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Tenancy Application Form

All residential tenancy applications will NOT be processed unless the following documents are supplied.

PRIMARY DOCUMENTS

**Each applicant must provide at least 100 points worth of documentation.
Expired documents will not be accepted.**

- | | |
|------------------------------------------------------|-----------|
| <input type="checkbox"/> Drivers Licence or Passport | 60 points |
| <input type="checkbox"/> Proof of Age Card | 50 points |
| <input type="checkbox"/> Birth Certificate | 50 points |
| <input type="checkbox"/> ATM Card / Credit Card | 20 points |
| <input type="checkbox"/> Medicare Card | 20 points |
| <input type="checkbox"/> Centrelink Card | 20 points |

SECONDARY DOCUMENTS

Each applicant must supply at least TWO of the below documents

- ☐ Last two pay slips from current employer
- ☐ Centrelink statement of income
- ☐ If self employed, copies of registered ABN and business name, statement of income and or accountant's details
- ☐ If renting, history payment ledger
- ☐ If owner / occupied, council or water rates
- ☐ Two additional documents that support your current residential address
- ☐ Full details of any pets

Applications will not be accepted without an internal inspection of the property. There must be one application submitted for each applicant over the age of 18 years old.

IMPORTANT NOTICE

- ☐ Under no circumstances, does our office accept cash payments for rent. Method of payment is by direct deposit only.

PROPERTY DETAILS

Address of Premises Applied for _____

Rent Per Week \$ _____ Proposed Lease Commencement Date ____ / ____ / ____
To sign 6 / 12 month Residential Tenancy Agreement**APPLICANTS PERSONAL DETAILS**

Full Name _____ DOB: ____ / ____ / ____

Mr / Mrs / Ms / Miss / Dr

Phone H (____) _____ W (____) _____ M _____

Email _____

Driver's Licence # _____ Vehicle Rego _____

Number of People to Occupy Premises Adults ____ Children ____ Ages of Children ____

In Case of Emergency Name, Address and Contact Number of Friend or Relative _____

EMPLOYMENT DETAILS

Current Occupation _____

Employers Name _____

Employers Address _____

Contact Name and Number _____

Commencement Date ____ / ____ / ____ Period of Employment ____ mths / yrs

Net Income Per Week \$ _____ per week Full Time / Part Time / Casual

Reasons for Leaving _____

If less than 2 Years:

Previous Occupation _____

Employers Name _____

Employers Address _____

Contact Name and Number _____

Commencement Date ____ / ____ / ____ Period of Employment ____ mths / yrs

Net Income Per Week \$ _____ per week Full Time / Part Time / Casual

Reasons for Leaving _____

RESIDENCE HISTORY DETAILS

Present Address _____

Name of Landlord / Agent _____

Contact Name and # _____ (____) _____

Period of Occupancy ____ mths / yrs Current Rent Paid \$ _____ pw

Reason for Leaving _____

If less than 2 Years:

Present Address _____

Name of Landlord / Agent _____

Contact Name and # _____ (____) _____

Period of Occupancy ____ mths / yrs Current Rent Paid \$ _____ pw

Reason for Leaving _____

Applicant's Signature _____ Date ____ / ____ / ____

ANIMAL DECLARATION

I declare the following information in relation to my pet/s.

1. Details of actual owner/s of the animal/s _____
2. Number of animals and breed type of animals to be kept at property _____
4. Is each of the animals registered with appropriate local councils? Yes / No
5. Micro-chipped: Yes / No Microchip Number: _____
6. Is the animal/s likely to or ever been known to bite? Yes / No
7. Is the animal/s likely to jump on people or over fences? Yes / No
8. Would you guarantee that the animal/s would never be allowed inside the house? Yes / No
9. Will you guarantee to make good any damage to the property caused by the animal/s? Yes / No

I declare that the above information in relation to the animal/s to be true and correct. I, owners of the animal/s agree to indemnify the landlord and agent of any liability for injury or damage caused by the actions of the animal/s if granted a lease of the premises in this application.

Applicant's Name _____

Applicant's Signature _____

Date _____ / _____ / _____

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:

- a) The application for tenancy has been approved by the landlord; and
- b) The premises will not be let during the above period, pending the making of a residential tenancy agreement; And
- c) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; And
- d) If a residential tenancy agreement is entered into, the holding fee is to be paid towards the rent for the residential premises concerned.
- e) The whole fee will be refunded to the prospective tenant if:
 - 1) The entering into the residential tenancy agreement is conditional on the landlord carrying out repairs or other works and the landlord does not carry out the repairs or other work during the specified period
 - 2) The landlord/landlords agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the tenancy agreement

Signature of Applicant(s) _____

_____ Date _____

PRIVACY STATEMENT

The personal information you provide in this application or collected 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, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents or 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 reference databases and other agents. If you would like access to the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you by you, we may not be able to process your application and manage your tenancy.

A fee of \$25.00 will be charged for collation and provision of access to information once the file has been archived. A fee of \$20.00 per 15 mins or part thereof will also apply for the inspection time. Any photocopying of approved information will be charged at \$0.50 per copy page. The \$25.00 collation fee and the \$20.00 for the first 15 minutes of time must be paid prior to making the inspection appointment.

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition to a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Limited. I further give my permission for my information to be provided to any other tenancy databases for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

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

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Limited is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Limited could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Limited can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Limited are charged at \$5.45 per minute inclusive of GST.

Applicant's Name _____

Applicant's Signature _____

Date _____ / _____ / _____

Disclosure of Material Facts

The applicant(s) / prospective tenant(s) acknowledge having been informed of the existence of the following material facts(s):

- _____
- _____
- _____
- _____
- _____

Applicant's Name _____

Applicant's Signature _____

Date _____ / _____ / _____