

TENANCY APPLICATION
FORM

BAY
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Tenancy Application Checklist

All applicants over 18 years of age will need to submit an application form, provide the required 100 points of identification and sign each section of the application.

Identification

You will need to provide two of the following.

- ☐ Drivers licence (40 points)
- ☐ Passport (40 points)
- ☐ Another form of photo identification (40 points)
- ☐ Medicare Card (20 points)

Tenant History

If you have rented previously, we will require:

- ☐ Tenant ledger (20 Points) – issued by your existing managing agent or if you have a private agreement a letter is required stating the term of residency and the weekly rental amount.

If you currently own your own property we will require:

- ☐ Recent water rate notice (20 points), and
- ☐ Recent council rates notice (20 points).

Proof of current address

Please provide one of the following.

- ☐ Bank statement (20 points)
- ☐ Electricity, gas or telephone bill (10 points)

Proof of income

Please provide one of the following.

- ☐ Three current pay slips (20 points)
 - ☐ A letter from your employer stating income position and length of employment
 - ☐ A letter from your accountant if self employed
- If unemployed, we will require:
- ☐ Full CentreLink statement (20 points)

References

For each applicant we will require two professional references

- ☐ Professional reference one
- ☐ Professional reference two

Processing of Applications

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise if your application is successful. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for alternative properties.

Bond and Ongoing Rental Payments

The security bond must be paid directly to NSW Fair Trading Rental Bonds Online on or before the lease commencement date. Please ensure your email address is correct so that we can invite you to use the service for payment of your initial bond. Ongoing rent is to be paid via bank transfer to our office Trust Account.

Confirmation Approval

I confirm that I or one of the attached applicants have inspected the property on _____.

I confirm that I have attached all of the required information for my application to be processed.

I confirm that I have read and understood all the terms, conditions and declarations within this application and that all information provided is true and correct.

I confirm and understand that initial and ongoing payments must be made by bank transfer within 24 hours after approval of application.

The keys to the property will not be handed over until the lease agreement has been signed by all applicants and the bond is paid in full.

I confirm that to my knowledge there are no circumstances in the past or future that will affect my ability to care for or meet the rental amount requirements of the property.

Applicant's full name: _____ Applicant's signature: _____

Date: _____

Connect Now takes care of connecting all your core home moving needs. We can connect your essential services including electricity, gas, home phone, internet, Pay TV and much more to a range of leading providers.

Please complete the 'Free connections' section of your Tenancy Application Form.

Tenancy Application Form

ADDRESS OF PROPERTY			
PROPERTY MANAGER	INSPECTED	☐ YES ☐ NO	DATE:

PROPERTY DETAILS		
PREFERRED MOVE IN DATE		
LENGTH OF LEASE		
RENT	\$ PER WEEK / PER MONTH	
HOW MANY OCCUPANTS	ADULTS	CHILDREN < 18YO

PERSONAL DETAILS		
FULL NAME		
PERSONAL DETAILS	DATE OF BIRTH	DRIVERS LICENSE NUMBER OR PASSPORT NUMBER
	MOBILE	EMAIL
	SMOKER ☐ YES ☐ NO	PETS ☐ YES ☐ NO If yes, number of:

APPLICANT HISTORY		
CURRENT RESIDENTIAL ADDRESS		
HOW LONG AT THIS ADDRESS?		RENT
WHY ARE YOU LEAVING?		
DETAILS OF CURRENT AGENT/LANDLORD	NAME	AGENCY
	PHONE	EMAIL

EMPLOYMENT HISTORY		
WHAT IS YOUR OCCUPATION		
ARE YOU EMPLOYED	☐ FULL TIME ☐ PART TIME ☐ CASUAL	
EMPLOYER BUSINESS NAME		
EMPLOYMENT ADDRESS		
OTHER	LENGTH OF EMPLOYMENT	NET INCOME \$

PERSONAL CONTACTS		
NAME OF CONTACT		
RELATIONSHIP TO YOU		
CONTACT DETAILS	MOBILE	EMAIL

PROFESSIONAL REFERENCES		
NAME OF CONTACT		
RELATIONSHIP TO YOU		
CONTACT DETAILS	MOBILE	EMAIL

Declaration

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the Landlord/Owner.

I declare that all information contained in this application (including the previous pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

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

- a. The owner or the Agent of my current or previous residence.
- b. My personal referees for this application and current and past employer/s
- c. Any person who maintains any record, listing or database for defaults by tenants and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents / landlord of properties I may apply for in the future.

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

- a. Communicate with referees, employees, landlords, third party operators of tenancy reference database, other agents and select a tenant.
- b. Communicate with the owner and select a tenant.
- c. Prepare lease/tenancy documents.
- d. Allow tradespeople or equivalent organizations to contact me.
- e. Lodge / claim / transfer to/from a Bond Authority.
- f. Refer to tribunals / Courts and Statutory Authorities where applicable.
- g. Refer to collection agents / lawyers where applicable.
- h. Complete a credit check with NTD, TICA or TRA. If you wish to view or alter your records please contact:
NTD: 1300 563 826 TICA: 1902 220 346 TRA: (02) 9363 9244
- i. Transfer water account details into my name.

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent can not provide me with the lease/tenancy of the premises.

Applicant's full name: _____

Applicant's signature: _____ Date: _____

Utility Connections

Moving home? Relax we've got you covered with a FREE* moving service to essential home services & utilities.

Connect NOW takes care of connecting all your core home moving needs. We'll make your move easier, saving you time and effort. All you need to do is choose the services that best suit your home and lifestyle, and we'll look after the rest. We can connect your essential services including electricity, gas, home phone, internet, and Pay TV to a range of leading providers. We can also organise disconnections at your previous property and offer a range of value added services such as cleaning, fresh food delivery, removalists and vehicle hire. Once we receive your contact request, we'll be in touch with you within one business day. If you prefer to kick things off earlier, you can call us on 1300 875 974.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: CONNECTNOW Pty Ltd (ABN 79 097 398 662) will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See Bay Realty Rockdale Pty Ltd Privacy Policy for further details, including your rights to access and correct the information held about you. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to Connect NOW continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, Connect NOW is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connect NOW may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Yes, I accept the terms. Please call me to connect my new home services.

Applicant's signature: _____ Date: _____

Once Connect NOW has received your application they will make all reasonable efforts to contact you within 1 business day.
Connect NOW Customer Service Team - 1300 875 974