

# TENANCY APPLICATION



**Property Address your applying for:** .....

**All Applicants who are applying:** .....

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

**Please read prior to completing your Application**

- One Application is to be completed per person.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> TENANCY HISTORY LEDGER	30 POINTS
<input type="checkbox"/> PASSPORT	30 POINTS
<input type="checkbox"/> DRIVERS LICENCE	30 POINTS
<input type="checkbox"/> PROOF OF AGE CARD	30 POINTS
<input type="checkbox"/> PREVIOUS FOUR RENT RECEIPTS	20 POINTS
<input type="checkbox"/> RENTAL BOND RECEIPTS	20 POINTS
<input type="checkbox"/> PAY ADVICE	15 POINTS
<input type="checkbox"/> MOTOR VEHICLE REGISTRATION	15 POINTS
<input type="checkbox"/> TELEPHONE ACCOUNT	15 POINTS
<input type="checkbox"/> ELECTRICAL ACCOUNT	15 POINTS
<input type="checkbox"/> GAS ACCOUNT	15 POINTS
<input type="checkbox"/> PENSION CARDS	15 POINTS
<input type="checkbox"/> COUNCIL OR WATER RATES	15 POINTS
<input type="checkbox"/> BANK STATEMENTS	10 POINTS
<input type="checkbox"/> BIRTH CERTIFICATE	10 POINTS

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.

**Applicant Checklist - Before I submit this Application, I have ...**

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally

- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP

- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

- Completed the Pet Application & Agreement form if pets are to reside at the Property

**OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT**

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm

## Property Address for Rent:

## How did you find out about this Property

Website: www.  Other Agent  Newspaper  Agency contact  Sign  Referral

Other:

## Applicant's Details

Name Address  
Date of Birth Place of Birth  
Drivers Licence No. Expiry Passport No Expiry  
☑ Home ☑ Mobile ☑ Business  
Email

## Australian Citizen

Yes  No: Refer to copies of Passport and Visa attached Visa Expiry Date

## Current Tenancy Details if applicable

Rent per week \$ Period of occupancy Years Months  
Agent/Landlord ☑ Business Fax  
Do you expect the Bond to be refunded in full  Yes  No Why:

## Previous Address

Address  
Rent per week \$ Period of occupancy Years Months  
Agent/Landlord ☑ Business Fax

## Employment

Current Employer Your Position  
 Full Time  Part Time  Casual  Contract  
Length of Employment Months Years Pay day is / month of each: week / fortnight  
Payroll / Manager's Name Fax ☑ Business

## If Self Employed

Company Name Trading As  
Address ABN  
Period self employed Years Months Industry/ Nature of Business  
Accountant Details ☑ Business  
Creditor Referee ☑ Business

## Income

Source – List below	\$Gross per annum (Verification required)
• Employment	\$
• Self Employment	\$
• Other:	\$
• Other:	\$
TOTAL	\$

## If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document
<input type="checkbox"/> Other			

## Details of all Vehicles to be kept at Property

Registration No	Model Purchase	Owned / Hire
Registration No	Model Purchase	Owned / Hire
Registration No	Model Purchase	Owned / Hire

## Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age

**Pets**     No     Yes: Refer to attached Pet Application and Agreement completed

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship    ☺ H	Relationship    ☺ H
☺ W                    ☺ M	☺ W                    ☺ M

## Personal Referees who are not Relatives

Name	Occupation	☺ Business Hours Contact
1.		☺ Mob                    ☺
2.		☺ Mob                    ☺

## Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Was your Bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No:
Was the Property in a satisfactory condition when you inspected it? If not, list requests.	<input type="checkbox"/> Yes	<input type="checkbox"/> No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week commencing on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to HC Realty.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent</b> – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond</b> – 4 times weekly rent <small>NB: If rent is over \$700pw, Bond is as specified on Rent List</small>	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Total to be paid BEFORE lease commences

**APPLICANT'S SIGNATURE**

**Date**

**In Presence of Agency Representative**

**Date**

## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

## COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **HC Realty** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

## PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **HC Realty**. I authorise **HC Realty** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **HC Realty** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au)

I authorise **HC Realty** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

## MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **HC Realty** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other -

## UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. HC Realty is authorized to contact me direct regarding the CONNECTION of these utility services.

## ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	