

This Agency is a member of TENANCY INFORMATION CENTRE AUSTRALIA PTY LTD (TICA)

Note:

- Each person applying must complete an application
- All questions must be answered for the application to be processed
- A minimum of 100 points must be photocopied & attached. No photocopying will be done at our office.
- All terms and conditions must be read and accepted
- Application must be signed

A. PROPERTY DETAILS

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

If you have a second preference, the address of that property

2. Lease commencement date?

<input type="text"/> <input type="text"/>	Day	<input type="text"/> <input type="text"/>	Month	<input type="text"/> <input type="text"/>	Year
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3. Preferred lease term?

 Months

How did you find out about this property?

- Newspaper
 The Internet
 Sign Board
 Rental List
 Referral
 Office Window
 Other (specify)

B. PERSONAL DETAILS

4. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth

Driver's licence number <input type="text"/>	Driver's licence state <input type="text"/>
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Passport no. <input type="text"/>	Passport country <input type="text"/>
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Pension no. (if applicable) <input type="text"/>	Pension type (if applicable) <input type="text"/>
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5. Please provide your contact details

Home phone no. <input type="text"/>	Mobile phone no. <input type="text"/>
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Work phone no. <input type="text"/>	Fax no. <input type="text"/>
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Email address

6. How many tenants will occupy the property?

Adults
 Children
 Ages of Children

B. PERSONAL DETAILS (Continued)

7. Do you have any pets?

Yes
 No
 Inside
 Outside

If so please provide details of pet/s

Breed/type <input type="text"/>	Council registration / number <input type="text"/>
1. <input type="text"/>	
2. <input type="text"/>	

8. Car Registration Year & Model

<input type="text"/>	<input type="text"/>
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C. APPLICANT HISTORY

9. What is your current address?

Postcode

10. What period did you live at this address?

..... / / to / /

11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone <input type="text"/>	Weekly Rent <input type="text"/>
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13. What was your previous residential address?

Postcode

14. What period did you live at this address?

..... / / to / /

15. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. <input type="text"/>	Weekly Rent Paid <input type="text"/>
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Was bond refunded in full? <input type="text"/>	If not why not? <input type="text"/>
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D. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

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

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net weekly Income

Years

Months

\$

17. Please provide your previous employment details

Occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

Employer's name

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net weekly Income

Years

Months

\$

E. EMERGENCY CONTACTS

18. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

F. REFERENCES

19. 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.

G. PAYMENT DETAILS

20. Property Rental

\$ per week

First payment of rent in advance (2 weeks rent)

Rental Bond (4 weeks rent)

Sub Total

Less: Reservation Fee (see section J)

Amount payable on signing tenancy agreement (bank cheque or cash)

All cheques are to be made out to "Florent & Munday Real Estate Trust Account".

H. 100 POINT CHECK

21. Please provide non-returnable copies of the following documentation with your application:

- A minimum of 100 Check Points is required for each applicant.
- Points must be made up from each of sections A, B and C as shown

A) Proof of Identity (30 Points)

Please Tick

You must provide one of the following:

Drivers Licence

or

Passport

30 Points

or

Birth Certificate + Photo ID

B) Proof of Income (30 Points)

You must provide at least one of the following:

Last Pay Advice

or

Current Centrelink Statement

30 Points

or

Current Bank Statement

(must show sufficient funds to meet rental payments)

C) Supporting Documentation (40 Points)

You must provide at least 40 Points of the following documentation:

Current Rental Ledger (from Agent) 40 Points

Last 2 Rentals Receipts 20 Points

Two Written References 20 Points

Recent Rates Notice 30 Points

Vehicle Registration Papers 10 Points

Current Electricity/Phone Account 10 Points

Medicare Card 10 Points

Keycard/Credit Card 10 Points

Health Care Card 10 Points

Minimum of 40 Points Required

TOTAL POINTS (A + B + C) MINIMUM 100 POINTS REQUIRED

I. DECLARATION

I confirm the following

- I have inspected the property that I am applying for
 Yes No
- During my inspection of this property I found it to be in a reasonably clean condition
 Yes No
- 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 Landlords approval.

TERMS & CONDITIONS

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 amounts as specified in Section G.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
 - My personal referees and employer/s;
 - Any record listing or database of defaults by tenants;
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA tenancy default database and that the Agent may conduct a reference check with these organisations. I authorise the agent to provide any information about me to this database for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by the organisation.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering and incorrect search as I understand faults can be made within the process due to human error. I understand that technical failures can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for errors.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default database until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenancy are fully compliant and are of a high standard.

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

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- Manage the tenancy and collect rents
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)

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.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may need to be disclosed to us and the landlord if you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants Signature

Date

Print Name

Agents Signature

Date

J. RESERVATION

Note: Once you have been approved for the property a reservation fee is required, the following conditions apply.

RESERVATION FEE

\$

One (1) weeks rent

The Landlords Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period;
- 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;
- If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder;
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.
- The Reservation Fee will be banked into a Trust Account and any refund given will be by the way of a Trust Account cheque.

K. RENTAL BONDS ONLINE

- Please tick if you would like to use Rental Bonds Online.
If yes please provide email address

Yes email address.....

For more information please visit <http://www.fairtrading.nsw.gov.au/rentalbondsonline>

L. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services. **Anytime a tenant uses the free service of Direct Connect, our office will make a charitable contribution to the Coffs Harbour Westpac Life Saver Rescue Helicopter.**

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Pay TV
Gas	Cleaners
Water	Insurance
Phone	Removalist
Internet	Truck or van hire



MAKES MOVING EASY

- Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date