

# VALLA REAL ESTATE

## APPLICATION



### NAME/S OF APPLICANTS

1. \_\_\_\_\_

2. \_\_\_\_\_

### ADDRESS OF PROPERTY

\_\_\_\_\_

RENTAL \$ \_\_\_\_\_ PER WEEK

TENANCY TO COMMENCE: \_\_\_\_\_

DATE APPLICATION SUBMITTED: \_\_\_\_\_

# ATTENTION!!

## METHODS OF RENT PAYMENT

1. **Rentpay/Centrepay**
2. **Direct Deposit into our Trust Account**
3. **In person @ CBA**

RentPay offers you the flexibility to pay your rent using RentPay's multiple payment facilities. With RentPay you have the convenience of paying your rent via telephone or internet banking using BPAY or Automatic Direct Debit from your bank account - weekly, fortnightly or monthly.

If you have any questions about RentPay, please visit [www.rentpay.com.au](http://www.rentpay.com.au) and take the "Tenant Tour" for any questions you may have.

The following table shows a cost comparison between various ways of paying rent. As you can see, RentPay and particularly the direct debit option is very economical.

Payment Method	Cost Per Payment	Total Cost per Month approx.
Strata Pay	\$2.50	\$6.25
Periodical Payment from your bank (Direct Debit)	\$5.00	\$12.50
Cash – counter withdrawal	\$2.50	\$6.25
Money Order	\$3.00	\$10.50
Bank Cheque	\$7.00	\$18.50
Cheque & Postage	\$1.50	\$3.75
<b>RentPay Direct Debit</b>	<b>\$0.00</b>	<b>\$3.00</b>
<b>RentPay BPay</b>	<b>\$0.00</b>	<b>\$3.00</b>

*Rates Comparison assumes tenants making an average of 2.5 payments per month. All prices include GST. The above table does not include your bank's standard Account Keeping Fees. Source: Reserve Bank of Australia Bulletin "Banking Fees in Australia, May 2006.*

Please be advised that the RentPay service fee is billed quarterly in advance (\$9 per quarter). The first fee is billed on the last working day of the month that you registered with RentPay, and the first day of every quarter thereafter.

We look forward to your support of RentPay as the most convenient, secure and cost-effective way to pay your rent. Please do not hesitate to contact our office on 02 6569 5690 should you have any questions.

Yours faithfully

**VALLA REAL ESTATE**

Jodi Young  
**PROPERTY MANAGER**

# ATTENTION!!

## Re: Upon approval of your Application

If your rental application is approved, we firstly require a Reservation fee or Deposit to secure your application. Then upon the signing of the lease agreement we require monies upfront for the rental bond and 2 weeks rent in advance (only one week if you have already paid a deposit). If paying by direct deposit, the monies must be in our account prior to the signing of the lease.

**IMPORTANT NOTE:** Our office only recognizes Cash & Bank Cheque on the day or Direct Deposit if paying prior to signing the lease – personal cheques are not accepted. These monies must be paid upon signing the agreement or in advance.

These payments are outlined as follows:

- |                    |  |
|--------------------|--|
| <b>Deposit</b>     | - Equivalent to ONE week's rent (payable prior to signing the lease).                                  |
| <b>Rental Bond</b> | - Equivalent to FOUR weeks rent for <u>unfurnished</u> premises  |
| <b>Rent</b>        | - TWO weeks rent in advance (If you have already paid a deposit then only one week's rent is required) |

## NOTE

Please note that in the event your application is not successful, no reason shall be given.

# APPLICANT - 1:

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

DOB: \_\_\_\_\_ Licence # & State: \_\_\_\_\_ Vehicle Registration: \_\_\_\_\_

Current Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Current Agent/Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current rent per week: \_\_\_\_\_ Paid to Date: \_\_\_\_\_

Last Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Last Agent/Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Previous Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Previous Agent/Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current Occupation: \_\_\_\_\_ How Long: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Net Weekly Pay: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Contact: \_\_\_\_\_

How Long: \_\_\_\_\_ Telephone: \_\_\_\_\_

Personal Reference 1: \_\_\_\_\_ Reference 2: \_\_\_\_\_

Personal Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_

Number of persons to occupy the premises: \_\_\_\_\_ being \_\_\_\_\_ Adults & \_\_\_\_\_ Children under 18

Next of Kin: \_\_\_\_\_ Telephone N°s: \_\_\_\_\_

Address: \_\_\_\_\_

Pets: Yes/No How many: \_\_\_\_\_ Dogs \_\_\_\_\_ Breed \_\_\_\_\_ Cats \_\_\_\_\_ Birds \_\_\_\_\_

# APPLICANT 1: Annexure

## PART A:

1. To process your application you are requested to answer all questions to the best of your knowledge. Any false information provided could jeopardize your application.
2. The completion of the annexure does not constitute an offer or acceptance.
3. Upon approval and acceptance of your application, all monies must be paid in full by cash, bank cheque or Australian Money Order.
4. Monies required to be paid are:

Upon approval of applications:                      Reservation fee equal to first weeks rent

Upon signing of Agreement:                      Rental Bond – equivalent to four weeks rent  
(ie at \$200 per week, bond would equate to \$800)

Rent – two weeks rent in advance

(One week where reservation fee has been paid)

***(Please Note: It is the policy of this office not to accept Rental Bond Transfers.  
All monies required must be paid prior to signing of the lease)***

## PART B:

1. Have you ever been evicted by any Landlord or agent? Yes/No  
If yes, give details? \_\_\_\_\_
2. Have you ever been refused another property by a Landlord or Agent? Yes/No  
If yes, give details? \_\_\_\_\_
3. Are you in debt to another Landlord or Agent? Yes/No  
If yes, give details? \_\_\_\_\_
4. Were any deductions made from your Rental Bond at your last address? Yes/No  
If yes, give details? \_\_\_\_\_
5. Have you applied for public housing ? Yes/No  
If yes, give details? \_\_\_\_\_
6. Have you applied for an ACAT assessment ? Yes/No  
If yes, give details? \_\_\_\_\_

I do solemnly and sincerely declare that the above information is true and correct, and has been willingly supplied to assist in the assessment of my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIVACY ACT 1988 COLLECTION NOTICE

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including to landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord.

If the Applicant enters into a residential Tenancy agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information the Agent hold, they can do so by contacting:

*Valla Real Estate at 33 Valla Beach Road, Valla Beach*

*Or by telephone 02 6569 5690, or fax 02 6569 5567 or email [info@vallarealestate.net.au](mailto:info@vallarealestate.net.au)*

## PRIVACY ACT 1988 ACKNOWLEDGEMENT FORM

This form provides information about how Valla Real Estate handles your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to:

- The Lessor/Owners for approval or rejection of your application
- TICA Default Tenancy Control 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 assess the risk to our clients

We the Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose

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

- Tradespeople 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 event of an insurance claim
- Future rental references to other asset managers / owners

In the event of a successful tenancy application the applicant's personal information may be recorded in our TICA Virtual Manager System, which will allow the us to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy application is not a listing on the TICA Tenancy History database. This information is information that would be available to us on a truthfully completed tenancy application form.

# PRIVACY ACT 1988 ACKNOWLEDGEMENT FORM (Cont'd)

## TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 87 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28 137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group, proof of identity will be required and can be made by mail to :

***TICA Public Inquiries – PO BOX 120, CONCORD NSW 2137- a fee of \$19.80***

## Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from The TICA Group.

The personal information that the TICA Group may hold is as follows:

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

## Signed By The Applicant/s

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# NOTICE TO ALL TENANCY APPLICANTS

This office is a member of TICA (Tenancy Information Centre of Australasia) All applications will be check through the TICA database and registered applicants will be declined. Before the application can be considered, each applicant must achieve a minimum of 100 check points as per the following scale.

DRIVERS LICENCE <u>or</u> PROOF OF AGE CARD .....	40 Points
PASSPORT .....	20 Points
CURRENT PHONE <u>or</u> ELECTRICITY A/C (Must show address) .....	20 Points
COUNCIL RATE NOTICE .....	20 Points
TENANCY HISTORY LEDGER .....	20 Points
MORTGAGE PAYMENT HISTORY .....	20 Points
LAST 4 PAY SLIPS <u>or</u> 4 CENTRELINK STATEMENTS .....	20 Points
IF YOU ARE SELF-EMPLOYED, YOU <u>MUST</u> PROVIDE A COPY OF YOUR BUSINESS	
NAME REGISTRATION .....	20 Points
MEDICARE CARD .....	15 Points
BIRTH CERTIFICATE .....	15 Points

I/WE HEREBY APPLY TO THE LANDLORD FOR TENANCY OF PREMISES LOCATED AT:

.....

I/we do solemnly and sincerely declare that the information I/we have given is true and correct.

I/we have inspected the premises and wish to take tenancy for a period of ..... month (3,6 or 12) at a weekly rental of \$ ..... and confirm that this rent is within my/our means.

I/we acknowledge and agree that the agent will confirm the information/references supplied by me/us.

I/we acknowledge that on approval of the application, I/we must pay a reservation fee equivalent to one weeks rent.

SIGNATURE:

\_\_\_\_\_  
(Applicant 1)

SIGNATURE:

\_\_\_\_\_  
(Applicant 2)

SIGNATURE:

\_\_\_\_\_  
(Applicant 3)



**CONSENT FORM FOR RENTAL INFORMATION**

I/we .....

of .....

.....

give permission for my/our current real estate agent/landlord .....

.....

information about my/our rental history that is required by **Valla Real Estate**, to support

my/our application on the rental property that I/we have applied for.

This information includes faxing a full rental ledger to **Valla Real Estate** on **02 6569 5567**.

\_\_\_\_\_  
*Applicants Full Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

## APPLICANT - 2:

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

DOB: \_\_\_\_\_ Licence # & State: \_\_\_\_\_ Vehicle Registration: \_\_\_\_\_

Current Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Current Agent/Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current rent per week: \_\_\_\_\_ Paid to Date: \_\_\_\_\_

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Previous Agent/Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Current Employer: \_\_\_\_\_ Net Weekly Pay: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_ Contact: \_\_\_\_\_

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Personal Reference 1: \_\_\_\_\_ Reference 2: \_\_\_\_\_

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Next of Kin: \_\_\_\_\_ Telephone N°s: \_\_\_\_\_

Address: \_\_\_\_\_

Pets: Yes/No How many: \_\_\_\_\_ Dogs \_\_\_\_\_ Breed \_\_\_\_\_ Cats \_\_\_\_\_ Birds \_\_\_\_\_

## APPLICANT 2: Annexure

## PART A:

1. To process your application you are requested to answer all questions to the best of your knowledge. Any false information provided could jeopardize your application.
2. The completion of the annexure does not constitute an offer or acceptance.
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(ie at \$200 per week, bond would equate to \$800)

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***(Please Note: It is the policy of this office not to accept Rental Bond Transfers.)***

***All monies required must be paid prior to signing of the lease)***

**PART B:**

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If yes, give details? \_\_\_\_\_
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If yes, give details? \_\_\_\_\_
4. Were any deductions made from your Rental Bond at your last address? Yes/No  
If yes, give details? \_\_\_\_\_
5. Have you applied for public housing ? Yes/No  
If yes, give details? \_\_\_\_\_
6. Have you applied for an ACAT assessment ? Yes/No  
If yes, give details? \_\_\_\_\_

I do solemnly and sincerely declare that the above information is true and correct, and has been willingly supplied to assist in the assessment of my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

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

- |                                      |                                   |                                   |  |                                 |
|--------------------------------------|-----------------------------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas      | <input type="checkbox"/> Phone    | <input type="checkbox"/> Internet          | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Insurance   | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Removals | <input type="checkbox"/> Truck or van hire |                                 |

**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:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
  2. 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
  3. 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.
  4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
  5. 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.
  6. 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 of Applicant: .....

Date...../...../.....