	Length of employment	☎ (Business)	
Emergency Contact Details	Name		
	Address		
	Relationship	☎ (Work/home/mobile)	
Personal/Business References (not relatives)	Name	Occupation	☎ (Work)
COMMENTS: OFFICE USE ONLY			
Holding Deposit Due:			
Keys/ # of sets:			
Carpet Cleaning if needed:	Landlord Authorised	Yes	No
Cleaning if required:	Landlord Authorised	Yes	No
Condition report:			
Lease Signing:			

**I confirm the following:**

1. During my inspection of this property I found it to be in a reasonably clean condition  Yes /  No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.  
.....  
.....
3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on the TICA Tenancy Default Database being undertaken.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per week/fortnight/month.

I undertake to pay a rental bond and to pay the first two weeks rent by bank cheque or cash made payable to Ray White Kiama upon signing the Residential Tenancy Agreement.

**Statement Of Costs**

Rental Bond (4 wks rent or furnished 6 wks rent)	\$	
Rent in advance from (2 weeks rent)	\$	
Tenancy Agreement preparation fee	\$15.00	
<b>Total</b>	<b>\$</b>	

**PLEASE NOTE THAT ALL INITIAL PAYMENTS MUST BE MADE BY CASH or BANK CHEQUE**

Applicant's Signature ..... Date: .....

Agent's Signature ..... Date: .....

**NOTE**

**RESERVATION FEE AND ACKNOWLEDGEMENT OF RESERVATION CONDITIONS**

It is hereby acknowledged:

1. That the Applicant has paid a Reservation Fee of \$..... equivalent to seven days rent to reserve the premises in favour of the Applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the Applicant for a period of ..... days.
3. That during this period, the premises will not be reserved for any other Applicant, nor will a Reservation Fee be received from any other Applicant.
4. That should the Landlord decline the application the Reservation Fee will be refunded to the Applicant in full.
5. That should the Landlord accept this application the Reservation Fee will be paid towards the rent for the premises.
6. That should the Applicant decide not to proceed, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the Reservation Fee to the Applicant on a pro-rata basis.
7. That the Reservation Fee will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.

**Ray White Real Estate Kiama**, acting for the Landlord of the premises, acknowledges receipt of the above Application and the accompanying Reservation Fee and agrees:

1. To reserve the premises for the period and in accordance with the conditions above stated.
2. To notify the Applicant within the reservation period whether or not the Applicant has been approved.
3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

**APPLICATION FORM HANDOUT**  
**ONE APPLICATION PER PERSON**

**100 PTS REQUIRED FOR APPLICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Drivers Licence 40 pts     | <input type="checkbox"/> Previous tenancy reference 20 pts |
| <input type="checkbox"/> Birth Certificate 40 pts   | <input type="checkbox"/> Previous 2 rent receipts 20 pts   |
| <input type="checkbox"/> Other photo ID 30 pts      | <input type="checkbox"/> Motor vehicle reg. Cert 10 pts    |
| <input type="checkbox"/> Current Wage Advice 20 pts | <input type="checkbox"/> Bank Statement 10 pts             |
| <input type="checkbox"/> Telephone Account 10 pts   | <input type="checkbox"/> Electricity Account 10 pts        |
| <input type="checkbox"/> Gas Account 10 pts         | <input type="checkbox"/> Passport 40 pts                   |

**REFERENCES:**

- |                  |   |
|------------------|---|
| Employment       | - Company name & contact  |
| If unemployed    | - Previous employer<br>- Centrelink assistance form   |
| Self employed    | - Certificate of Business Registration<br>- ABN<br>-  |
| Private landlord | - Copy of front page of previous lease<br>- If no Agent owners name, address & telephone number |

**NB:**

ALL CONTACT NUMBERS MUST BE PROVIDED INCLUDING *YOUR* CONTACT PHONE NUMBER & EMAIL ADDRESS (If available)

**APPLICATION PROCESSING:**

We endeavor to process applications within two working days of receipt to this office. This is conditional upon all relevant information being supplied by the applicant & the availability of referees.

**HOLDING DEPOSIT:**

Acceptance of a holding deposit (1 week's rent) is conditional upon the property being vacant & acceptance of an application. The holding deposit must be received by this office within 24hrs of approval of the application & request for that deposit. Only cash or bank cheques are accepted.

**AN APPLICATION:**

Will only be approved subject to & conditional upon the property being available for lease at the required or proposed time. Should the property not be available due to delay or other circumstance, then that property may be withdrawn from offer (to lease) or appointment rescheduled for commencement.

Ray White Kiama  
56-58 Terralong Street, Kiama NSW 2533  
Fax – (02) 42 323 355

# PRIVACY ACT ACKNOWLEDGEMENT FOR APPLICANTS/OCCUPANTS ONLY

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition an approved occupant is entitled to know what will happen to their information when it is passed on to an agent.

I/we the said occupant/s applicant/s declare that I/we give my/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/permission for my/our information to be provided to any other tenancy database for the assessment of the tenancy application.

I/we agree and understand that once the 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 the tenancy agreement I/we give my/our permission the member of tenancy database to register any of my details with a tenancy database as an approved occupant only. 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 Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants and approved occupants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and authorities required the database member may elect not to proceed with the tenancy application. I/we agree and understand that a listing of an approved occupant with TICA Default Tenancy Control Pty Ltd can not include any debts that may be owed but the tenant.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charge at \$5.45 per minute inclusive of GST.

Applicants/Occupants Name/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signed by member  
Ray White Real Estate Kiama

\_\_\_\_\_  
Signed by applicants/occupants

\_\_\_\_\_  
Dated