

TENANCY APPLICATION

Tenancy Application Information

Applications will not be processed unless all information is supplied.
 Each Applicant must complete a separate application.

Supporting Documents

Identification Check:

You must provide 100 points of identification with your application, including one form of photo identification. Please supply photocopies as we do not photocopy.

- 40 Points** - Driver's Licence, Passport, Birth Certificate
- 30 Points** - 18+ Card, Other Photo ID
- 20 Points** - Previous 4 Rent Receipts, Recent Pay Advice
- 10 Points** - Vehicle Registration Certificate, Utility Accounts, Rates Notice, Health Care Card, Pension Card

Proof of Income:

Please provide proof of your income with your application. Examples are:

- Last 3 Pay Slips (if employed)
- Bank Statements / Tax Return / Accountant Letter (if self employed)
- Centrelink Letter / Statement (if not employed)

Payment of Rent & Bond

This office does not accept bond transfers. Bond may be paid by way of cash, direct debit or online. If your application is successful, payment of rent can be made by way of direct debit or cash.

Applicant Checklist

Before you submit your application, check you have:

- Attached photocopies of supporting documents
- Completed the application form including signing the Disclaimer/Authority section.

Print Name

Signature

Date

Free Utility Connection Service

myconnect[®]
 a really smart move

MyConnect is our utility connections partner. This is a FREE service that connects your utilities and other services. If you would like to take advantage of this service please see page 3.



Residential Application Form

For your application to be processed you must answer all questions
(Including all pages)

A. AGENT DETAILS

P.Smith and Son Real Estate

Address: 85 Murwillumbah St, Murwillumbah NSW 2484
Phone: 02 6672 1007
Fax: 02 6672 1021
Email: rentals@psmithandson.com.au
Web: www.psmithandson.com.au

B. PROPERTY DETAILS

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

Postcode	

2. Lease commencement date?

Day	Month	Year
-----	-------	------

3. Lease term?

Years	Months
-------	--------

4. How many tenants will occupy the property?

Adults	Children	Ages
Pets	Type/Breed	

5. No. of Vehicles to be kept at property (includes boat/trailer/motorbike)

--

C. PERSONAL DETAILS

6. Please give us your details

Mr Ms Miss Mrs 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)

7. Please provide your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address

8. What is your current address?

Postcode	

9. Smoking? Yes No

F. APPLICANT HISTORY

10. Current address – How long have you lived there?

Years	Months
-------	--------

11. Why are you leaving this address?

--

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

Name of landlord or agent	Email address

Landlord/agent's phone no.	Weekly Rent Paid
	\$

13. Previous address – Details

--

14. How long did you live at this address?

Years	Months
-------	--------

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

Name of landlord or agent	Email address

Landlord/agent's phone no.	Weekly Rent Paid
	\$

Was bond refunded in full?	If not why not?

G. 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

Contact name	Phone no.

Email address

Length of employment	Net Income per week
Years Months	\$

17. Please provide your details of other income (if applicable)	Net Income per week
Income type	\$

18. Please provide your previous employment details

Occupation	Employer's name

Contact name	Phone no.

Email address

Length of employment	Net Income per week
Years Months	\$

F. CONTACTS/REFERENCES

19. Please provide a contact in case of emergency

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

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

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

I. OTHER INFORMATION

- 1. Have you ever been evicted by any Lessor or Agent? Yes No
- 2. Are you in debt to another Lessor or Agent? Yes No
- 3. Is there any reason known to you that would affect your ability to pay rent when due? Yes No
- 4. Was your bond at your last address refunded in full? Yes No

J. TENANCY DATABASES



TENANCY HISTORY DATABASE

This database can advise you of your applicant's past tenancy history. Records found will display, when the listing was created, the reason for the listing and the member who placed the listing.

ENQUIRY DATABASE

This database contains records of all applicants checked within the TICA system. It will advise you of where your applicant has previously applied for rentals.

TICA PUBLIC RECORD SEARCHES

This database can advise your office if TICA knows about any Bankruptcy, QCAT and VCAT orders in relation to your applicant.

TICA VIRTUAL MANAGER

Virtual Manager is an internal database for recording landlord, property and tenant information.



Veda's National Tenancy Database offers a real solution that provides real results.

- Providing government ID verification (Drivers License, Medicare Passports with visa status)
- Tenant blacklist screening.
- Rental history
- Bankruptcy information
- Financial court judgments and court writs.
- Directorship & Proprietor information

J. UTILITY CONNECTIONS



MyConnect will call you to arrange free connection of your required utilities

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

- Yes, Please Contact Me** **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

OR Tick here to opt out



K. DISCLAIMER/AUTHORITY

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 recent 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 Tenancy Databases

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.

Signature

Date