



APPLICATION FORM

PROPERTY ADDRESS: _____

APPLICANTS: _____

DATE: _____

In order to process this application, all questions must be answered completely. The incompleteness of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/we, the said applicant/s, declare that all the information contained in this application is true and correct, and that the information has been provided of my/our own freewill. I/we further authorize the agent to contact any of the referees or references supplied by myself/us in the application for verification of the details provided.

I/we declare the following:

1. I/we have inspected the above property on the _____.
2. I/we wish to apply to rent the above property for a period of 6 / 12 months commencing on the _____.
3. I/we agree that the rent is \$_____ per week / fortnight and that the rental bond will be equivalent to 4 weeks rent. My bond will be funded by –
 - My own resources ()
 - Bond loan () – State the name of the lender:

 - Other () – Please state details:

4. I/we the applicants declare that I/we are not bankrupt and that I/we have not entered into any scheme or arrangement for payment of monies to creditors. I/we declare that I/we are not paying off any previous rental debt.
5. I/we understand that if this application is approved, the first weeks rent will be paid into the nominated bank account of Yong Real Estate within 24 hours. I understand that this money will not be refunded should I decide not to proceed with the application.

6. I/we authorize the agent to access and check any information that maybe be listed on myself/us with the TICA default tenancy database and any other tenancy database that may be available.
7. I/we agree and understand that in the event of this application being declined there is no requirement by law for the agent to disclose to myself/us any reason for such unsuccessfulness.
8. I/we agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur at the end of the tenancy with TICA default tenancy databases and any other database, which may be available. I/we understand that in the event of default being reported to TICA default tenancy database, the removal of such information is subject to the guidelines of database companies.
9. I/we agree that in the Security Deposit will need to be paid within 24 hours of acceptance to Yong Trust Account via Rental Rewards (surcharge applies) or Cash, Cheque or eftpos (2% Surcharge) over the counter.
10. I/we agree that no keys for the property will be provided by the agent to myself/us until such time as all monies owed are paid in full in accordance with clauses and above.
11. I/we agree that I/we will abide by the policies of the office of the agent as may be provided to myself/us in relation to this tenancy.
12. I/we agree to allow the agent to photocopy the information supplied by myself/us for their records.
13. I/we agree that upon communication of acceptance of this application by the landlord or their agent that this tenancy shall be binding on both the landlord and the tenant. I/we further agree that I/we will sign the tenancy agreement, and be bound by the terms and conditions of the tenancy agreement.

Applicants Name:

Applicants Signature:

Witness:

Applicants Name:

Applicants Signature:

Witness:

APPLICANT ONE

PERSONAL DETAILS -

FULL NAME - _____

Date of birth - _____

Drivers Licence number - _____

Passport number - _____

18+ Card number - _____

Work phone number - _____

Mobile phone number - _____

Email - _____

RESIDENTIAL HISTORY

Current address - _____

Name of agent or owner - _____

Phone number (business hours) - _____

Rent paid weekly - \$ _____

Reason for leaving - _____

Period of time at this address - _____

IF LESS THAN 3 YEARS PLEASE COMPLETE THE FOLLOWING -

1. Previous address - _____

Name of agent or owner - _____

Phone number (business hours) - _____

Rent paid weekly - \$ _____

Reason for leaving - _____

Period of time at this address - _____

2. Previous address - _____

Name of agent or owner - _____

Phone number (business hours) - _____

Rent paid weekly - \$ _____

Reason for leaving - _____

Period of time at this address - _____

APPLICANT TWO

PERSONAL DETAILS -

FULL NAME - _____

Date of birth - _____

Drivers Licence number - _____

Passport number - _____

18+ Card number - _____

Work phone - _____

Mobile phone number - _____

Email - _____

RESIDENTIAL HISTORY

Current address - _____

Name of agent or owner - _____

Phone number (business hours) - _____

Rent paid weekly - \$ _____

Reason for leaving - _____

Period of time at this address - _____

IF LESS THAN 3 YEARS PLEASE COMPLETE THE FOLLOWING -

1. Previous address - _____

Name of agent or owner - _____

Phone number (business hours) - _____

Rent paid weekly - \$ _____

Reason for leaving - _____

Period of time at this address - _____

2. Previous address - _____

Name of agent or owner - _____

Phone number (business hours) - _____

Rent paid weekly - \$ _____

Reason for leaving - _____

Period of time at this address - _____

INCOME/EMPLOYMENT DETAILS -
(Note - A statement of income is required)

Occupation - _____

Employer - _____

Full/part time or casual - _____

Phone number (business hours) - _____

Name of contact person - _____

Gross weekly income - _____

Period with current employer - _____

IF YOU ARE A STUDENT PLEASE COMPLETE THE FOLLOWING -

Name of Learning Institution - _____

Course you are studying - _____

STUDENT ID Number - _____

Income Source - _____

Gross weekly income - _____

IF YOU ARE ON CENTRELINK PAYMENT -

Type of Payment - _____

Centrelink Reference Number - _____

Total Centrelink Payment/Fortnight - _____

IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING -

Registered name of business - _____

Type of industry/business - _____

Business address - _____

ABN number - _____

Name of accountant - _____

Phone number (business hours) - _____

**NAME OF RELATIVES OR OTHER PERSONS TO CONTACT IN
CASE OF AN EMERGENCY AND REFEREE (CANNOT BE YONG
STAFF) -**

1. Name - _____

Address - _____

Phone number - _____

Relationship - _____

2. Name - _____

Address - _____

Phone number - _____

Relationship - _____

INCOME/EMPLOYMENT DETAILS -
(Note - A statement of income is required)

Occupation - _____

Employer - _____

Full/part time or casual - _____

Phone number (business hours) - _____

Name of contact person - _____

Gross weekly income - _____

Period with current employer - _____

IF YOU ARE A STUDENT PLEASE COMPLETE THE FOLLOWING -

Name of Learning Institution - _____

Course you are studying - _____

STUDENT ID Number - _____

Income Source - _____

Gross weekly income - _____

IF YOU ARE ON CENTRELINK PAYMENT -

Type of Payment - _____

Centrelink Reference Number - _____

Total Centrelink Payment/Fortnight - _____

IF SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING -

Registered name of business - _____

Type of industry/business - _____

Business address - _____

ABN number - _____

Name of accountant - _____

Phone number (business hours) - _____

**NAME OF RELATIVES OR OTHER PERSONS TO CONTACT IN
CASE OF AN EMERGENCY AND REFEREE (CANNOT BE YONG
STAFF) -**

1. Name - _____

Address - _____

Phone number - _____

Relationship - _____

2. Name - _____

Address - _____

Phone number - _____

Relationship - _____

CHILDREN OR DEPENDENTS WISHING TO RESIDE AT PREMISES -

1. Name - _____ Date of birth - _____

2. Name - _____ Date of birth - _____

3. Name - _____ Date of birth - _____

4. Name - _____ Date of birth - _____

5. Name - _____ Date of birth - _____

PETS TO BE KEPT AT PROPERTY -

Type - _____ Period of ownership - _____

Registration no. with local authority (if applicable) - _____

Type - _____ Period of ownership - _____

Registration no. with local authority (if applicable) - _____

VEHICLES TO BE KEPT AT PROPERTY -

Type and model - _____ Registration no. - _____

Type and model - _____ Registration no. - _____

TENANCY HISTORY - Please circle the correct answer. If any question is answered "yes", please state the details -

1. Have you ever been evicted by any lessor or agent?

Yes/No _____ Details - _____

2. Are you in debt to another lessor or agent?

Yes/No _____ Details - _____

3. Is there any reason known to you that might affect your rental payments, now or in the future?

Yes/No _____ Details - _____

4. Was your rental bond at your last address refunded in full?

Yes/No _____ If no, what deductions were made?

Privacy Act Acknowledgement form for tenant applicants & approved Occupants

This form provides information about how we handle your personal information, as required by the National Privacy Principles in *Privacy Act 1988*, and seeks your consent to disclose to the TICA group of companies (TICA) in specific circumstances, Agents for rental history checks and Employers to confirm employment details.

Member Name: Yong Internationals Pty Ltd T/As Yong Real Estate
Address: Shop 18/223 Calam Rd, Sunnybank Hills
Phone: 3373 9801 Fax: 33739889
Email: 6sso@yong.com.au

Primary Purpose

- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application
- Referees to validate information supplied in your application
- Other Real Estate Agents to confirm rental history
- Confirm Employment details

Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Trade people to contact you for repairs and maintenance of the property
- Tribunals or Courts having jurisdiction seeking orders or remedies
- Debt Collection Agencies and affiliated industries
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Lessors / Owners insurer in the even of an insurance claim
- Future rental references to other asset managers / owners

Applicants Personal Information Consent – Applicant One

I, the applicant, give my consent for **YONG REAL ESTATE** to make enquiries to verify the information I have provided to the agent in this Tenancy Application with any relevant tenancy databases including databases of my previous letting agents.

Applicants Signature:

Date:

Applicants Personal Information Consent – Applicant Two

I, the applicant, give my consent for **YONG REAL ESTATE** to make enquiries to verify the information I have provided to the agent in this Tenancy Application with any relevant tenancy databases including databases of my previous letting agents.

Applicants Signature:

Date:

NOTICE TO ALL TENANCY APPLICANTS

100 POINTS OF IDENTIFICATION

Prior to any Tenancy Application being considered **each applicant** is required to produce sufficient identification which totals 100 points. Should you have any difficulties in providing this identification, please advise us prior to completing.

PLEASE NOTE: you must include atleast one of the items marked with (*) next to the points.

DRIVERS LICENCE	50 POINTS*
PASSPORT	50 POINTS*
PROOF OF AGE CARD	50 POINTS*
PREVIOUS TENANCY AGREEMENT	20 POINTS
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
PENSION CARD	15 POINTS
COUNCIL OR WATER RATES	15 POINTS
CENTRELINK HEALTH CARE CARD	15 POINTS
STUDENT IDENTIFICATION CARD	15 POINTS
MEDICARE CARD	15 POINTS
MEDIBANK PRIVATE CARD	10 POINTS
MBF CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS
AUSTRALIAN CITIZENSHIP CERTIFICATE	10 POINTS

Proof Of Income

It is **COMPULSORY** to supply the agent/lessor with proof of your income upon submission of your application.

Employed:	Last THREE pay slips.
Self Employed:	Bank Statements, Group Certificate, Tax Return or Accountant's letter.
Not Employed:	Centrelink Statement.

PET APPLICATION FORM

Property: _____

Applicants: _____

Date: _____

We request the landlord's permission to keep a pet, as detailed below, on the premises:

Animal: _____ **Breed:** _____

Size: _____ **Weight:** _____

Colour: _____ **Inside or Outside:** _____

Age: Baby / Teenager / Adult / Elderly (Please Circle)

Kept For: Pet / Security (Please Circle)

I/we agree to comply with the following strict conditions;

1. To keep the yard free from animal droppings.
2. That, upon vacating the rental premises I will arrange for the fumigation of the property both inside and outside at my own cost. This will be done by a professional pest control company and the receipt will be provided to the office upon handing the keys back.
3. We will not allow the animal inside the residence at any time.
4. We will repair any damage to the premises caused by the animal at our own expense.
5. Other than any pet listed above and approved by the owner, we will not keep any other animals of any kind on the rental premises, (even on a short-term or temporary basis), including dogs, cats, birds, reptiles, or any other animals).
6. We agree that this agreement is only for the specific pets described above and we will not harbour, substitute or "petsit" any other pet, and we will remove any of the above mentioned pet's offspring within 45 days of birth (should this occur).
7. We agree not to leave food for the pet outside the premises where it may attract other animals and/or insects (pests). Water bowls will be changed daily.
8. We agree to abide by all local, city or state laws, licencing and health requirements regarding pets, including vaccinations.
9. The pet shall not cause any sore of nuisance or disturbance to neighbours. Noise, day or night must not disturb others. We agree to do whatever is necessary to keep our pet from making noise that would annoy others, and we will take steps to immediately rectify complaints made by neighbours or other tenants.
10. We will restrain or remove the pet from the premises while routine inspections are carried out.
11. We shall accept responsibility for any animal we might bring or allow on the premises with or without the consent of the lessor/agent. We shall be solely responsible for any loss and damage or injury suffered by any person who is attacked by any such animal, but if any action is brought against lessor/agent by any person, despite us being responsible as aforesaid, we will indemnify and hold harmless the lessor/agent from any claim, action, suit or demand brought against lessor/agent by any person injured by such animal.

We understand that failure to comply with these terms shall give the owner the right to revoke the permission to keep the pet, and is also grounds for further action.

Applicants Name:

Applicants Name:

Applicants Signature:

Applicants Signature:

Witness:

Witness:

HOW TO PAY YOUR RENT

Your Tenant Reference:

In this office, here's how we ask all our Tenants to pay rent.

Payment methods:

1. **'Set & Forget' Automatic Payments** – payments processed automatically when due. A\$2.00 transaction value for Bank Account, 1.45% for Visa and Mastercard and 2.65% for premium and overseas cards. All original set ups include A\$1.51 test fee - A\$15.00 dishonour fee may apply when insufficient funds occur - *Complete the form overleaf*



2. **SMS or Email 'Rent Reminders'** – receive reminder & just reply "YES" to pay. A\$2.00 on transaction value for Bank Account, 1.45% for Visa and Mastercard and 2.65% for premium cards. All original set ups include A\$1.51 test fee - A\$15.00 dishonour fee may apply when insufficient funds occur - *Complete the form overleaf*



3. **Other** – Other options including Bank Cheque may be available.

Benefits of 'Set & Forget' & 'SMS/Email Rent Reminders':

Choose easy Set & Forget automatic payments or receive a SMS/Email Rent Reminder and simply reply YES to pay.

- ✓ Save time & hassle – never forget to pay your rent.
- ✓ Easiest way to pay rent – no need to login every time rent is due.
- ✓ You can earn reward points on credit card payments – the profitable way to pay rent:
Pay \$615 rent p/week and you can earn 32,000 points every year – enough for 2 return flights between Sydney & Melbourne.
- ✓ Earn 1,000 Frequent Flyer points with your first card payment.
- ✓ Ease the burden by using the up to 55 interest free days when you pay by credit card.
- ✓ If a payment fails, you receive an SMS/Email alert and your payment is automatically re-tried.
- ✓ Online access to payment history.
- ✓ Cost effective ways to pay – card payments are not treated as a cash advance and you earn points.
- ✓ Fully secure – card numbers are tokenised and never stored in full.
- ✓ Payment services provided by industry specialists, Rental Rewards.



How much & when to pay:

- See your lease for your rent amount and frequency details.
- Regardless of which payment method you select, always set up your payments for 3 days before your rent is due to allow for bank clearance times, weekends and public holidays.

Setting up payments by

1. Complete the 'Rent Payment Set Up Form' overleaf:
 - Enter a 'Next Rent Due' date 3 days before your rent is due to allow funds to clear from your account.
 - Give the completed form to your Property Manager or send to Rental Rewards.
2. Set up:
 - You will receive a confirmation email and you can access your rent payment info online.
3. Payments processed:
 - Your payments will be processed as per your payment options.

Direct Debit Service Agreement: Drawing arrangements:

We will advise you, in writing, the details of the direct debit drawing arrangements (amount, frequency, commencement date) at least 1 calendar day prior to the first drawing (via your lease). Where the due date falls on a non-business day, we may draw the amount on the next business day. We will not change the amount or frequency of drawing arrangements without prior advice or approval. We reserve the right to cancel the direct debit drawing arrangements if two or more drawings are returned unpaid by your nominated Financial Institution & to arrange with you an alternative payment method. We will keep all information pertaining to your nominated Financial Institution account private and confidential. Your rights: You may terminate the drawing arrangements or stop payment of a drawing at any time by giving notice to us, which should be received by us at least 5 business days prior to the due date. You may request change to the drawing amount and/or frequency of drawings by contacting us and advising your requirements no less than 5 business days prior to the due date. Where you consider that a drawing has been initiated incorrectly, you should take the matter up directly with us. Your responsibilities: It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date. It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by your Financial Institution. It is your responsibility to advise us if the account nominated by you to receive drawings is transferred or closed and to arrange with us a suitable alternative payment method if the drawing arrangements are cancelled either by you or your Financial Institution.



Rent Payment Set Up Form



Agent Name	Yong Real Estate – RENTALS		Agent ID	YONGREN
Tenant Name				
Address				
Suburb			State	Postcode
Email				
Mobile Phone <small>Required for SMS Rent Reminders</small>	04		Contact Number	0 - - - - -
Date of Birth <small>For ID purposes</small>				
Qantas Frequent Flyer Number	Earn 1,000 Qantas Frequent Flyer points^ with your first payment and every year. F R E Q U E N T F L Y E R			
ENTER YOUR PAYMENT DETAILS:				
Next Rent Due*	/ / <small>To ensure your rent is received on time, pre-date by 3 days to allow time for funds to clear your account</small>		Rent Amount*	\$, .
Rent Frequency*	<input type="checkbox"/> Monthly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly		Lease End Date	/ / <small>For information only – payments continue until cancelled.</small>
Payment Method <small>Choose a payment method</small>	'Set & Forget': <input type="checkbox"/> Automatic payments every time rent is due. 'Rent Reminders': SMS <input type="checkbox"/> or EMAIL <input type="checkbox"/> Receive reminder & simply reply 'YES' to pay.			
CHOOSE A PAYMENT OPTION:				
Credit Card / Debit Card <small>Earn reward points and utilise interest free days.</small>	Card Number: - - - - - Expiry Date: / Name on Card:			
 <small>Not as rewarding as paying by card.</small>	BSB: - Account Number: - - - - - Account Holder Name:			
DECLARATION & SIGNATURE:				
DECLARATION: I hereby register with Rental Rewards ACN 056881942 (RR) & authorise RR or my Agent to process payments from my nominated account including the convenience fee (incl. GST) of A \$2.00 of transaction value for Bank Account transactions OR 1.45% of the transaction value for MasterCard /Visa OR 2.65% of transaction value for premium and overseas cards in accordance with this Tenant Registration Form (TRF), Direct Debit Service Agreement (DDSA) & the Terms & Conditions (TC) at www.rentalrewards.com.au. A \$1.51 fee is applicable to set up & confirm the legitimacy of payment details. Other fees may apply including for failed payments A \$15.00 (incl. GST) – see full TC for details. By signing this TRF, I confirm the information above is true & correct, that I have read, understand & agree to be bound by the TRF, DDSA & TC. I understand that this arrangement will remain in place until such time as it is cancelled by me, my Agent or by RR. Transactions will appear on your bank statement as: "REAL ESTATE PAYMENT-RR, AUSTRALIA"				
Direct Debit Request: I/we hereby request and authorise that moneys due in terms of the repayment arrangements covered by this document be drawn by Rental Rewards Pty Ltd (User Id: 470911) under the Direct Debit System from my/our account stated above. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from you.				
Account Holder Signature <small>Are 2 signatures required for joint accounts?</small>	X		Date:	/ /
OFFICE USE ONLY				
Tenant ID / Reference*:			SOURCE:	AGENT YONGREN
RETURN FORM TO: Your Agent OR Scan & Email: forms@rentalrewards.com.au OR Fax: (02) 9818 6616				

* Recommend Agent to pre-fill marked fields

Fast, Simple, Free!

myconnect

GPO Box 4778 Melbourne VIC 3001

Phone: 1300 854 478 Fax: 1300 854 479

enquiries@myconnect.com.au

www.myconnect.com.au

Please complete all sections of this application to enable us to connect your utilities.

APPLICANT DETAILS

Family /Surname: _____

Given Name/s: _____

Date of Birth: _____ Home Phone Number: _____

Work Phone Number: _____ Mobile Phone Number: _____

Email Address: _____

Driver's Licence Number: _____ State: _____ Expiry: _____

Passport No (if applicable): _____ Country: _____ Expiry: _____

Concession No (if applicable): _____ Type: _____ Expiry: _____

Property Manager: _____

CONNECTION

Please tick the utilities required

☐ Electricity ☐ Gas ☐ Telephone ☐ Internet ☐ Pay TV

New Property Address: _____

Move in Date: _____ Connection Date: _____

The Main Electricity switch must be in the 'OFF' position between 7 am and 6 pm on the day of connection.

DECLARATION

By signing this application, I consent:

consent to the disclosure of information on this form to myconnect ABN 34 121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signature

Date

.....

myconnect

www.myconnect.com.au

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FX: 1300 854 479

PH: 1300 854 478