

TENANCY APPLICATION FORM



A. AGENT DETAILS

Beyond Twenty One Real Estate

69 Miller Street, Gilgandra NSW
(02) 6847 2827

www.beyondtwentyone.com.au

realestate@beyondtwentyone.com.au

B. PROPERTY DETAILS

Address: _____

Lease Commencement Date: ___/___/___ Lease term: _____ years/months

Tenants to occupy the property: Adults: _____ Children: _____ (Ages _____)

Details of accompanying application(s):

Names: _____

C. PERSONAL DETAILS

	Mr Mrs Miss Ms Other
Surname	Given Names
Date of Birth	Email:
Pension no.	Pension Type
Mobile phone	Work Phone

D. APPLICANT HISTORY

Current residential address:	
How long have you lived at this address:	Years Months
Why are you leaving this address	
Currently under a lease? Yes / No	Details / / to / /
Landlord/Agent details of this property	
Contact Name	Phone
Email	Rent Paid \$ week/fortnight/month

Previous residential address:	
How long did you live at this address:	Dates: / / to / /
Why did you leave this address	
Landlord/Agent details of this property	
Contact Name	Phone
Email	Rent Paid \$ week/fortnight/month
	Details:
Bond refunded Yes / No	

E. EMPLOYMENT HISTORY

Current Employment

Occupation:	
Fulltime / part time / casual	
Employer's / Business name:	
Business Address	
Contact Name	Phone
Length of Employment	Net Income \$ /week
Please provide current payslips	

Previous employment

Occupation:	
Fulltime / part time / casual	
Employer's / Business name:	
Business Address	
Contact Name	Phone
Length of Employment	Net Income \$ /week

F. PETS

YES / NO TYPE: _____

Please provide Registration Certificates for each animal.

Assessing the suitability of the property for pet a is the sole responsibility of the tenants before applying for tenancy of the property. The landlord does not warrant that any existing fencing will meet the requirements of the tenants' animals. The tenant understands that any alteration to the property, including the installation of penning or fencing must have prior approval from the landlord, and landlords can reasonably refuse.

G. CONTACTS / REFERENCES

In Case of Emergency Contact:

Name:	Phone
Relationship to you:	Address:

Personal References (not related to you)

Name	Phone:
Relationship to you	Address:
Name	Phone
Relationship to you	Address

H. PAYMENT DETAILS

If your application is successful, the following is required upon signing of the lease:

Holding Fee: (1 weeks rent)	\$
Rent in advance (2 weeks rent less holding fee)	\$
Rental Bond (4 weeks rent)	\$
Total:	\$

Initial payments will only be accepted in the form of money order, Bank cheque or direct deposit. Bonds will be held by Rental Bond Board; you will contact by Rental Bond Board to pay directly.

I. PAYMENT DETAILS

Rent can be paid by direct deposit, bank cheque, money order or Centrelink deductions (note: any charges will be the responsibility of the tenant if choosing to use Bank cheque, money order or Centrelink). There is no cash kept on premises of our agency.

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:

- 1) the application for tenancy has been approved by the landlord; and
- 2) the premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- 3) if the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- 4) if a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- 5) The whole of the fee will be refunded to the prospective tenant if:
 - a. The entering into of the residential tenancy agreement is condition 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 has failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

J. UTILITY CONNECTIONS

Please ask about utility services, our agency is happy to assist with more information about Direct Connect

PRIVACY DISCLOSURE STATEMENT

Beyond Twenty One Real Estate, 69 Miller Street, Gilgandra NSW 2827 is an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Landlords or Real Estate Agents, your current employer and your referees. We may check whether any details of you are held on a tenancy database, operated by Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this information is set out below in the Privacy Consent section.

TENANCY APPLICATION FORM

COLLECTION NOTICE

The personal information you provide in this application or to our Agency collected from other sources is necessary for us to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application, the Landlord/s, referees, other Agents and third party operator of tenancy reference databases.

Information already held on tenancy databases may also be disclosed to Beyond Twenty One Real Estate and/or the Landlord. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting us. You can also correct this information if it is inaccurate, incomplete, or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decided not to collect your application Beyond Twenty One Real Estate will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I, the Applicant, acknowledge that I have read the Privacy Disclosure Statement and Collection Notice of Beyond Twenty One Real Estate. I authorise Beyond Twenty One Real Estate to collect information about me from:

- My previous Real Estate Agents and/or Landlords.
- My personal referees, employers and all other references on this application.
- Any Tenancy Database (including TICA & NTD) which may contain personal information about me. I also authorise Beyond Twenty One Real Estate to disclose details about any defaults by me under the tenancy to which it subscribes to including TICA and NTD.
- I authorise Beyond Twenty One Real Estate to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work require at this property), salespeople (primary and secondary Agents), values, the Landlord, other Agents, database operators, other Property Managers, Body Corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.
- I agree to be contacted by electronic and/or SMS methods.

MARKETING CONSENT

To receive newsletters and marketing via email or phone, I, the Applicant understand that the Agency may need to contact me about property related information e.g. properties for rent or for sale or other services which may interest me, I am the telephone account holder or nominated person by the account holder and agree Beyond Twenty One Real Estate to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

DECLARATION

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

I declare that all information contained in this application is true and correct and given of my own free will. I declare that I am not bankrupt.

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

I am aware that the Agent will use and disclose my personal information to:

- (a) Communicate with the owner and select a tenant.
- (b) Prepare lease/tenancy documents.
- (c) Allow tradespeople 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 credit check with TICA.

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.

Signature: _____ Date: _____

Please attached copies of identification (photo ID), proof of income and pet registration papers.

Date: _____

I hereby authorise you to give Beyond Twenty One Real Estate any information they may require relating to my tenancy, employment, or credit history with you.

Name of Applicant: _____

Signature of Applicant: _____