

TENANT APPLICATION INFORMATION

TENANT TO RETAIN THIS INFORMATION

APPLICATIONS **WILL NOT** BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED

OFFICE HOURS

Our office is open Monday to Friday 9am to 5pm, Saturday 9am to 4pm.

PHOTO IDENTIFICATION

When returning your application, you **MUST** submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will also be required to submit supporting documents with your application. Your application **will not be processed** if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100-POINT IDENTIFICATION CHECK

Please speak with the Property Manager should you be unable to meet the 100-point check criteria

50 points Previous Rent Ledgers	20 points Min. 2 references from previous Agent/Lessor
30 points Passport	20 points Current Motor Vehicle Rego Papers
30 points Driver's Licence	10 points Copy of Telstra/Origin/Gas Account
20 points Birth Certificate	10 points Other Identification

- Photo Identification (18+ Card, Driver's Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter, Accountants letter)
- Written References (Personal, Rental and Employment)

PROCESSING AN APPLICATION

In most instances we are able to process your application within 7 days and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

TENANT DATABASE CHECKS

Our office is a member of TICA, which is a National Tenant Database Agency. When processing your application form our office will conduct the necessary tenant checks with this company.

UNSUCCESSFUL APPLICATIONS

If your application is unsuccessful, a member of our team will notify you. As you can appreciate we receive many applications on properties and the final decision is determined by the owner of the property. If you are unsuccessful, our office will retain your application on file for 3 months in the event of the successful applicant not proceeding.

APPROVAL OF APPLICATION INFORMATION

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ONCE YOUR APPLICATION HAS BEEN APPROVED THE PROPERTY WILL NOT BE SECURED UNTIL THE APPLICANT HAS PAID A NON REFUNDABLE HOLDING FEE EQUAL TO ONE WEEK'S RENT IN CLEARED FUNDS

PAYMENT OF RENT

Prior to taking possession of the property, we require two weeks' rent and four weeks rent as a bond submitted to Bonds on Line.

BOND LODGEMENT

This office invites tenants to lodge their bonds with the Department of Fair Trade - Rental Bonds Online. http://www.fairtrading.nsw.gov.au/sites/ftw/Tenants_and_home_owners/Being_a_landlord/Starting_a_tenancy/Taking_a_bond.page

If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. Tenants who do not have internet access can continue to give their bond directly to the landlord or landlord's real estate agent. The landlord or agent is then required to lodge the bond with the Rental Bond Board using the current paper based method. See our guide to Rental bonds Online or refer to Department of Fair trade website.

If lodging a bond via paper based method, it is important to know that all parties signing the Bond Lodgement Form must be present in our office at the commencement of the tenancy and must all be present at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to three weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT DURING THE TENANCY –

It is our company policy that all rental payments are to be made direct to our bank trust account. You may pay with cash, cheque or direct bank transfer payments from your account

SIGNING OF DOCUMENTS

All approved tenants listed on the Tenancy Agreement (excluding additional occupants not required to sign the Agreement) must be present to sign the Tenancy Agreement and other associated documents prior to collecting the keys. The keys will not be released unless all tenants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

A member of our team will contact you to organise an appointment time to sign these documents. You should allow up to an hour for this appointment to enable the Property Manager to discuss all obligations associated with signing the agreement as well as our expectations during the tenancy.

The documents that will be reviewed include: the Tenancy Agreement and any additional terms to the agreement, Tenant Information Statement, Condition Report, Bond Form, Body Corporate By-Laws (if applicable) and a Renting Guide booklet. It is important that you read and understand this documentation, including any additional terms prior to entering into the Tenancy Agreement.

PETS

If our office has approved pets at the property you will be required to sign a Pet Additional Terms Agreement.

COLLECTION OF KEYS

Our office is open Monday to Friday 9am to 5pm for signing of Tenancy Agreements. You will need to collect the keys, finalise the payment of monies and sign all documents in these hours ONLY.

SMOKING

It is our company policy that no smoking is permitted inside any property due to health and safety and fire risks.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

CUSTOMER SERVICE STANDARDS

TENANT TO RETAIN THIS INFORMATION

WE CARE FOR OUR TENANTS

Our philosophy is that tenants are our business! Without you we have no business. For this reason it is more important than ever that we value, respect and care for your needs. We don't want you to feel like outsiders, but part of our business. We understand that you deserve our immediate attention with requests and deserve to be greeted with a friendly, courteous smile at all times.

OUR CUSTOMER SERVICE STANDARDS ARE:

- ✓ To present to you well-maintained and clean properties
- ✓ To process tenancy applications within 14 days
- ✓ To clearly explain your rights and obligations at the commencement of the tenancy
- ✓ To prepare all documentation in accordance with the *Residential Tenancies Act*
- ✓ To prepare a detailed condition report and inventory list if applicable
- ✓ To collect a full rental bond prior to the tenant receiving the keys
- ✓ To respond to your telephone calls within 48-72 hours
- ✓ To respond to fax and email requests within 48-72 hours
- ✓ To attend to complaints promptly and to listen and understand both sides' point of view
- ✓ To attend to maintenance promptly in accordance with priority
- ✓ To keep all appointments and turn up on time (extreme circumstances prevailing)
- ✓ To carry out regular property inspections and forward a detailed report to our lessor
- ✓ To protect your privacy in accordance with legislation requirements
- ✓ To ensure that you have quiet enjoyment of your home
- ✓ To provide you with a quality service based on honesty, integrity and professionalism
- ✓ To not make excuses, but provide solutions

WE WANT TO DELIGHT YOU WITH OUR SERVICE

If you have any questions relating to the application or sign up process, please feel welcome to contact our office.

Date received ____/____/____ Time ____am/pm

OFFICE USE ONLY

Application signed and all details complete
 Photocopy Tenant's ID 100-point check

TENANT INFORMATION

Below is a summary of the money required in cleared funds prior to taking possession of the property
 Four weeks' bond & two weeks' rent (less holding fee)
 RENT \$_____ + BOND \$_____
 Bond transfer requested Yes No

Tenant Database Check: Listed Yes No
 (Advised tenant of listing **TEN 8J**)
 Process Application – Attach **F1A/B/C**
 Owner Approved Yes No / Contact Tenant
 Holding Fee paid Yes Date Paid: ____/____/____

APPLICATION FOR TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY ALL APPLICANTS TO BE PROCESSED

RENTAL PROPERTY: _____

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY? To Let Sign Rental List Telephoned
 Newspaper _____ Window Card Internet Site _____

GENERAL INFORMATION

Are there additional Applications for Tenancy forms being submitted for this tenancy? Yes (please attach) No

How many tenants wish to reside in the property? _____ Adults _____ Children

List the names of the tenants to be the applicants (Signing Agreement)

List names of requested approved applicants wishing to reside at the property & ages of children (if applicable)

How many cars will be kept at the property? _____ Are all the cars registered Yes No
 Will a Boat Trailer Caravan Motor Home Motorbike be kept at the property? Yes No
 Do any applicants have pets? (Check with agent for approval) Yes No
 Cats No. _____ Dogs No. _____ Breed/Type _____
 Birds No. _____ Breed/Type _____ No. of Cages _____ Fish No. of tanks _____
 Other _____ (List No. & Breed/Type)

Are the pets (if applicable) registered with the council? Yes No

Do any applicants smoke? Yes No

Do you have contents insurance? Yes No

If the property has a pool – Have any of the applicants cared for a pool previously? Yes No

Do you want to do a bond transfer? Yes No (this must be approved by owner/agent)

Have any of the applicants wishing to reside in the property been evicted or are in debt to another owner or agent?

No Yes – If yes, give details: _____

APPLICANT ONE DETAILS

Name	D.O.B. / /	
Are you known by another name		
Contact No. Home	Work	Mobile
Email Address	Fax No	
Car Registration	Driver's Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID

APPLICANT ONE CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week <input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent (if property sold)	
Address of above	Phone
Period of occupancy / / to / / [] years [] months	
Reason for leaving	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why	

APPLICANT ONE PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week <input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent (if property sold)	
Address of above	Phone
Period of occupancy / / to / / [] years [] months	
Reason for leaving	
Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why	

APPLICANT ONE INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
If less than six months list Previous Employer	
Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment Benefit	Allowance \$
<input type="checkbox"/> Self-Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income \$

APPLICANT ONE REFERENCES – Family and friends will not be accepted

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of kin or other person to contact in case of an emergency _____
 Address _____ Phone _____

APPLICANT TWO DETAILS

Name	D.O.B. / /	
Are you known by another name		
Contact No. Home	Work	Mobile
Email Address		Fax No
Car Registration	Driver's Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID

APPLICANT TWO CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent (if property sold)		
Address of above	Phone	
Period of occupancy / / to / / [] years [] months		
Reason for leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

APPLICANT TWO PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent (if property sold)		
Address of above	Phone	
Period of occupancy / / to / / [] years [] months		
Reason for leaving		
Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why		

APPLICANT TWO INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
If less than six months list Previous Employer	
Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment Benefit	Allowance \$
<input type="checkbox"/> Self-Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income \$

APPLICANT TWO REFERENCES – Family and friends will not be accepted



PO Box 40 Bermagui NSW 2546
 Ph 02 6493 3333 Fax 02 6493 4899
 rentals@marshallandtacheci.com.au

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of kin or other person to contact in case of an emergency _____
 Address _____ Phone _____

CONDITION OF PROPERTY

I, the applicant/s, accept the property in its present condition Yes No

(A detailed Condition Report will be completed prior to you taking possession)

If no, please provide details _____

Please list any other information about your application:

If you require further assistance or information prior to moving into your property, please feel free to contact our office.

TERMS AND CONDITIONS AUTHORITY AND PRIVACY DISCLAIMER

Applicant's Name/s: _____
(Include Applicant 1 and Applicant 2 Name)

I/we, the applicant/s, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I/we, the applicant/s, understand that you as the agent for the owner have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant will be a suitable tenant for the property. I/we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from _____/_____/_____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I/we, the applicant/s, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

It is agreed that acceptance of this application is subject to a satisfactory report as to the applicant's creditworthiness. I/we understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches that may verify the information provided by me. I/we also **authorise** the agent to give information to the owner of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, creditworthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the applicant/s **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third-party operators of tenant default registry agents and/or other agents.

Once the application has been approved I/we agree to pay a holding fee equal to one week's rent to secure the property. In this instance that being \$_____. I/we the applicant/s agree that the property will be advertised and marketed until the requested holding fee has been paid.

In the event that the application is successful, acceptance is communicated and the holding fee has been paid, but I/we the applicant/s decide not to proceed, I/we agree that this money will be forfeited to the landlord. Upon communication of acceptance of this application by the agent I, agree that I will enter into a written Tenancy Agreement in accordance with the Residential Tenancies Act.

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

Applicant 1 Signature: _____ Date: ____/____/____

Applicant 2 Signature: _____ Date: ____/____/____

Agent to Witness: _____ Date: ____/____/____