

Application for Tenancy

Dear Valued Prospective Tenant,

Thank you for choosing R&W Maroubra Property Management. Please find following our Residential Tenancy Application Form. Please complete this application thoroughly. ALL INFORMATION must be complete (without exception), before the application can be processed by our office.

Also note the following important points:

1. This application must also be accompanied by 'supporting documents' totalling 100 points or more. See checklist below. Applications will not be considered without this information.
2. If there is more than one applicant, a separate application form is required for each applicant.
3. If the application is approved, you will be required to provide either a bank cheque, money order or cash for the rental bond, agreement preparation fee and rent in advance.

Yours Sincerely,

The R&W Maroubra Property Management Team

NEW Rental Property:

Property Address:

Please find following a checklist of documents accepted and their respective 'point' scores.

100 Points Checklist:

<input type="checkbox"/>	Complete Tenant Rental Ledger	50 Points
<input type="checkbox"/>	Driver's Licences	40 Points
<input type="checkbox"/>	Council Rates	20 Points
<input type="checkbox"/>	Water Rates	20 Points
<input type="checkbox"/>	Strata Levies	20 Points
<input type="checkbox"/>	2 Written References from Prev. Landlords/Agent	20 Points
<input type="checkbox"/>	Proof of Income	20 Points
<input type="checkbox"/>	Current Motor Vehicle Registration Papers	10 Points
<input type="checkbox"/>	Copy of Prev. Phone, Electricity, Gas Account	10 Points
<input type="checkbox"/>	Copy of Bank Statement	10 Points
<input type="checkbox"/>	Birth Certificate	10 Points
<input type="checkbox"/>	Passport	10 Points
<input type="checkbox"/>	Photo ID	10 Points

- Should you not be able to meet the 100 check points, please speak to a property officer.
- All tenancy applicants are referred to Tenants Reference Australia for confirmation of details supplied.
- No application will be accepted until all details have been verified by Tenants Reference Australia.
- Richardson & Wrench Maroubra is not obliged to provide applicants with reasons should this application be unsuccessful.
- Photocopies of original documents to be support this application are to be provides by the applicant.

NEW Rental Property:

Property Address

Intended Length of Tenancy

(months)

Date Tenancy of Commence

Rent \$

(per week)

Occupancy Details:

No. of Adults

No. of Children & Ages (if any)

No. & Type/s of Animals (if any)

I will accept the property in the condition, I have sighted on inspection:

Signed

Date

Applicant's Details:

Full Name

Date of Birth

Present Address

Home Phone

Work Phone

Mobile

Email

Driver's License No.

Driver's License State of Issue

Vehicle Registration No.

Passport No.

Passport Country of issue

Current Rental Details:

Name of Present Landlord/Agent

Phone

Address of Present Rented Premises

Reason for Leaving

Length of Time at Present Address

Rent \$

(per week)

Previous Rental Details:

Name of Previous Landlord/Agent

Phone

Address of Previous Rented Premises

Reason for Leaving

Length of Tenancy

Current Rent \$

(per week)

Current Employment Details:

Current Employer (Company)

Contact Name (Manager)

Contact Phone (Manager)

Occupation

Full-time or Part-time Employment

Length of Employment

Previous Employment Details

Previous Occupation

Contact Name (Previous Manager)

Contact Phone (Previous Manager)

Business/Personal References: (NOT RELATIVES)

Business References

Phone (Not Mobile)

Personal Reference

Phone (Not Mobile)

Emergency Contact Details:

Contact Name #1

Phone

Relationship

Address

DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all the information was given of my own free will. I further consent to the lessor/agent contracting and / or searched with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I further confirm and declare that:

1. I have inspected the property located at
2. I have of my own accord decided that I wish to rent the aforementioned property commencing / /
for a period of
3. I have been informed, understand and agree that the rental for the said property is to be and is \$ per week within my means of support.
4. (i) I have been informed, understand and agree that the rental for the said property is to be paid every
and is to be paid by the due date at all the time
- (ii) I have been informed, understand and agree that the lessor/agent will carry out inspection on the property on a
basis and I further warrant that I will co-operate fully to allow this inspection to be carried out on a basis
5. I have been informed, understand and agree that the bond for the aforesaid property will be and I further authorise the letting agent to attend to all details regarding the lodgement of said rental bond with the appropriate authority.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfaction report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process mu application for tenancy.
7. I have been informed, understand and agree should there be a requirement to commence proceeding for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be recoverable from me.
8. I further consent to the agent disclosing all personal information that they may hold for the purpose of:
 - a) Listing my name with the database as a result of a tribunal order or multiple breach notices,
 - b) Enforcing a tribunal order,
 - c) Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
9. I have been informed and understand that this property may be covered by a Landlord Assistance Plan and in this case I further consent to the agent supplying mu personal information to Landlord Assistance Plan Pty Ltd.
10. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application is declined as a result of my name being listed with a tenancy data base.
11. I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Privacy Act.
12. I have been informed, understand and acknowledge that the Agent has the contract details for the tenancy database/s they use and that the Agent will supply these contacts should I request the contact details.

13. Acknowledgement of Terms & Conditions of Reservation Fee

I/We acknowledge that I/We have paid a reservation fee (cash or EFT or Bank Cheque) of \$ _____ to reserve the said premises for _____ days. Should I/We decided not to proceed, the above reservation fee shall be forfeited to the owner for the amount of rent during that period the premises were reserved, and the remainder is to be refunded in full. Should the landlord decline the application, the reservation fee will be refunded in full. I shall make no claim against the owner of agent should the premises be found unavailable. I/We the applicant/s do hereby solely and sincerely declare that I/We are not bankrupt or an discharged bankrupt and affirm that the above information is true and correct. I have inspected the premises and wish to take tenancy for a period of _____ weeks, at a rental of \$ _____ payable per _____ .

Signature of Applicant

Date:

PRIVACY ACT 1993 – Authority to Use Information

I/W authorise any person or company to provide you with such information as you may require in response to your credit and/or employment inquires.

I/we further authorise you to furnish any third party details of this application and any subsequent dealing that I/We may have with you as a result of this application being actioned by you.

PRIVACY ACT 1993 STATEMENT

For the purpose of this Privacy Act 1993; This application collects personal information about you. This information is required to;

- Assess your eligibility as a tenant
- Collect information that would be provided to a tenant default database or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement. (A Tenant default database records the names of person who have been found to breach a Tenancy Agreement or the Residential Tenancies Act 1986 by the Tenancy Tribunal)
- The information in this Tenant application form will, if you enter into a Tenancy Agreement with us, be held on a database and used by us and by the owner of the rented property.

Failure to provide any of the information requested may mean you will not be considered as a tenant for any of the properties within the Privacy Act, You are entitled to access and correct this information that is held about you.

Applicant Signature

Dated