THE PROPERTY CO

Tenancy Application Information

237 Peel Street, Tamworth
P: 6766 1655
F: 6766 2347
E: rentals@propertycotam.com.au

Property/ies Applied for: _____

_____

Applicant/s Name _____

100 Point Check list (must have 1 form of photo ID)		Also Required if applicable	Money Required
Passport	70	Rent receipts or tenant ledger	Bond (4 x rent)
Birth Certificate	70	Two wage dockets or confirmation letter	Advance rent (2 x rent)
Drivers Licence	40	Two references from previous agent/landlord	
Photo ID issued by GOV	30	Centrelink statements	
Medicare card	25	Copy of last phone or electricity account	
EFTPOS or Credit Card	25	Home owner—land & water rates	
Current car rego papers	10	Bank Statement	

Application Process

- ☒ If you require our office to photocopy any documents there will be a charge of 50c per page.
- ☒ The time taken to approve an application varies. Usually we will process the application in 48 hours. However, some delays could be experienced if the property owner cannot be contacted. You can contact our office after the 48 hours to see how your application is going.
- ☒ You will **only** be notified by our property managers if your application is approved. Hence if your applications are unsuccessful you will not be notified.
- ☒ If your previous landlord is a private landlord a data search is conducted to produce relevant rental history.

Once Approved

- ☒ You are required to pay one week's rent as a holding deposit. This is to be paid into our Trust Account @ the NAB.
- ☒ The bond will need to be lodged via bonds online. You will be sent a link with instructions

Notice to prospective tenants; The availability of telephone lines, internet service; analogue, digital or cable television and adequacy of such devises are the sole responsibility of the tenant (s) and tenants should make their own enquiries as the availability of these services. The landlord does not warrant that any services are serviceable.

PLEASE BE AWARE WE DO NOT HAVE EFTPOS, CREDIT CARD OR CASH FACILITIES AT OUR OFFICE.

PLEASE NOTE: If your application is unsuccessful it will be destroyed immediately. If you want it returned to you please tick here ☐ and collect it within 24 hours, if you have not collected it after 24 hours, it will be shredded.

The Property Co.
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Privacy Statement

The personal information you provide in this application or collection 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 it 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 also be disclosed to the Landlord and us.
If you enter into a Residential Tenancy Agreement, and 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 databases and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises. To carry this out this role and during the term of your tenancy, we usually disclose your personal information to:

- The landlord, The Landlord's lawyers and the Landlords mortgagee/ insurer's
- Referees you have nominated
- Organisations / Trade people required to carry out the maintenance to the premises
- Rental Bond Authorities and the Residential Tenancy Tribunal / Courts
- Debt Collection Agencies
- TICA Database Default Tenancy Control Pty Ltd.
- Other Real Estate Agents & Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlords lawyers, to prepare the lease/tenancy documents for the premises
- Allow organisations / Trades people to contact you in relation to maintenance matters relating to the premises
- Pay / release rental bonds to/ from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Court and Statutory Authorities (where necessary)
- Refer to Debt Collection Agencies / Lawyers (where default/ enforcement action is required)
- Refer to Landlords Insurer's
- Report your conduct as a tenant on the TICA database

I/we the said applicant declare that I/we give our permission to the agent to collect my/our information and pass such information onto TICA default Tenancy Control Pty Ltd.

I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application.

I/we further consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/ our information may be recorded as making an inquiry.

I/ we agree that in the event of a default occurring under a tenancy agreement I/we give my/ our permission to the member of the tenancy database to register any of my details of such a breach with a tenancy database.

I/ we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I/we understand that TICA Default Control Pty Ltd is a database company that allows its members access to information accumulated from its members about tenant's who have breached their tenancy agreement.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application.

I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at $5.45 per minute inclusive of GST.

AUTHORISATION

I/we do hereby authorize my agent to provide a copy of the previous /Current rental ledger, routine inspection report & information relating to my/our tenancy to The Property Co.

I/we do hereby authorise my employee & referee's to provide The Property Co. details of employment & persoal details pertaining to my application. This information is only for the purpose of assessing my suitability as a tenant.

PRINT NAME:	_____	**PRINT NAME:**	_____
SIGNED:	_____	**SIGNED:**	_____
DATE:	_____	**DATE:**	_____

Compliance		Applicant 1	Applicant 2	Reasons
Has any Lessor or Agent ever evicted you?				
Has any Lessor or Agent ever refused you another property?				
Are you in debt to another Lessor or Agent?				
Is there any reason known that would affect your rent payment?				
Was your bond at your last address refunded in full?				
If NO – What deductions were made?	Rent Arrears: Repairs: Cleaning: Other:	$ $ $ $	$ $ $ $	

Declaration: I/We the applicant/s hereby agree and acknowledge the following:

1. That the information provided in this application is true & correct & that I/we have physically inspected the property.
2. That I/we are financially able to meet all commitments under the Residential Tenancy Agreement & that I/we have not been declared bankrupt.
3. That if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
4. That the deposit paid for the property is not refundable should I/we decide not to proceed.

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. 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 authorize 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, 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 organizations/tradespeople to contact me
(d) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
(e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) 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.

Signature (App 1) Signature (App 2)

connectnow.
We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598
info@connectnow.com.au | connectnow.com.au

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

☐ **Yes, I accept the Terms. Please call me to connect my new home services**

Signed: _____ **Date:** _____

APPLICANT ONE			
Present address:		Rent paid	
Reason for leaving:		Period of occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone: Fax:	
Previous Address:		Rent paid	
Reason for leaving:		Period in occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone: Fax:	
Prior address if any			
Employment Details			
Occupation:		Net weekly income	
Name of Employer		Phone:	
Period with employer		Contact	
Name of next of kin (must be someone not living with you) for emergency contact			
(1) Name		Relationship	
Address:		Phone:	
(2) Name		Relationship	
Address:		Phone:	

APPLICANT TWO			
Present Address:		Rent paid	
Reason for leaving:		Period of occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone: Fax:	
Previous Address:		Rent paid	
Reason for leaving:		Period in occupancy:	
Name of Agent/Owner			
Agent/Owner Address:		Phone: Fax:	
Prior address if any			
Employment Details			
Occupation:		Net weekly Income	
Name of Employer		Phone:	
Period with employer		Contact	
Name of next of kin (must be someone not living with you) for emergency contact			
(1) Name		Relationship	
Address:		Phone:	
(2) Name		Relationship	
Address:		Phone:	

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Property Applying for:						Date Inspected	
Length of lease required		I would like to start my lease on (date)		Rent per week		Will DOH be helping?	
Will you have pets?		What type?		Breed?		Registered?	
Number of people to occupy in total		Are there any smokers?	Yes / No	Money Required to commence leasing	Bond $ Rent $ Total $	Deposit to be paid	$

How did you find out about this property? Newspaper ☐ Internet Site ☐ Sign Board ☐ Referral ☐ Other ☐ _____

Applicant Details	First Applicant	Second Applicant	All vehicles to be kept at premises		
Full name			Type	Model	Rego
Drivers Licence			Car		
Date of Birth			Car		
Home Phone			Motorbike		
Work Phone			Boat		
Mobile Phone			Caravan		
Email address			Trailer		

Full names of all other persons who will occupy the property –
(Show ages of children)
Any other person over 18 that is not a child to the applicants must complete a separate application.

	Full Name	Relationship	Date of Birth	Age
Person 1				
Person 2				
Person 3				
Person 4				
Person 5				

If self-employed, evidence is required such as tax or annual returns. Please advise of details

Company or Business name:	Contact numbers:
Address:	CAN or Business registration number:
Accountant:	Accountant Address:
Lessor / Agent:	Contact:
Business Reference:	Phone:
Business Reference:	Phone:

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In accordance with the privacy Act, I/we undersigned authorize the recipient of this fax to give Information to The Property Co., regarding my/our rental history. I/we understand this information will be used to assess my our application to lease.

Applicant/s Name				
Current Rental Property Address				
Period of Tenancy	From:	To:	Rent paid per week	
Name of Managing Agent Or Owner			Agents Contact name	
Phone number Agent or Owner			Fax No: agent/ owner	
Signature/s of applicant			Dated	

PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH YOUR APPLICATION

Dear Agent, Please complete and return by the fax to The Property Co. - Fax Number 02 6766 2347

Name & position of person filling in this form	
Lease start and end dates	
How much rent did they pay	
Was the tenant cooperative to deal with	YES / NO
Did they pay rent on time? If not perfect & consistent, please specify problems...	YES / NO COMMENT:
Were there any periodic Inspections What where the results of the inspections	YES / NO COMMENT:
Were the water accounts paid on time	YES / NO COMMENT:
Were lawns & gardens kept in good order	YES / NO
Did they have pets If yes, please state the kind	YES / NO COMMENT:
Were the tenants unreasonable concerning maintenance issues	YES / NO COMMENT:
Are the tenant/s considerate of neighbours	YES / NO
Were any notices ever issued for breach of the tenancy agreement If yes, please provide details.	YES / NO COMMENT:
Do you know why they left or leaving	
Was the bond refunded If no, please give details	YES / NO COMMENT:
Would you rent to them again	YES / NO COMMENT:
Signature of Agent / Owner PLEASE ATTACH THE TENANT LEDGER & AN INSPECTION REPORT	Thank you very much for your Co-operation!