

Tenancy Application Form

Panorama Property Services P/L
ATF Panorama Property Services Unit Trust
Trading as Bestwick Real Estate
235 Russell St, BATHURST, NSW, 2795

Phone: (02) 6331 7372
Web: bestwick.com.au
Email: rentals@bestwick.com.au

BESTWICK

APPLICATION CHECKLIST

Thank you for applying for a Bestwick Real Estate rental property. Please complete this application thoroughly and ensure that all contact numbers are correct.

Checklist: The following is required for the processing of your application



Please tick

I have attached non-returnable copies of the documentation required for the 100 Point Check (Section G)



A) **Proof of Identity** (Drivers Licence or Passport or Birth Certificate + Other Photo ID)



B) **Proof of Income** (Last Pay Advice or Current Centrelink Statement or Current Bank Statement)



C) **Supporting Documentation** (40 points from: - Current Rental Ledger [40], Last 2 Rent Receipts [20], Two Written References [20], Current Electricity or Phone Account [10], Rates Notice [30])



I have read and accept the terms and conditions (Section H)



I have signed the application (Section J)

A RENTAL PROPERTY DETAILS

1 Address of the property that you would like to rent:

If you have a 2nd preference, address of that property:

2 Lease commencement date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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3 Lease Term

<input type="text"/>	Months
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B PERSONAL DETAILS

4 Please provide your details:

Surname		Given Name	
<input type="text"/>		<input type="text"/>	
Date of Birth			
<input type="text"/>			
Drivers Licence No.		Drivers Licence State	
<input type="text"/>		<input type="text"/>	
Passport no.		Passport Country	
<input type="text"/>		<input type="text"/>	

5 Please provide your contact details

Mobile phone no.		Home phone.	
<input type="text"/>		<input type="text"/>	
Email address			
<input type="text"/>			

6 How many people will normally occupy the property?

<input type="text"/> Adults	<input type="text"/> Children
Ages of Children (if applicable)	
<input type="text"/>	

7 Do you have any pets?

<input type="text"/> Yes	<input type="text"/> No
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If yes, please provide details (type/breed/age)

Car Registration Year & Model

8 <input type="text"/>	<input type="text"/>
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APPLICANT HISTORY

C What is your current address?

9

How long have you lived at your current address?

10 <input type="text"/> years	<input type="text"/> months
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Why are you leaving your current address?

11

Name & contact of landlord/agent of current address

12

What was your previous residential address?

13

How long did you live at this address?

14 <input type="text"/> years	<input type="text"/> months
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Name & contact of landlord/agent of previous address

15

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D EMPLOYMENT HISTORY	
16 Please provide your employment details	
What is your occupation?	Full Time / Part Time / Casual
<input type="text"/>	<input type="text"/>
Employer's name	
<input type="text"/>	
Employer's address	
<input type="text"/>	
Contact name at employer	Contact number
<input type="text"/>	<input type="text"/>
Length of employment	
<input type="text"/> years	<input type="text"/> months
Net weekly income	
<input type="text"/>	
17 Please provide your previous employment details	
Occupation	Full Time / Part Time / Casual
<input type="text"/>	<input type="text"/>
Employer's name	
<input type="text"/>	
Length of employment	
<input type="text"/> years	<input type="text"/> months
Net weekly income	
<input type="text"/>	
E EMERGENCY CONTACTS	
18 Please provide a contact in case of emergency.	
1. Surname	Given Name
<input type="text"/>	<input type="text"/>
Relationship to you	Phone No.
<input type="text"/>	<input type="text"/>
2. Surname	Given Name
<input type="text"/>	<input type="text"/>
Relationship to you	Phone No.
<input type="text"/>	<input type="text"/>
<input type="text"/>	

F PAYMENT DETAILS	
20 Rent \$	<input type="text"/>
	Per Week
First payment of rent in advance of 2 weeks rent	
	\$ <input type="text"/>
Rental bond equivalent to 4 weeks rent	
	\$ <input type="text"/>
Sub-Total	
	\$ <input type="text"/>
Less: Optional Holding Deposit (See Section J)	
	\$ <input type="text"/>
Amount payable on signing tenancy agreement	
	\$ <input type="text"/>
Rent Payment Methods:	
21 I agree to pay my rent via one of the following methods:	
<input type="checkbox"/>	Automated Periodic Payment (bank transfer)
<input type="checkbox"/>	Bank Cheque
G 100 POINT CHECK	
22 Please provide non-returnable copies of the following documentation with your application.	
*Minimum of 100 Check Points is required for each applicant	
*Points must be made up from each of Sections A, B & C.	
Please Tick	
A) Proof of Identity (30 Points)	
You must provide one of the following:	
Drivers Licence	
or	
Passport	30 points
or	
Birth Certificate + Photo ID	
B) Proof of Income (30 Points)	
You must provide at least one of the following:	
Last Pay Advice	
or	
Current Centrelink Statement	30 points
or	
Current Bank Statement	
C) Supporting Documentation (40 points)	
You must provide at least 40 points of the following:	
Current Rental Ledger	40 pts
Last 2 Rent Receipts	20 pts
Two Written References	20 pts
Recent Rates Notice	30 pts
Vehicle Registration Papers	10 pts
Current Electricity/Phone Account	10 pts
TOTAL POINTS (A + B + C)	
<input type="text"/>	

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H DECLARATION

I confirm the following:

1. I have inspected the property that I am applying for

☐

Yes

☐

No

2. During my inspection of this property I found it to be in a reasonably clean condition

☐

Yes

☐

No

3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

TERMS & CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section G. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence;

(b) My personal referees and employer/s;

(c) Any record, listing or database of defaults by tenants;

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

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations. I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I am aware that the Agent will use and disclose my personal information in order to

(a) communicate with the owner and select a tenant

(b) prepare lease/tenancy documents

(c) allow organisations/tradespeople to contact me

(d) facilitate the sale of the property should it be placed on the market

(e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority

(f) refer to Tribunals/Courts & Statutory Authorities (where applicable)

(g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

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 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.

I HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to prospective tenants.

HOLDING DEPOSIT

\$

One (1) weeks rent

(a) Once the Holding Deposit has been paid, the Landlord undertakes not to enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the Landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

(b) The Holding Fee will be retained by the Landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.

(c) The Holding Fee will also be retained by the Landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire Holding Fee will be retained by the Landlord irrespective of when the tenant provides notice that they will not be entering the agreement.

(d) Despite sections (b) and (c) the Holding Deposit must not be retained by the Landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the Landlord or Landlord's agent.

(e) The Holding Deposit will be banked into a Trust Account and any refunds will be given by way of EFT to your nominated bank account

J APPLICANTS SIGNATURE

SIGNED

PRINT NAME

DATE

AGENTS SIGNATURE

DATE

OFFICE USE

Employment Details Confirmed

☐

100 Point Check Passed

☐

TICA Check Completed

☐

Previous Landlord/Agent contacted

☐

Current Landlord contacted

☐

Accepted / Rejected