

NOTICE TO ALL RESIDENTIAL TENANCY APPLICATIONS.

THE PROPERTIES MANAGED BY THIS OFFICE ARE PROTECTED BY TICA PTY LTD.

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST PROVIDE A MINIMUM OF 100 POINTS OF IDENTIFICATION.

RENTAL PAYMENT LEDGER	50 POINTS
DRIVERS LICENCE	40 POINTS
PHOTO ID	30 POINTS
HEALTHCARE CARD	30 POINTS
PASSPORTS	30 POINTS
LAST 3 PAYSLEIPS	20 POINTS
CENTRELINK INCOME STATEMENT	10 POINTS
CURRENT VEHICLE REGISTRATION PAPERS	10 POINTS
COPY OF PREVIOUS PHONE/ELECTRICITY BILLS	10 POINTS

MUST HAVE THESE TWO DOCUMENTS WITH ALL APPLICATIONS:

MEDICARE CARD	30 POINTS
COPY OF BIRTH CERTIFICATE	10 POINTS

SHOULD YOU NOT BE ABLE TO MEET THE 100 POINTS OF IDENTIFICATION, PLEASE ASK TO SPEAK WITH THE PROPERTY MANAGER, TO DISCUSS OTHER ALTERNATIVES.

ALL DETAILS ARE REFERRED TO TICA PTY LTD FOR CONFIRMATION OF DETAILS SUPPLIED.

NO APPLICATION WILL BE PROCESSED UNTIL ALL INFORMATION IS COMPLETED.

EFTPOS SERVICE FEE PAYABLE:

THE FOLLOWING SERVICE FEE WILL APPLY TO ALL EFTPOS AND CREDIT CARD TRANSACTIONS:-

A fee of 1.5% will be applied to all EFTPOS transactions.

A fee of 3% will be applied to a CREDIT/VISA DEBIT transaction.

DIRECT DEBIT DISHONOUR FEE PAYABLE:

THE FOLLOWING FEE WILL APPLY TO DISHONoured DIRECT DEBITS:

A \$10.00 Fee will apply to 'Dishonoured Direct Debit Transactions'.

UPON APPROVAL OF APPLICATION FOR PROPERTY:

The NSW Renting Services is for the Tenant to pay bond for the rental, to 'Bonds Online'.

The tenant must have a current email address for payment, please see staff member for instructions.

Full balance is then to be transferred into our Trust Account; 48 hours prior to lease sign up.

Please find details as follows:-

Name: Greenwood Group Realtors, Bank: ANZ, BSB: 012 491,

Account: 188449714, Your Ref: 'Your Full Last Name'.

Kellyville Office

58 Windsor Road
PO Box 678
Kellyville NSW 2155
P 02 9629 3500 F 02 9011 8119
rentals@greenwoodgroup.com.au

Bligh Park Office

Shop 8
Bligh Park Shopping Centre
Bligh Park NSW 2756
P 02 4572 6322
admin@greenwoodgroup.com.au

DIRECT DEBIT REQUEST

COMPANY NAME: Mungerie Vale Pty Ltd T / A Greenwood Group Realtors

ADDRESS: 58 Windsor Rd Kellyville NSW 2155

CONTACT DETAILS: Brian Parsonage / 02 45726322

LOGO

Request and Authority to debit the account named below to pay Greenwood Group Realtors Trust ACC

Request and Authority to debit

Your Surname or company name _____

Your Given names or ABN /ARBN _____ “You”

request and authorise **Greenwood Group Realtors** to arrange, through its own financial institution, a debit to Your nominated account any amount **Greenwood Group Realtors**, has deemed payable by You.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from Your account held at the financial institution You have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Insert the name and address of financial institution at which account is held

Financial institution name _____

Address _____

Insert details of account to be Debited

Name/s on account _____

BSB number (Must be 6 Digits) ____ - ____

Account number _____

Acknowledgment

By signing and/or providing us with a valid instruction in respect to Your Direct Debit Request, You have understood and agreed to the terms and conditions governing the debit arrangements between You and **Greenwood Group Realtors** as set out in this Request and in Your Direct Debit Request Service Agreement

Insert Your signature and address

Signature _____

(If signing for a company, sign and print full name and capacity for signing eg. director)

Address _____

Date ____ / ____ / ____

Second account signatory

(if required)

Signature _____

(If signing for a company, sign and print full name and capacity for signing eg. director)

Address _____

Date ____ / ____ / ____

DIRECT DEBIT REQUEST SERVICE AGREEMENT

COMPANY NAME:

ADDRESS:

CONTACT DETAILS:

LOGO

This is Your Direct Debit Service Agreement with Mungerie Vale Pty Ltd ABN 32 103 000 648. It explains what Your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to You as Your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of Your Direct Debit Request (DDR) and should be read in conjunction with Your DDR authorisation.

Definitions

account means the account held at Your financial institution from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between You and us.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by You to us is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the Direct Debit Request between us and You.

us or we means **Mungerie Vale Pty Ltd**, (the Debit User) You have authorised by requesting a Direct Debit Request.

You means the customer who has signed or authorised by other means the Direct Debit Request.

Your financial institution means the financial institution nominated by You on the DDR at which the account is maintained.

1. Debiting Your account

1.1 By signing a Direct Debit Request or by providing us with a valid instruction, You have authorised us to arrange for funds to be debited from Your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and You.

1.2 We will only arrange for funds to be debited from Your account as authorised in the Direct Debit Request.

Or

We will only arrange for funds to be debited from Your account if we have sent to the address nominated by You in the Direct Debit Request, a billing advice which specifies the amount payable by You to us and when it is due.

1.3 If the debit day falls on a day that is not a banking day, we may direct Your financial institution to debit Your account on the following banking day. If You are unsure about which day Your account has or will be debited You should ask Your financial institution.

2. Amendments by us

2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving You at least fourteen (14) days written notice.

3. Amendments by You

You may change*, stop or defer a debit payment, or terminate this agreement by providing us with at least 7 days notification by writing to:

Mungerie Vale Pty Ltd 58 Windsor Rd Kellyville NSW 2756

Or

by telephoning us on **02 45726322** during business hours;

or

arranging it through Your own financial institution, which is required to act promptly on Your instructions.

*Note: in relation to the above reference to 'change', Your financial institution may 'change' Your debit payment only to the extent of advising us **Mungerie Vale Pty Ltd** of Your new account details.

4. Your obligation

- 4.1 It is Your responsibility to ensure that there are sufficient clear funds available in Your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- 4.2 If there are insufficient clear funds in Your account to meet a debit payment:
 - (a) You may be charged a fee and/or interest by Your financial institution;
 - (b) You may also incur fees or charges imposed or incurred by us; and
 - (c) You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in Your account by an agreed time so that we can process the debit payment.
- 4.3 You should check Your account statement to verify that the amounts debited from Your account are correct

5. Dispute

- 5.1 If You believe that there has been an error in debiting Your account, You should notify us directly on **02 45726322** and confirm that notice in writing with us as soon as possible so that we can resolve Your query more quickly. Alternatively You can take it up directly with Your financial institution.
- 5.2 If we conclude as a result of our investigations that Your account has been incorrectly debited we will respond to Your query by arranging for Your financial institution to adjust Your account (including interest and charges) accordingly. We will also notify You in writing of the amount by which Your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that Your account has not been incorrectly debited we will respond to Your query by providing You with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- a) with Your financial institution whether direct debiting is available from Your account as direct debiting is not available on all accounts offered by financial institutions.
- b) Your account details which You have provided to us are correct by checking them against a recent account statement; and
- c) with Your financial institution before completing the Direct Debit Request if You have any queries about how to complete the Direct Debit Request.

7. Confidentiality

- 7.1 We will keep any information (including Your account details) in Your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about You secure and to ensure that any of our employees or agents who have access to information about You do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about You:
 - a) to the extent specifically required by law; or
 - b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8. Notice

- 8.1 If You wish to notify us in writing about anything relating to this agreement, You should write to **Timothy Greenwood at Mungerie Vale Pty Ltd 58 Windsor Rd Kellyville NSW 2155**
 - 8.2 We will notify You by sending a notice in the ordinary post to the address You have given us in the Direct Debit Request.
 - 8.3 Any notice will be deemed to have been received on the third banking day after posting.
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Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)



A. AGENT DETAILS

Greenwood Group Realtors

Bligh Park

Shop 8, Bligh Park Shopping Centre
Bligh Park NSW 2756
Phone: 02 4572 6322
admin@greenwoodgroup.com.au
www.greenwoodgroup.com.au

Kellyville

58 Windsor Road
Kellyville NSW 2155
Phone: 02 9629 3500
rentals@greenwoodgroup.com.au
www.greenwoodgroup.com.au

Property Manager

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?

 Day Month Year

3. Lease term?

 Years Months

4. How many tenants will occupy the property?

 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

 Surname Given Name/s Date of Birth Driver's licence number Driver's licence expiry date Driver's licence state Passport no. Passport country Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

 Home phone no. Mobile phone no. Work phone no. Fax no. Email address

7. What is your current address?

 Postcode

ID POINTS REQUIRED :

- Valid Drivers License or Passport
- Current 3x payslips or Current Bank Statements (savings)
- Current Rental Ledger or Sale of Property
- Pet Reference

D. UTILITY CONNECTIONS

YourPorter

Connections, powered by iSelect

Telephone: 1300 400 600
service@yourporter.com.au
www.yourporter.com.au

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.

- ☐ Electricity ☐ Telephone ☐ Pay TV
☐ Gas ☐ Internet ☐ Health Insurance
☐ Car Insurance ☐ Home Loans
☐ Life Insurance ☐ Home & Contents Insurance

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/ 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.

Signature

Date

E. DISCLAIMER/AUTHORITY

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 in to 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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;
- (d) Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

TICA 1902 220 346
NTD 1300 563 826
TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer 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 check with TICA
- (h) transfer water account details into my name

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 am aware that I may access personal information on the contact details above.

Signature

Date

F. APPLICANT HISTORY**9. How long have you lived at your current address?** | Years | Months**10. Why are you leaving this address?****11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$ **12. What was your previous residential address?**

Postcode

13. How long did you live at this address? | Years | Months**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

Please answer the following questions:

Yes No

Have you ever been evicted by any landlord or agent?

☐ ☐

Have you ever been refused another property?

☐ ☐

Are you in debit to another landlord or agent?

☐ ☐

Is there any reason that would affect your rent payment?

☐ ☐**G. EMPLOYMENT HISTORY****15. Please provide your employment details**

What is your occupation?

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

 | Years | Months

Net Income

\$ **16. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

 | Years | Months

Net Income

\$ **H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**19. Car Registration****20. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

J. PAYMENT DETAILS**Property Rental**\$ per week Or \$ per month

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: deduct deposit (see below)

\$ **Amount payable on signing tenancy agreement
(bank cheque or money order only)**\$ **K. HOLDING FEE**

HOLDING FEE

Reservation Period

Days

The Landlords Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement:
- b) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement:
- d) If the applicant decides not to enter into a residential tenancy agreement, the Landlord will retain the entire holding fee
- e) If a residential tenancy agreement is entered into, the holding fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date

RENTAL REFERENCE REQUEST

Name of Applicant: _____

Signature & Privacy approval of Applicant: _____

Address of current property: _____

Has the Applicant been a tenant at the above mentioned property: Yes Or No: _____

Period of tenancy: _____ Rent Per Week: _____

Current or vacated tenants: _____

Rent Payments were: Excellent: _____ Good: _____ Poor: _____

Rent Ledger Emailed: Yes Or No: _____

Routine Inspections: Excellent: _____ Good: _____ Poor: _____

Did you receive any complaints during the Tenancy: Yes Or No: _____

If yes, could you please provide the nature of the complaint: _____

Were unapproved pets kept at the property: Yes Or No: _____

If vacated, how was the property left:

Excellent: _____ Good: _____ Poor: _____

Was the Bond refunded: Yes Or No: _____

Were the tenants easy or difficult to deal with during the tenancy: _____

Would you recommend the tenants for future accommodation:

Yes Or No: _____

Name & Position of person completing this reference: _____

Signature of person completing this reference: _____

Thank you for your assistance in answering these questions to enable our company to make a qualified judgement in approving their application.

Please return the reference along with the ledger by email:

Bligh Park Office: renae@greenwoodgroup.com.au admin@greenwoodgroup.com.au

Kellyville Office: rentals@greenwoodgroup.com.au

Kind Regards

Greenwood Group Realtors

Kellyville Office

58 Windsor Road
PO Box 678
Kellyville NSW 2155
P 02 9629 3500 F 02 9011 8119
rentals@greenwoodgroup.com.au

Bligh Park Office

Shop 8
Bligh Park Shopping Centre
Bligh Park NSW 2756
P 02 4572 6322
admin@greenwoodgroup.com.au