

## Property & Tenancy Proposal Details

Please use BLOCK LETTERS and tick (✓) appropriate boxes

Property Address:		Rent: \$	wk / fn /mth
Lease Agreement type:	6 month <input type="checkbox"/>	9 month <input type="checkbox"/>	12 month <input type="checkbox"/> Other: (please specify)
Proposed Lease Start/Occupancy Date: / /		Day:	
No. of adult occupants:	No. of Children:	Pets: No <input type="checkbox"/> Yes <input type="checkbox"/>	(pets must be approved by Landlord/Agent)
Smoker <input type="checkbox"/>	Non Smoker <input type="checkbox"/>	Application Special Conditions/Requests:	

## Applicant – Personal Details (Part A)

Applicants must be 18 yrs or older & 100 points of identification must be provided

Applicant 1

Applicant 2

Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/>	Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/>
Legal Given Name(s):	Legal Given Name(s):
Surname:	Surname:
Date of Birth: / / Age:	Date of Birth: / / Age:
Contact No's: Home: ( )	Contact No's: Home: ( )
Work: ( ) Ext:	Work: ( ) Ext:
Mobile:	Mobile:
Email Addresses:	Email Addresses:
Private Email:	Private Email:
Work Email:	Work Email:
No. of dependant children:	No. of dependant children:
Australian Drivers Licence No.:	Australian Drivers Licence No.:
State: Expiry Date: / / (40) points	State: Expiry Date: / / (40) points
Motor Vehicle Registration No.	Motor Vehicle Registration No.
Australia Passport No.:	Australia Passport No.:
Expiry Date: / / (40) points	Expiry Date: / / (40) points
Australian Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>	Australian Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, what Country	If No, what Country
Other Country Passport No.:	Other Country Passport No.:
Country of Issue:	Country of Issue:
Expiry Date: / / (40) points	Expiry Date: / / (40) points
Australian Visa Expiry Date:	Australian Visa Expiry Date:

CONTACTS/REFERENCES	CONTACTS/REFERENCES
<b>Please provide a contact in case of emergency</b>	<b>Please provide a contact in case of emergency</b>
Given Name(s):	Given Name(s):
Surname:	Surname:
Relationship to you: Phone no.	Relationship to you: Phone no.
<b>Please provide 2 personal references (not related to you)</b>	<b>Please provide 2 personal references (not related to you)</b>
<b>1. Given Name(s):</b>	<b>1. Given Name(s):</b>
Surname:	Surname:
Relationship to you: Phone no.	Relationship to you: Phone no.
<b>2. Given Name(s):</b>	<b>2. Given Name(s):</b>
Surname:	Surname:
Relationship to you: Phone no.	Relationship to you: Phone no.

**Abbottsford Cove Real Estate Pty Ltd**

378 Great North Road, Abbotsford NSW 2046

Phone: (02) 9712 2500 Fax: (02) 9712 2588

<b>Current Employment Status:</b> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Self Employed <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/>	<b>Current Employment Status:</b> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Self Employed <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/>
Occupation:	Occupation:
Employer's Name: (accountants name if self employed)	Employer's Name: (accountants name if self employed)
Employer's/ Accountant's Address: Suburb: State: Post Code: Phone No.: ( ) Fax No.: ( ) Time there: Years Months	Employer's/ Accountant's Address: Suburb: State: Post Code: Phone No.: ( ) Fax No.: ( ) Time there: Years Months
<b>Employment References:</b> <input type="checkbox"/> Employee: You will need to provide a recent payslip or statement showing wage payments. Contact Person name: Contact Person Phone No.: ( ) <input type="checkbox"/> Self Employed: You will need to provide your last ATO assessment or a current Asset/Liability report from your accountant.	<b>Employment References:</b> <input type="checkbox"/> Employee: You will need to provide a recent payslip or statement showing wage payments. Contact Person name: Contact Person Phone No.: ( ) <input type="checkbox"/> Self Employed: You will need to provide your last ATO assessment or a current Asset/Liability report from your accountant.
<b>Students / Unemployed:</b> <i>You will need to provide a bank statement or regular payment statement showing you have reasonable ability to meet the rent payments:</i> Study Type: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Course Studied School/Uni. Name: Do you receive any allowance or payment towards living (rent) expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No If so how much? \$ per wk / fn / mth Who provides this payment to you:	<b>Students / Unemployed:</b> <i>You will need to provide a bank statement or regular payment statement showing you have reasonable ability to meet the rent payments:</i> Study Type: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Course Studied School/Uni. Name: Do you receive any allowance or payment towards living (rent) expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No If so how much? \$ per wk / fn / mth Who provides this payment to you:
Do you receive regular payments from any other source? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details: Amount \$ wk / fn / mth	Do you receive regular payments from any other source? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details: Amount \$ wk / fn / mth
<b>Nett Income</b> (after tax) \$ Per Week Per Month	<b>Nett Income</b> (after tax) \$ Per Week Per Month

## 100 POINTS OF IDENTIFICATION:

<b>40 POINTS</b> <ul style="list-style-type: none"> <li>• Drivers Licence</li> <li>• Current Rental Ledger</li> <li>• Proof of Age Card</li> <li>• Passport</li> </ul>	<b>20 POINTS</b> <ul style="list-style-type: none"> <li>• Medicare Card</li> <li>• Bank ATM Card</li> <li>• Credit Card</li> <li>• Bank Statement</li> <li>• Council Rate Notice</li> <li>• Vehicle Registration</li> </ul>	<b>10 POINTS</b> <ul style="list-style-type: none"> <li>• Telephone Bill</li> <li>• Current Payslip</li> <li>• Other Photo ID</li> <li>• Electricity</li> <li>• Gas Bill</li> </ul>	*You must meet at least 100 points of identification; of at least 1 must be photo identification. A photocopy of all the documents will be retained with this application. (see page 3)
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## Acknowledgements & Consents

### APPLICANT(S) ACKNOWLEDGEMENTS:

1. During my/our inspection of this property, I/we found it to be in reasonable condition and have noted any requests or conditions pursuant to this application for tenancy in writing. (space provided on first page of application). Otherwise I/We agree to accept the property as inspected.
2. I/we acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
3. I/we consent to the information I/we provide in this application being verified and a reference check on national a tenancy database being undertaken.
4. I/we consent to Abbotsford Cove Real Estate Pty Ltd contacting my current or previous landlord/agent and to obtain a written copy of my/our rental ledger or payment history
5. I/we consent to Abbotsford Cove Real Estate Pty Ltd contacting my employer to confirm my employment and/or my/our accountant to confirm to financial status.
6. I consent if my application is declined, the application and any documentation supplied will be destroyed.
7. I/we the applicant/s apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.
8. I/we the applicant/s, declare that I/we are not bankrupt or an undischarged bankrupt and that this information provided by me is true and correct.

### PRIVACY STATEMENT:

The personal information you (the prospective tenant) provide in this application or collected by us (the agent) 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 was collected to other parties including the landlord, referees, other agents, and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. 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 to access 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 the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

### RESERVATION DEPOSIT DECLARATION:

I/We the applicant(s), acknowledge and confirm the following:

It is acknowledged that the taking of a holding fee (deposit) referred to in this application is subject to section 24 of the Residential Tenancies Act 2010.

1. If I/We have paid a reservation fee of \$ (equal to 7 days rent) to reserve the property for the period of 7 days, or as otherwise agreed in writing.
2. During this period, the premises will not be reserved by any other applicant and will not be marketed to any other applicant unless the tenant notifies the landlord or their agent that they no longer wish to enter into a Residential Tenancy Agreement.
3. A holding fee may be retained by the landlord only if the tenant enters into a residential tenancy agreement or refuses to enter into the residential tenancy agreement.
4. A holding fee must not be retained by the landlord if the tenant refuses to enter into a residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
5. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
6. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.
7. I/We understand that should the landlord accept the application, the reservation deposit will be applied as rent towards the premises.
8. I/We understand that should I/We decide not to proceed, the landlord will retain the reservation deposit in full.

APPLICANTS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE:    /    /

APPLICANTS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE:    /    /

## APPLICATION CHECKLIST

**IDENTIFICATION:** - You must have 100 points of identification available to be viewed and photocopied

**RESIDENTIAL REFERENCES:** - You will need a copy of recent rent receipt or rent payment ledger. Owner occupiers will need a copy of Council, Water or Land Tax rates.

**EMPLOYMENT REFERENCES:** - You will need a copy of a recent payslip. Self-employed will need a copy of last ATO assessment or asset & liability report from accountant. Students/Unemployed will need a copy of bank statement or other to provide evidence of means to pay rent. Read and understand the 'Application Acknowledgement' and 'Privacy Statement'.

**RESERVATION DEPOSIT:** If leaving a reservation deposit, you must read, complete and sign the 'Reservation Deposit Declaration' above. Reservation deposits can be made by Bpay, EFT, bank cheque or mail order only.

**BOND:** Bond can be paid by Bpay, EFT, Bank Cheque or Australia Post Money Order. Bond is generally equal to (4) four weeks rent, except furnished properties are (6) six weeks or more. See agent to confirm amount, bond must be paid before or when lease commences.

**RENT IN ADVANCE:** Two (2) weeks rent in advance is payable when starting the lease, if you have paid a reservation deposit it will be credited against this amount. The rent in advance can be paid by EFT, Bank Cheque or Australia Post Money Order.