



IMPROVING PEOPLE'S LIVES

Tenancy Application Form

91 Main Rd, Boolaroo, NSW 2284

p. 4958 8555 | f. 4958 8500 | e. rentals@loverealty.com.au | loverealty.com.au



Pre Application Information - NSW

Application Process

- Applicants are required to inspect the premises prior to final approval of the Application
- Complete an Application Form – one per Adult Applicant who will be named on the lease
- Include evidence of income eg: Pay slip, Accountant letter, Centrelink or Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.

100 Points – Option List

Passport	30 points *	Employment reference on letterhead	20 points
Current Drivers Licence	30 points*	Motor Vehicle/Bike registration	10 points
Birth Certificate	30 points*	Bank Statement	10 points
Proof of age card	30 points	Telephone Account	10 points
Medicare Card	20 points	Electricity Account	10 points
Credit Card Statement	20 points	Gas Account	10 points

**You must provide one of the items in bold type*

Please Also Attach The Following Documents

<input type="checkbox"/> Proof of rental history:	Printout of tenancy history or Last four rental receipts
<input type="checkbox"/> Proof of current address:	Utility statements or Council rates notice
<input type="checkbox"/> Proof of income:	3 previous pay slips or Bank statement or Tax returns if self-employed

Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.

Agency Process

As your Application is a high priority, we will endeavour to have an answer to you as soon as possible, but will advise you if there are delays in reaching your referees and contacts.

Information verification by our Agency

To verify your Application information we contact a National Tenancy Database, TICA. If you have had a problem with a previous tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Landlord and personal referees.

If Application is not accepted

If your Application is not accepted by the Landlord, it will be retained for a short period and then destroyed securely, to comply with Privacy Legislation.

Rent payment method options

DIRECT DEBIT

Holding Deposit

- When approved for Tenancy, the successful Applicants are required to pay a Reservation Fee equal to one week's rent.
- If the Tenancy proceeds the Reservation Fee is applied as rent.
- If the Applicant/s decide not to take the premises after approval advice, the Reservation Fee will be forfeited to the Landlord.

We look forward to receiving your Application

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)

A. AGENT DETAILS

LOVE REALTY
91 Main Rd Boolaroo NSW 2284
p. 02 4958 8555 f. 02 4958 8500
e. rentals@loverealty.com.au loverealty.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

1a. I have inspected the property on:

/ /

2. Lease commencement date?

Day

Month

Year

3. Lease term?

Years

Months

3a. Are you a smoker?

Y

N

4. How many tenants will occupy the property?

Adults

Children

Ages of Children

4a. Who are you applying with?

5. Do you have any pets?

Y

N

6. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

C. PERSONAL DETAILS

7. Please give us your details

Mr Ms Miss Mrs Other

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

8. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

9. What is your current address?

Postcode

Please answer the following questions:

Yes

No

Have you ever been evicted by any landlord or agent?

Have you ever been refused another property?

Are you in debt to another landlord or agent?

Is there any reason that would affect your rent payment?

Have you been before the CTTT/NCAT?

Details:

D. APPLICANT HISTORY

10. How long have you lived at your current address?

Years

Months

11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

13. What was your previous residential address?

Postcode

14. Reason for leaving previous address?

15. How long did you live at this address?

Years

Months

16. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

Was bond refunded in full?

If not why not?

E. EMPLOYMENT HISTORY

17. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Contact name

Phone no.

Length of employment

Years

Months

18. Please provide your previous employment details

Employer's name

Contact name

Phone no.

Length of employment

Years

Months

Net Income

F. UTILITY CONNECTIONS

connectnow.

We get things sorted.

1300 554 323

info@connectnow.com.au



Yes, Please Contact Me



Interpreter Required

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

PRIVACY CONSENT AND TERMS. By signing this form you consent and agree to the following:

Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") 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 related services.

☐ **Tick here to opt out**



G. PRIVACY ACT / DECLARATION

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants:

This information relates to how we handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. The information collected by the agent can be accessed by you by contacting our office at the above address.

Declaration: I hereby offer to rent the property from the owner under a 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 owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

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

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;
- (d) Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting:

TICA 1902 220 346
NTD 1300 563 826
TRA (02) 9363 9244

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a check with TICA
- (h) transfer water account details into my name

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

Signature of Applicant

Date

H. CONTACTS / REFERENCES

19. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

20. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. PAYMENT DETAILS

Property Rental

\$ per week Or \$ per month

First payment of rent upfront (2 weeks rent)

Rental Bond (4 weeks rent):

Sub Total

Less: deduct deposit (see below)

Amount payable on signing tenancy agreement (bank cheque or money order only)

J. 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) 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:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

and

- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

and

- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

- (v) The whole of the fee will be refunded to the prospective tenant if:

- (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
- (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

K. NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue; digital or cable television (and adequacy of such devices); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna and antenna sockets or other such service points located in the property are serviceable or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Signature of Applicant

Date