



Tenancy Application

This office is a member of TICA (see documents attached)

BEFORE ANY APPLICATION WILL BE CONSIDERED EACH APPLICATION MUST ACHIEVE A MINIMUM OF 100 CHECK POINTS.

PROCESSING APPLICATIONS TAKES 48 HRS
(THIS DOES NOT INCLUDE WEEKENDS)

HOWEVER, IF YOU DO NOT SUPPLY SUFFICIENT INFORMATION (AS REQUIRED BELOW) THIS WILL DELAY THE PROCESS AND THE PROPERTY MAY BE LET TO ANOTHER APPLICANT

<i>Last four rental receipts or computer generated rental ledger</i>	<i>40 POINTS</i>	<i>Yes/No</i>
<i>Drivers license (Mandatory)/Photo ID or Passport</i>	<i>20 POINTS</i>	<i>Yes/No</i>
<i>References from current and previous Landlord/Agent</i>	<i>30 POINTS</i>	<i>Yes/No</i>
<i>Copy of last paid Telstra, Electricity or Gas account</i>	<i>10 POINTS</i>	<i>Yes/No</i>
<i>Copy of current car/home or personal loan statement</i>	<i>10 POINTS</i>	<i>Yes/No</i>
<i>Documentary evidence of income</i>	<i>30 POINTS</i>	<i>Yes/No</i>
<i>Documentary evidence of Benefits received</i>	<i>30 POINTS</i>	<i>Yes/No</i>

- **PLEASE NOTE THAT WE MUST HAVE THE DOCUMENTARY EVIDENCE OF**
 - **INCOME OR BENEFITS RECEIVED**

We do not accept bond transfers

All monies are to be paid by Eftpos as we are a **cashless office**

All monies are to be paid on the day of signing the lease agreement for the property.

*If your application is approved, a reservation fee of **ONE WEEKS RENT IS REQUIRED.***

If successful, you are responsible for arranging connection of

ELECTRICITY Ph. 132 356

TELEPHONE Ph. 132 200

APPLICATION FOR RESIDENTIAL TENANCY

I/We Acknowledge that both lessor and I/WE are bound by this application immediately on communication of the lessor's or his agents acceptance of it

Agent for Lessor

PACIFIC PALMS SIGNATURE PROPERTIES

PROPERTY ADDRESS **Date**

FIRST APPLICANT:

Full Name.....Date of Birth.....

Phone (hm).....Wk.....Mob.....

Email Address@.....

Drivers License Car Rego No

Number of Occupants Adults.....ChildrenAges

Pets Owned (type)

Are you a smoker? Do you have a criminal record?.....

TENANT RENTAL HISTORY:

Most Recent Address

Period of Occupancy:Reason for LeavingRent Paid \$.....

Name of Agent or Owner.....Telephone.....

Previous Address

Period of Occupancy:Reason for LeavingRent Paid \$.....

Name of Agent or Owner.....Telephone.....

INCOME DETAILS:

OccupationCurrent Employer

Period of EmploymentTelephone

What day of the week/fortnight is your pay-day.....Net Weekly Income \$.....

If Self Employed: Name of Business

ACN NoIndustry

AddressHow long Self employed

Name of AccountantTelephone

Additional Income Details - Benefits received

.....Amount \$

REFERENCES:

Personal Referees (please do not include Relatives)

1.....Telephone

2.....Telephone

Name of Relatives or other persons to contact in case of Emergency:

1. Name & AddressRelationshipTelephone

2. Name & AddressRelationshipTelephone

SECOND APPLICANT:

Full Name.....Date of Birth.....
 Phone (hm).....Wk.....Mob.....
 Email Address@.....
 Drivers License Car Rego No
 Number of Occupants Adults.....ChildrenAges
 Pets Owned (type)
 Are you a smoker?Do you have a criminal record.....

TENANT RENTAL HISTORY:

Most Recent Address
 Period of Occupancy:Reason for LeavingRent Paid \$.....
 Name of Agent or Owner.....Telephone.....

 Previous Address
 Period of Occupancy:Reason for LeavingRent Paid \$.....
 Name of Agent or Owner.....Telephone.....

INCOME DETAILS:

OccupationCurrent Employer
 Period of EmploymentTelephone
 What day of the week/fortnight is your pay-day.....Net Weekly Income \$.....
If Self Employed: Name of Business
 ACN NoIndustry
 AddressHow long Self employed
 Name of AccountantTelephone
 Additional Income Details - Benefits received
Amount \$

REFERENCES:

Personal Referees (please do not include Relatives)

1.....Telephone
 2.....Telephone

Name of Relatives or other persons to contact in case of Emergency:

1. Name & AddressRelationshipTelephone
 2. Name & AddressRelationshipTelephone

	First Applicant	Second Applicant
Have you ever been evicted by a lessor or agent?	YES / NO	YES / NO
Have you ever been refused another property by any lessor or agent?	YES / NO	YES / NO
Are you in debt to another lessor or agent?	YES / NO	YES / NO
Is there any reason known to you that would affect your rent payment	YES / NO	YES / NO
Was your rental bond at your last address refunded in Full?	YES / NO	YES / NO
If NO – What deductions were made?	Rent Arrears \$.....	\$.....
	Repairs.....\$.....	\$.....
	Cleaning \$.....	\$.....

**TERMS & CONDITIONS
PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

Applicant's Name: _____

I the applicant do solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises on the _____ and would like to apply for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week.

The rent to be paid is within my means and I agree to pay a bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me.

I authorise the agent to give information to the lessor of the property, credit providers, tenant default agencies and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.

Once a Tenancy Agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay one weeks rent to secure the property. In this instance that being \$_____.

THE PROPERTY WILL NOT BE SECURED UNTIL WE RECEIVE THE ONE WEEKS RENT.

In the event that the application is successful and acceptance is communicated and the two weeks rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the Agent, I agree that this tenancy shall be binding and any amounts paid will be held as rent. I the applicant accept that if the application is rejected, the agent is not legally obliged to give a reason.

If your application is declined your details will be held on file for one month. Following this period all details held will be disposed of.

IMPORTANT PRIVACY NOTE: The information provided in this application is used for the purpose of determining if the applicant will be a suitable tenant. If you have any concerns regarding your privacy please refer to the Property Manager.

I confirm having received a copy of this application for my records.

Applicants Signature _____ Date____/____/____ Time _____

Applicants Signature _____ Date____/____/____ Time _____

Agent to Witness _____ Date____/____/____ Time _____

Money required in cleared funds prior to moving in is 2 weeks for RENT & 4 weeks for BOND.

Total amount due is \$_____.



Please fax a copy of the tenant ledger when faxing this form back?

TO THE PROPERTY MANAGER

AGENT:FAX:.....

We have received an application from:

Rental Address:

Can you please complete and fax to

PACIFIC PALMS SIGNATURE PROPERTIES Fax 02 6554 0667 Thank you

1. Were the above applicant/s listed as tenants YES / NO
2. Rent Paid \$..... Were there any rent arrears during tenancy
3. Date Tenancy Commenced/...../..... Expires/...../.....
Are the tenants breaking their Tenancy Agreement YES / NO
If Yes, Why?
4. Did your office terminate the tenancy? If Yes, why..... YES / NO
.....
5. Condition of Property at routine inspections?.....
.....
6. Were there any pets approved at the property? YES / NO
If Yes, pet type?.....Indoor/Outdoor
7. Did the tenant/s leave the property clean upon vacating? YES / NO
What was the condition of the property? Excellent / good / average / poor
8. Did the tenant/s receive a full bond refund? YES / NO
If no, why?
9. Would your office rent to this/these tenants again? YES / NO

COMMENTS

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Name of Property Manager who completed this form

I / We agree to **PACIFIC PALMS SIGNATURE PROPERTIES** carrying out a reference check from other Real Estate Agents or owners which may be relevant to my application.

TENANT SIGNATURE Date

TENANT SIGNATURE Date