



Agent Name: Bradley's Real Estate
ABN: 32 080 967 595
Address: 2/ 41 Bowra Street, Nambucca Heads NSW 2448
Phone No: (02) 6568 6599 **Fax No:** (02) 6568 9334
Email: bradleys@tsn.cc
Web: www.bradleysrealestate.com.au

TENANCY APPLICATION FORM

One application form per adult must be completed in full. Each applicant must provide their own photocopies of identification as well as proof on income and current address. Applications will not be processed unless all sections have been completed, the Privacy Consent is signed and relevant documentation provided. For privacy reasons this office can not disclose reasons for unsuccessful applications and can not return forms as they are destroyed.

PRIVACY NOTICE: The agent is committed to the principles of the Privacy Act 1988 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

PLEASE READ THE PRIVACY NOTICE ON PAGE 4 BEFORE SIGNING THIS FROM.

PROPERTY DETAILS

Property Description:

Lease commencement date: **Lease Term:** **No. occupying the property:**
How many children: **Children ages:** **No. and type of pets:**

PERSONAL DETAILS

Given Name (s): **Surname:**

Current Address:

Home Phone: **Work Phone:** **Mobile:** **Fax:**

Email: **Date of Birth:**

Drivers Licence No: **Passport No:**

NEXT OF KIN

Given Name(s): **Surname:**

Relationship:

Address:

Phone: **Mobile:** **Email:**

CURRENT TENANCY DETAILS

Length of time at current address: **Rent Paid:**

Reason for leaving:

Name of Landlord/Agent: **Phone:**

PREVIOUS RENTAL HISTORY 1

Previous Address:

Length of time at above address: From

to

Rent Paid:

Name of Landlord/Agent:

Phone:

PREVIOUS RENTAL HISTORY 2

Previous Address:

Length of time at above address: From

to

Rent Paid:

Name of Landlord/Agent:

Phone:

CURRENT EMPLOYMENT

Occupation:

Current Employer:

Employers Address:

Contact Name:

Contact Number:

Length of Employment: From

Net weekly income:

SELF EMPLOYMENT DETAILS

Company Name:

Business Type:

Business Address:

Position Held:

ABN:

Accountant Name:

Phone:

Net Income: From

PREVIOUS EMPLOYMENT

Occupation:

Previous Employer:

Employers Address:

Contact Name:

Contact Number:

Length of Employment: From

To

Net weekly income:

STUDENT INFORMATION

Place of Study:

Course Name:

Course Length:

Enrolment/Student No:

Campus Contact:

Contact Number:

Course Co-ordinator:

Contact Number:

REFEREES

Business referee (1):

Relationship:

Phone:

Mobile:

Personal referee (1):

Relationship:

Phone:

Mobile:

Please answer the following:

Have any of your previous tenancies been terminated?

Yes

No

Are you in debt to another Lessor or Agent?

Yes

No

Is there an existing reason that may affect your rent payment?

Yes

No

If yes, please provide details:

PLEASE NOTE:

Each applicant **must** provide at least one form of photo identification.

Each applicant **must also** supply one of the following:

Passport, Medicare card, Health Care Card

You must provide your own photocopies for the 100 point ID check and have the originals available for sighting.

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK -

Item		Points	Initial			Points	Initial
Drivers Licence	<input type="checkbox"/>	40		Vehicle Registration Certificate	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Telephone Account	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Electricity Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Medicare / Health Care Card	<input type="checkbox"/>	20	

AUTHORITY OF TENANT

RESERVATION FEE

Reservation Fee \$ _____ Reservation Period _____ days. (at least 7 days)

In consideration of the above reservation fee paid by the applicant the landlord's agent acknowledges that:

- (1) the premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- (2) if the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period, the whole of the fee will be refunded; and
- (3) if the applicant (s) prospective tenant (s) decide not to enter into such an agreement, and the premises were not let or otherwise occupied during the period they were reserved, the landlord may retain all of the reservation fee.
- (4) If a residential tenancy agreement is entered into, the fee is to be paid towards the rent for the residential premises concerned.

Applications will be processed over 2 – 3 working days. If your application is successful our office will contact you within this time. Due to the high volume of applications that we receive each day, unsuccessful applicants will not be contacted but you are welcome to call our office and enquire about the status of your application.

I hereby offer to rent the property from the Owner under a lease to be prepared by the Agent, I acknowledge that I will be required to pay the following amounts:

\$ _____ rent per week

First payment of rent in advance (this is the payment of your first 2 weeks rent – not a bond) \$ _____

Rental Bond: \$ _____

Tenants share of cost of preparing tenancy agreement: \$ Nil

Sub total: \$ _____

Reservation Fee (see below) – deduct if applicable

Amount payable (CASH OR BANK CHQ) on Signing Tenancy Agreement: \$ _____

Tenant Name

Signature

Date

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT OF Bradley's Real Estate

We are an independently owned and operated business. We are bound by the National Privacy Principles (The Privacy Act 1988 (Cth)).

We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our office. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

NAME OF LANDLORDS AGENT: Bradleys Real Estate
BUSINESS ADDRESS: 2/42 Bowra Street Nambucca Heads

PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Bradley's Real Estate. I authorise Bradley's Real Estate to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Bradley's Real Estate to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Bradley's Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

Tenant Name

Signature

Date

