

PROFESSIONALS REAL ESTATE TAMWORTH TENANCY APPLICATION FORM

Note: * All occupants over the age of 18 must fill in an application form & provide appropriate documentation

Applicants Name: _____

Applicants Name: _____

Property Address: _____

100 Point Identification

Current drivers Licence	50
Passport	50
Photo ID	30
Birth Certificate	10
Bank card	10
Concession card	10
Medicare card	10

Required Documents

Last 3 rent receipts
Bank Statement
Copy of last phone or electricity account
Last 3 payslips / employment confirmation letter
Home Owner – l& & or water rates notice
Centrelink income statement

Application Form & Documents

All supporting documents, as listed above, are to be supplied with your application form. The application will not be processed until all appropriate documents are supplied.

Processing

We endeavour to process your application within 24 hours of inspecting the property. Delays may be experienced if references are not able to be checked within this 24 hours.

Approved / Not approved

You will be notified by our office if you have been approved / not approved for the property as soon as we have this information from the Landlord.

This can sometimes take time as Landlords may not be readily available.

Holding Deposit

If the application is approved I/we agree to pay a holding fee equal to 1 week's rent to secure the property. In this instance being \$_____. I/we agree the property will be advertised/marketed until the holding fee has been paid. I agree that the holding fee is non-refundable.

Application forms are to be returned to:

Professionals Real Estate Tamworth
2/12A Bourke Street, Tamworth NSW 2340

Email: merridee.w@professionals.com.au
Phone: 02 6766 3134
Fax: 02 6766 2445

**Office hours: Monday to Friday 8.30am – 5.30pm
Saturday 9am – 12.00 noon.**

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for the verification of your identity to process & evaluate your application & to manage the tenancy. Personal information collected in this application & during the course of your tenancy, if successful, may be disclosed for the purpose it was collected to other parties including the Landlord, referees, other agents & 3rd party operators of tenancy reference databases.

If you enter into a Residential Tenancy Agreement & you fail to comply with your obligations under that Agreement, that information & other relevant personal information collected during the course of your tenancy may be disclosed to the Landlord, 3rd party operators of tenancy databases & other agents.

We collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have applied for. To carry out this role & during the term of your tenancy, we may disclose your personal information to:

- The Landlord, The Landlord's Solicitor & the Landlords mortgagee/insurer's
- Referees you have nominated
- Organisations / trades people required to carry out maintenance to the premises
- Rental Bond Board & the Residential Tenancy Tribunal / Courts
- Debt Collection Agencies
- Tenancy default agencies such as but not limited to TICA Database Default Tenancy Control Pty Ltd
- Other Real Estate Agents & Landlords

We also collect your personal information to:

- Enable preparation of the lease / tenancy documents
- Allow organisations / trades people to contact you in relation to maintenance matters
- Release rental bonds to/from Rental Bond Board
- Refer to Tribunals, Court & Statutory Authorities
- Refer to Debt Collection Agencies / Solicitors
- Report your conduct as a tenant on the TICA database

I/we the said applicant declare that I/we give our permission to the agent to collect information & pass such information onto TICA default Tenancy Control P/L, Barclay MiS and any other default data base system.

I/we give permission for information to be provided to other tenancy database for the assessment of tenancy applications.

I/we consent to the member of the Database Company to contact any of my/our referees provided.

I/we agree that, in the event of a default occurring under a tenancy agreement permission is given to the member of the tenancy data base to register any of my details & information of such breaches with a tenancy default database such as Barclay MiS, TICA etc..

I/we understand that removal of information from a database company is subject to the conditions of the Database Company.

I/we understand that a listing with TICA Default Tenancy Control P/L is a database company that allows its members access to information accumulated from its members about tenant's who have breached their tenancy agreement.

I/we agree & understand that a listing with TICA Default Tenancy Control P/L, Barclay MiS debt collection and other similar agencies could have an adverse effect on future applications to obtain rental accommodation.

I/we agree & understand that should I fail to provide the database member with the information & acknowledgement required the database member may elect not to proceed with my/our application.

Authorisation

I/we do authorise my agent to provide a copy of the previous / current rental ledger, routine inspection report & information relating to my/our tenancy to Professionals Real Estate Tamworth and my employer & referee's to provide Professionals Real Estate Tamworth details of employment & personal details pertaining to my application.

Signature: _____

Signature: _____

Date: _____

Date: _____

PROFESSIONALS REAL ESTATE TAMWORTH

Application for Tenancy Reference Check

To:	Attention: Property Management
Fax No.:	
From: Property Management Department	Date:

This is to advise that the listed tenant/s have submitted an application for tenancy to our office. To enable our office to process the application, please complete the following information & return fax to:

Fax No: 02 6766 2445

Telephone: 02 6766 3134

I/we authorise the recipient to give information to Professionals Real Estate Tamworth , regarding my/our rental history. I/we understand this information will be used to assess my/our application.	
Applicant Name:	
Current Address:	
Period of tenancy: From:	to:
	Rent paid p/w \$
Managing Agent/owner:	
Phone number:	
Signature of applicant:	

TO BE COMPLETED BY LANDLORD / MANAGING AGENCY

Applicant/s were/are approved tenants at above mentioned property?	Yes / no
How long was applicant at the property? Date lease commenced.	
How much rent did / do they pay?	
Did they pay rent on time?	Yes / no
<i>Please specify any rental payment issues</i>	
Where there any periodic inspection during tenancy?	Yes / no
<i>Results of inspections.</i>	
Were the lawns and gardens maintained?	Yes / no
Did the tenant have pets?	Yes / no
<i>Issues / problems with pets?</i>	
Did you receive any complaints during the tenancy?	Yes / no
Were any notices issued for breach of tenancy agreement?	Yes / no
Has there been any 'social media' posts/comments by the tenants/occupants to damage the landlord/agents reputation	
Do you know why they are leaving?	
Was / will the bond be refunded?	Yes / no
Would you rent to them again?	Yes / no

Completed by:

Signature:

Position Held:

Date:

TENANT APPLICATION FORM

Property Address: _____ Rent per week \$ _____

Length of lease: 6 / 12 months Lease start date: _____

APPLICANT 1 DETAILS

Name:		DOB:	
Also Known As:			
Phone: H	Phone: W	Phone: M	
Email:		Fax:	
No. children to live at property:		Total No. Occupants:	
Drivers Licence No:	Passport No:	ID Card No:	
No. vehicles at property:	Are all cars registered:		
Other vehicles / trailers / boats / bikes:			
Pets: Type:	No:	Smoker: y / n	
Have you cared for a pool:			
Full name & age of <u>ALL</u> occupants including children:			

Current Address:		Rent p/w:	Owned
Name of agency / landlord / Sales Agent:		Phone:	
Period of Occupancy:	Reason for leaving:		
Previous Address:		Rent p/w:	Owned
Name of agency / landlord / Sales Agent:		Phone:	
Period of Occupancy:	Reason for leaving:		
Was bond refunded?	Y / N	If not, why?	

Name of next of kin (not living with you)	
Name:	Relationship:
Address:	Phone:
Name:	Relationship:
Address:	Phone:

Employment & Income details – all income is to be shown		
Occupation:	Length of employment:	
Employer:	Phone:	
Type: Full time / Part time / Casual	Hours p/w	Wage p/w \$
Other / study:	Austudy \$	
Pension type:	Payment/s per week / fortnight	
Unemployment benefit	Payment/s per week / fortnight	
Self Employed		
Business Name:	Income per week / fortnight	
Address:		
Phone – W	Phone – M	
How long established:	ABN No.:	
Accountant Name:	Phone No:	

All information provided is true and correct

Name:	Signature:	Date:
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APPLICANT 2 DETAILS

Name:		DOB:	
Also Known As:			
Phone: H	Phone: W	Phone: M	
Email:		Fax:	
No. children to live at property:		Total No. Occupants:	
Drivers Licence No:	Passport No:	ID Card No:	
No. vehicles at property:	Are all cars registered:		
Other vehicles / trailers / boats / bikes:			
Pets: Type:	No:	Smoker: y / n	
Have you cared for a pool:			
Full name & age of ALL occupants including children:			

Current Address:		Rent p/w:	Owned
Name of agency / landlord / Sales Agent:		Phone:	
Period of Occupancy:	Reason for leaving:		
Previous Address:		Rent p/w:	Owned
Name of agency / landlord / Sales Agent:		Phone:	
Period of Occupancy:	Reason for leaving:		
Was bond refunded?	Y / N	If not, why?	
Name of next of kin (not living with you)			
Name:		Relationship:	
Address:		Phone:	
Name:		Relationship:	
Address:		Phone:	

Employment & Income details – all income is to be shown		
Occupation:		Length of employment:
Employer:		Phone:
Type: Full time / Part time / Casual	Hours p/w	Wage p/w \$
Other / study:		Austudy \$
Pension type:		Payment/s per week / fortnight
Unemployment benefit		Payment/s per week / fortnight
Self Employed		
Business Name:		Income per week / fortnight
Address:		
Phone – W	Phone – M	
How long established:		ABN No.:
Accountant Name:		Phone No:

All information provided is true and correct

Name:	Signature:	Date:
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Professionals Real Estate Tamworth

Letting Policy

Professionals Real Estate Tamworth is aware of its obligation to follow the law including the laws regarding discrimination.

Professionals Real Estate Tamworth will treat all clients including tenant applicants fairly. This means that we will not discriminate against you, your family or friends because of your race, ethno-religion, sex, marital status, disability, sexuality or age. We will not discriminate against you because of race.

Professionals Real Estate Tamworth will not take instructions from property owners who request we break any anti-discrimination laws.

Professionals Real Estate Tamworth may refuse to take an application from you:

- If the property is physically not able to accommodate as many people as you want it to occupy.
- If the property does not suit your particular needs ie wheelchair access

In all other cases, Professionals Real Estate Tamworth will look at how well you can pay the rent and look after the property. We will ask for references regarding these items and we will check these references.

Professionals Real Estate Tamworth will only refuse your application if your references are not acceptable or if they were less acceptable than the references of the successful applicant. This means that we are of the opinion, based on references that:

- You are unable to pay the rent and / or look after the property
- You are less able than the successful applicant to pay the rent and / or look after the property.

If you are dissatisfied with the selection process please speak to the business owner.

Your opinion and constructive feedback is important to us.