

Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.



A. AGENCY DETAILS

Excel Property Agency

30 Orlando Street, Coffs Harbour, NSW 2450

Phone: 02 6652 4646

Web: www.excelpa.com.au

Email: forrent@excelpa.com.au

Property Manager

B. PROPERTY DETAILS

1. Address of Property:

2. Lease Commencement Date:

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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3. Lease Term:

<input type="text"/>	Years	<input type="text"/>	Months
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4. How many tenants will occupy the property?:

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Dr 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?

8. Would you like to use Residential Bonds Online? Yes No

Email address

Signature Date

D. UTILITY CONNECTIONS

FREE Utility Connection Service - with a difference!

MOVE ME IN
HASSLE FREE CONNECTIONS

Electricity Gas
Internet Phone
Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered.

We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted-deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au

P: 1300 911 947 www.movemein.com.au

E. DECLARATION

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 into 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 authorise the Agent to obtain personal information from:

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

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

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

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople 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 credit check with NTD (National Tenancies Database)

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.

Tenant Signature

Date

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years	Months
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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/fax no.

Weekly Rent Paid

	\$
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12. What was your previous residential address?

13. How long were you at this address? Weekly Rent Paid

Years	Months	\$
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone

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Was bond refunded in full?

If not why not?

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15. What was your second previous residential address? (ONLY complete if within the last 5 years)

16. How long were you at this address? Weekly Rent Paid

Years	Months	\$
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17. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone

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Was bond refunded in full?

If not why not?

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18. Have you sold a property? If yes, when?

19. Address and selling agent

G. EMPLOYMENT HISTORY

20. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

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Length of employment

Net Income

Years	Months	\$
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21. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years	Months	\$
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H. CONTACTS/REFERENCES

22. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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

1. Surname

Given name/s

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Relationship to you

Phone no.

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2. Surname

Given name/s

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Relationship to you

Phone no.

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I. OTHER INFORMATION

24. Car Registration

25. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

26. Are you a smoker? Yes No

J. PAYMENT DETAILS

Property Rental

\$	per week OR	\$	per month
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Rental Bond (4 weeks rent):

\$

First payment of rent in advance (2 weeks rent)

\$

Total

\$

K. ALL APPLICANTS MUST SUPPLY

Please ensure you provide:

1. A current drivers Licence or Proof of Age Card
2. Current proof of income (Pay Slip or Centrelink Statement)
3. Current Bank Statement
4. Utility Bill (Electricity, Phone or Superannuation Statement)
5. Passport (If you have one)

Note:

1. Each person applying must complete an application
2. All questions must be answered for the application to be processed
3. Application must be signed and accepted
4. No Photocopying will be done at our office

Signature of Landlords Agent

Date

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