

APPLICATION FOR TENANCY



Roberts Nambucca
REAL ESTATE

Should there be more than 1 applicant a separate application form should be completed for each applicant

Personal Details

Name (as appears on License): _____

Home No: _____ Mobile: _____

Email: _____ Driver's License No: _____

Date of Birth: _____ Vehicle Reg. No: _____

Emergency Contact:

Name: _____ Relationship: _____

Phone Number: _____ Address: _____

Current Address

Property Address: _____

Landlord/Agency Name: _____

Contact Name: _____ Phone No: _____

Dates of tenancy – From: _____ To: _____

Reason for leaving: _____

Was bond refunded in full: YES / NO If No, Why? _____

Previous Rental History:

Property Address: _____

Landlord/Agency Name: _____

Contact Name: _____ Phone No: _____

Dates of tenancy – From: _____ To: _____

Reason for leaving: _____

Was bond refunded in full: YES / NO If No, Why? _____

Previous Rental History:

Property Address: _____

Landlord/Agency Name: _____

Contact Name: _____ Phone No: _____

Dates of tenancy – From: _____ To: _____

Reason for leaving: _____

Was bond refunded in full: YES / NO If No, Why? _____

Employment History:

Occupation: _____

Employer: _____ Contact No: _____

How long at this job: _____ Weekly net income: _____

Please circle: Full time/Part time Casual Not employed Student

Previous Employment History:

Occupation: _____

Employer: _____ Contact No: _____

How long at this job: _____ Weekly net income: _____

Please circle: **Full time/Part time** **Casual** **Not employed** **Student**

Personal References: (Give three (3) independent names, Must have phone Numbers):

1. Name: _____ Contact No: _____

Relationship to person: _____

2. Name: _____ Contact No: _____

Relationship to person: _____

3. Name: _____ Contact No: _____

Relationship to person: _____

Accommodation Required:

Adults: _____ Children: _____ Ages: _____

Date property required: _____ Number of bedrooms: _____ Rent per week: \$ _____

Address of Premises Applied For: _____

Other Requirements:

Pets: YES / NO If Yes, specify number, breed & ages: _____

PLEASE NOTE: You will be notified by phone if your application has been successful. A reason may not be given if you application form has been found unsuccessful.

1. APPLICATION

I, the applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Agent.

2. HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010 (NSW), it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

the applicant, if approved, will pay a non refundable Holding Fee of **1 weeks rent** to hold the Premises in favour of the Applicant for a period of **21 days** or as varied in writing.

- i. If the applicant has paid a holding fee, the Landlord must not enter into a Residential Tenancy Agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the Landlord that the tenant no longer wishes to enter into the Residential Tenancy Agreement.
- ii. A holding fee may be retained by the Landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the Residential Tenancy Agreement.
- iii. A holding fee 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 Agent.
- iv. If a residential Tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
- v. A tenant cannot be asked to pay a holding fee unless the tenants application has been approved by the Landlord and the holding fee does not exceed 1 weeks rent of the residential premises.

3. ONLINE RENTAL BOND SERVICE

This is an invitation for the applicant to provide an email address that can be used, if this Application is successful for the purpose of using the online rental bond service. If the applicant fails to provide an email address, the Landlord or Agent may require or receive a rental bond and lodge the rental bond using the paper-based Rental Bond Lodgement form. The applicants e-mail included in this application will be used for the creation of RBO account.

4. DECLARATIONS AND UNDERTAKINGS

Have you made an application for accommodation in any social housing premises, as defined in the *residential Tenancies Act 2010* (NSW) or aged care facility? YES / NO If Yes, date application made ____ / ____ / ____

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I declare that the rental to be paid is within my means. I undertake to pay a rental bond as per Agents request by cash, EFT, cheque or via RBO upon the signing of the Residential Tenancy Agreement.

5. NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services): are the sole responsibility of the tenant(s) and the 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 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.

6. PRIVACY DISCLOSURE

I authorize the Agent to obtain details of my credit worthiness from the owner or agent of my current or previous residence, current or previous employer/s, my personal referees, any record, listing or database of defaults by the tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: _____ Date: _____

This document may be signed on paper or electronically.

100 Points of Identification

Please provide non-returnable copies of the following documentation with you application:

- A minimum of 100 Check Points is required for each applicant.
- Points must be made up from each of sections A, B and C as shown.

PLEASE TICK

A) Proof of Identity (30 POINTS)

Must provide one of the following:

- Drivers Licence Passport Birth Certificate + Photo ID

B) Proof of Income (30 POINTS)

Must provide one of the following:

- Last Pay Advice Current Centrelink Statement (in full) Current Bank Statement (must show sufficient funds to meet rental payments)

C) Supporting Documentation (40 Points)

Must provide total 40 from the following:

- Current Rental Ledger (from Agent) 40 Points Last 2 Rent Receipts 20 Points
- Two Written References 20 Points Recent Rates Notice 30 Points
- Vehicle Registration Papers 10 Points Current Electricity/Phone Account 10 Points

TOTAL POINTS (A+B+C)

MINIMUM OF 100 POINTS REQUIRED

Please note that if you cannot provide 100 points, please contact our office to discuss alternative supporting documentation to provide.