

NOTICE TO ALL TENANCY APPLICATIONS



388 Burwood Road, Belmore

PO Box 125, Belmore 2192

Ph 9758 2744 Fax 9758 1893

Email: enquiry@professionalsbelmore.com.au

BEFORE APPLYING YOU MUST READ THE FOLLOWING:

- Our office requires you to inspect the premises **before** we can process your application.
- Our office will endeavour to contact you personally within 1-2 business days of receiving your application.
- Please feel free to call the Property Manager of the property you are applying for should you have any questions with regards to the property or your application.
- If your application is not successful you will be notified by a telephone call, text message or email, and your application will be destroyed.
- For **every adult** (18 years & over) to live in the premises there must be an application completed and documentation supplied.
- **Applications must be returned to our office with all supporting documentation included either by HAND, FAX OR EMAILED. Your application will not be processed until all applications & supporting documents are received in full.**
- **You must provide our office with the following supporting documentation:**
 1. Photo ID – Driver's License, Valid & Current Passport or Proof of Age Card – one of **must be** Australian issued.
 2. Proof of Income – Copy of recent Bank Statement plus proof of income either in the form of payslip or proof of Centrelink payments. (eg.pension)
 3. Tenancy Ledger if you have rented before.

SUCCESSFUL APPLICANTS PLEASE NOTE:

- If your application is successful you will be asked to attend our office and pay a Holding Deposit equivalent to One (1) week's rent within 24 hours of approval.
- After receiving the deposit, we will then arrange the lease to be signed for the property at a mutually agreeable time. Please allow a minimum of 45 minutes to complete the signing of the lease. **Once you have paid the deposit, it cannot be refunded if you decide not to proceed with the application.**
- Before you arrive to sign your lease you will need to bring:
 1. Four weeks rent as payment for your Bond which is submitted to the Rental Bond at the NSW Department of Fair Trading. (If not paid)
 2. Two week's rent in advance – this amount includes your previously paid Holding. (if not paid)
 3. This amount must be with Bank Cheque or Money Order (no cash or personal.
 4. This full amount (bond & rent) must be paid in full before keys are handed over to you.

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS

Professionals Belmore

Address: 388 Burwood Rd, Belmore NSW 2192
Phone Number: (02) 9758 2744
FaxNumber: (02) 9758 1893
Email Address: enquiry@professionalsbelmore.com.au
Web: www.professionalsbelmore.com.au

Property Manager

B. PROPERTY DETAILS

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

Postcode		

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

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Date of Birth

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Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

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Passport no.

--

Passport country

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Pension no. (if applicable)

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Pension type (if applicable)

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6. Please provide your contact details

Home phone no.

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Mobile phone no.

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Work phone no.

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Fax no.

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Email address

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7. What is your current address?

Postcode	

8. How did you find out about this property?

- | | | |
|---------------------------------|---------------------------------------|--|
| <input type="radio"/> Newspaper | <input type="radio"/> The Internet | <input type="radio"/> Local Paper |
| <input type="radio"/> Office | <input type="radio"/> Office Window | <input type="radio"/> Sign Board at property |
| <input type="radio"/> Referral | <input type="radio"/> Other (specify) | |

D. UTILITY CONNECTIONS

myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478

enquiry@myconnect.com.au

Fax : 1300 854 479

www.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 34121 892 331 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.



Tick here to opt out



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 in to 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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

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

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

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

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 check with TICA

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

Date

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F. APPLICANT HISTORY**9. How long have you lived at your current address?**

<div><div></div><div></div></div>	Years	<div><div></div><div></div></div>	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 no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

<div><div></div><div></div></div>	Years	<div><div></div><div></div></div>	Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY**15. 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

Postcode

Contact name

Phone no.

Length of employment

<div><div></div><div></div></div>	Years	<div><div></div><div></div></div>	Months
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Net Income

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

<div><div></div><div></div></div>	Years	<div><div></div><div></div></div>	Months
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Net Income

\$

H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**19. Car Registration****20. Please provide details of any pets**

Breed/type

Council registration / number

1.
2.

J. PAYMENT DETAILS**Property Rental**

\$

 per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

**Amount payable on signing tenancy agreement
(bank cheque or money order only)**

\$

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent**Date****Signature of Applicant****Date**