

APPLICATION FOR TENANCY

Our agency welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your application:

- This application cannot be processed until it is completed in full, including copies of supporting documents attached as required for **100 Point Identification Check** – which must include 1 item of Photo ID and your proof of affordability.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

POINTS PER DOCUMENT

<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Proof of Age Card	40
<input type="checkbox"/> Passport	<input type="checkbox"/> Other Photo ID	30
<input type="checkbox"/> Health Care / Pension Card	<input type="checkbox"/> Birth Certificate	
<input type="checkbox"/> 4 Recent Rent Receipts	<input type="checkbox"/> Tenant Ledger	30
Documents on which <u>your name</u> and <u>current address</u> appear		
<input type="checkbox"/> Car Registration Certificate	<input type="checkbox"/> Rates Notice	20
<input type="checkbox"/> Electricity Account	<input type="checkbox"/> Bank/Credit Card Statement	
<input type="checkbox"/> Telephone Account	<input type="checkbox"/> Gas Account	

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS =

SUGGESTED DOCUMENTS TO CONFIRM AFFORDABILITY

- ☐ 2 most recent payslips
- ☐ Employment contract
- ☐ Letter from accountant (if self-employed)
- ☐ Bank Statements
- ☐ Centrelink Income Statement – if you claim a benefit or receive a pension, you can provide a current Income Statement. This can be obtained over the counter at Centrelink office or printed from your Online Services.

- Our agency will endeavour to contact you within 24-48 business hours. If the application is successful, you will be required to pay a deposit (equivalent to 1x weeks rent) within 24 hours to secure the property.
- Our only holding method for payment of Rent is via bank deposit either manually or electronically.

PLEASE NOTE: We will not be able to process this application without the below signed.

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Application Checklist – before I submit this application, I have:

- ☐ Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- ☐ Inspected the property both internally and externally
- ☐ Completed the Tenancy Application Form fully, including the privacy Disclosure Statement & Privacy Consent.
- ☐ Attached proof of affordability
- ☐ Completed the Pet Application and agreement form if pets are to reside at the property, that have special conditions.

COLLECTION NOTICE

You agree that for the purpose of this Application for Tenancy, the Owner or Agent may make enquiries of the persons given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.

The personal information you give in this Application for Tenancy or collected from other sources is necessary for the Owner or Agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agents business. Personal information collected about you in this offer and during the course of the tenancy if the Application for Tenancy is successful may be disclosed for the purpose for which it was collected to other parties including the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner.

If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent. You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process the Application for Tenancy properly or manage the tenancy properly.

WRITTEN NOTICE ABOUT USE OF TENANCY DATABASES

Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the Residential Tenancies and Rooming Accommodation Act 2008, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use and how a prospective tenant can contact that database operator.

If we discover personal information about you on a tenancy database during the application process, we will advise you in writing within 7 days of using the database.

The database/s we use are:

TICA

PO Box 120, Concord NSW 2137
1300 883 916

PRIVACY DISCLOSURE STATEMENT

We are 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 letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful, we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. 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.

ELECTRONIC TRANSMISSION

I consent to sending and receiving documents and particulars by electronic transmission during the process of this application and during my tenancy should my application be successful. (Pursuant to section 12 *Electronic Transactions (NSW) Act 2001*)

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement and Collection Notice. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including **TICA**
4. I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts before tenancy commencement:

HOLDING DEPOSIT: \$ _____
(equivalent of 1 weeks rent)

BOND: \$ _____
(equivalent of 4 weeks rent)

RENT: \$ _____
(equivalent of 1 weeks rent)

TOTAL: \$ _____ (equivalent of 6 weeks rent)

I acknowledge that this application is subject to the approval of the owner. 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 satisfied with the current condition of the property. **I also acknowledge that as per lease, tenant is to be 2 weeks in advance at all times.**

Applicant Name

Applicant Signature

Date

DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement. I further confirm and declare that:

1. I have inspected the property located at _____ and confirm the property and its inclusions are satisfactory to my requirements.
2. I have of my own accord decided that I wish to rent the abovementioned property commencing approx. ____/____/____ for a period of _____ months.
3. I have been informed, understand and agree that the rental for the said property is to be \$_____ per week and is within my means of support.
4. I have been informed, understand and agree the rental for the said property is to be paid every WEEK, is to be paid by the due date and is required to be a **minimum two (2) week in advance at all times.**
5. I have been informed, understand and agree that the lessor will carry out an inspection on the property on a 3 MONTH basis and I further warrant that I will co-operate fully to allow this inspection to be carried out.
6. I have been informed, understand and agree that the bond for the aforesaid property will be (4x weeks rent) \$_____ and I further authorise the lessor to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
7. I have been informed, understand and agree should the full amount of the bond not be paid by the signing of the Tenancy Agreement, I authorise the lessor to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
8. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on a fully completed Tenancy Application submitted by me. I further consent to the lessor carrying out any enquiries necessary to process my application for tenancy.
9. I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered from me.
10. I further consent to the lessor disclosing all personal information that they may hold for the purpose of
 - a. Listing my name with a database as a result of a tribunal order or multiple breach notices
 - b. Enforcing a tribunal order
 - c. Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
11. **I have been informed, understand and agree that should this application not be accepted, the lessor/agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy database.**
12. I have been informed, understand and consent to the lessor supplying all necessary information, as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act.
13. I have been informed, understand and acknowledge that the lessor has the contact details for the Tenancy Database/s they use and that the agent will supply these contacts should I request the contact details.
14. I understand that should I accept this property I am required to pay within 24 hours an amount equivalent to one week's rent as a "holding deposit". **This payment is non-refundable after 48 hours of receipt should I decide not to proceed with signing a Tenancy Agreement.**

Applicant Name**Applicant Signature****Date**

PROPERTY ADDRESS: _____ RENT PER WEEK _____

Length of Tenancy: _____ months Expected Tenancy Commencement: _____ / _____ / _____

APPLICANT DETAILS

First Name:	Last Name:
Date of Birth:	18+ Card Number:
Drivers Licence Number:	Vehicle Registration:
Make & Model of Car:	State of Registration:
Home Phone:	Work Phone:
Mobile Phone:	Email:
Names of others to occupy premises:	

EMPLOYMENT / INCOME DETAILS

Occupation:	Employer:
Address:	Phone:
Length of Employment:	Nett Weekly Income: \$

If employed there for less than 6 months

Previous Occupation:	Previous Employer:
Address:	Phone:
Length of Employment:	Nett Weekly Income: \$

If you are self-employed or own your own business

Registered Business Name:	ABN:
Address:	Nett Weekly Income: \$
Name of Accountant:	Phone:
List One Major Creditor:	Phone:
Type of Business:	Length/Age:

If you are a student

Learning Institution:	Department/Degree:
Income Source:	Nett Weekly Income: \$

If you receive Centrelink / Pension Payments

Payment Type:	Fortnightly Payment: \$
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RENTAL HISTORY

Current Address:		Rent per week:
Agent / Landlord:		Phone:
Tenancy Length:	Reason for Leaving:	
Bond Refunded in Full: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Not, Reason:	
Previous Address:		Rent per week:
Agent / Landlord:		Phone:
Tenancy Length:	Reason for Leaving:	
Bond Refunded in Full: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Not, Reason:	
Have you appeared before the residential tribunal: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been evicted: <input type="checkbox"/> Yes <input type="checkbox"/> No		

REFERENCES

Complete all 5 reference blocks below. Your references should include:

- Your parents or guardians
- Your nearest relative not living with you (other than your parents/guardians)
- At least two (2) permanent residents of Australia, other than those above
- If self-employed, at least one (1) established trade or business reference

	Name:	Mobile Phone:
1	Address:	Home Phone:
	Relationship:	Known for how long?
	Name:	Mobile Phone:
2	Address:	Home Phone:
	Relationship:	Known for how long?
	Name:	Mobile Phone:
3	Address:	Home Phone:
	Relationship:	Known for how long?
	Name:	Mobile Phone:
4	Address:	Home Phone:
	Relationship:	Known for how long?
	Name:	Mobile Phone:
5	Address:	Home Phone:
	Relationship:	Known for how long?

Written Pet Rental Agreement Residential Tenancy

Required to be completed by tenant on wishing to have pets in or at a residential tenancy.

Tenant: _____

Date: / /

Property address: _____

Type of Pet		
Council Registration No.		
Name		
Age		

This agreement entered into between the tenants and the Landlord/Owner for the purpose of the tenants demonstrating their commitment to being both responsible Tenants and Pet Owners.

- 1) The tenant agrees to abide by this agreement and will keep the pet(s) described in this agreement in accordance with pet guidelines.
- 2) Permission to keep pets on this property is granted solely by, and at the discretion of the Landlord/Owner
- 3) Only common household pets are allowed on this property. Each pet must be approved by the Landlord/Owner and there are to be no more than two (2) pets allowed at this property at any time.
- 4) Pets are not permitted on the premises unless the pet:
 - a. Is kept clean quiet and controlled at all times
 - b. Is kept free of parasites and other diseases
 - c. Is domesticated
 - d. Does not disturb neighbours or other pets
 - e. Does not stray unsupervised outside the property
 - f. Is under control, on a lead at all times and does not disturb other lot owners or tenants when passing through Common Property
- 5) Tenants are responsible for keeping all areas where pets are housed clean, safe and free of parasites.
- 6) The tenant shall be liable for any damage or injury whatsoever caused by the pet(s) and shall pay the Landlord/Owner for any costs incurred as a result of injury or damage caused. This includes lawns, fences and gardens.
- 7) The tenant shall have suitable Public Risk Insurance cover that includes their pets.
- 8) The owner shall comply with local government registration and pet ownership requirements.
- 9) The tenant will have carpets professionally cleaned and pest sprayed annually and on vacating the premises

Tenant/Pet Owners Signature: _____ Date ____/____/____

Print Name: _____

Property Manager Signature: _____ Date ____/____/____

Print Name: _____

Dear _____

_____, has applied to rent a property from McGregor Real Estate and have provided your name as a person / firm who would be prepared to provide us with a reference regarding their tenancy with you.

Would you please answer these questions and email the completed form to **rentals@mcgregorrealestate.com.au**

1. Address of property leased by applicant _____

2. Rent paid to you by the applicant? \$_____per week

3. (a) How long was the applicant a tenant with you? _____years_____months

(b) When did the applicant vacate? ____ / ____ / 20____

4. During the term of the tenancy did the applicant

(a) Maintain the premises in good order and condition? YES / NO

(b) Keep the rent paid up to date? YES / NO

5. At the time of vacating did the applicant leave the premises:

(a) In good order and condition? YES / NO

(b) With all rent paid up to date? YES / NO

6. (a) Was the applicant's rental bond refunded in full? YES / NO

(b) If NO please provide details

7. Is there any reason you would not recommend this tenant?

Acknowledgement and authorisation

I hereby authorise verification of the above information, to McGregor Real Estate.

Signature: _____

Print Name:

Date: