

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 – I& & 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.*
- ***The application will not be processed if not filled in completely and correctly.***

Processing

We endeavour to process your application within 48 hours of inspecting the property.

Delays may be experienced if references are not able to be checked within this 48 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
491 Peel Street, Tamworth NSW 2340

Email: merridee.w@professionals.com.au

Phone: 02 6766 3134

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 & 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.

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.

I/we the said applicant declare that I/we give our permission for the Agent to enter our details on to TICA Virtual Management data base, if our application is successful & we are accepted as a tenant.

Authorisation

I/we authorise my agent to provide a copy of the previous/current rental ledger, routine inspection reports & information relating to my/our tenancy to Professionals Real Estate Tamworth & 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

This is to advise that the listed tenant/s have submitted an application to our office. To enable our office to process the application, please complete the following information. If you would like to discuss any information please contact Merridee Watson on 02 6766 3134.

I authorise the recipient to give information to **Professionals Tamworth**, regarding my rental history.

Applicant Name: _____

Current Address: _____

Managing Agent/owner: _____

Signature of applicant: _____

TO BE COMPLETED BY LANDLORD / MANAGING AGENCY

1. Applicant/s were/are approved tenants at above mentioned property? Yes / no

2. How long was applicant at the property? Date lease start & end: _____

3. How much rent did / do they pay? _____

• Did they pay rent on time? Yes / no

• Did they pay invoices on time? Yes / no

Please specify any issues: _____

• Were the tenants ever issued with a notice of termination Yes / no

• Were the tenants ever issued any breach notices / why Yes / no

Please specify issues: _____

4. Where there any periodic inspection during tenancy? Yes / no

• Was the property kept clean and tidy Yes / no

• Was there any damage noted during inspection Yes / no

• Were the lawns and gardens maintained? Yes / no

Please specify any issues: _____

5. Did the tenant have pets? Type: _____ Yes / no

Issues / problems with pets? _____

6. Where the tenants co-operative to deal with? Yes / no

7. Where the tenants demanding with repairs and maintenance? Yes / no

8. Did you receive any complaints during the tenancy? Yes / no

Please specify any issues: _____

9. If vacated did they leave the property in a good clean condition? Yes / no

10. Has there been any 'social media' activity by tenants re landlord/agent Yes / no

11. Do you know why they are leaving? _____

12. Was / will the bond be refunded? Yes / no

13. Would you rent to them again? Yes / no

Please rate the above tenants by ticking the most appropriate:

1	2	3	4	5
Wouldn't touch Beware On TICA	Fair amount of trouble Caution Not on TICA	Few problems but would rent to again	Only minor issues Nothing to worry about. Would rent to	Definitely rent to again. Good tenant

Please attach a copy of their rental ledger & return to our office: merridee.w@professionals.com.au

Completed by:

Position Held:

Signature:

Date:



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TENANT APPLICATION FORM

Property Address: _____

Rent per week \$ _____

Length of lease: 6 / 12 months

Lease start date: _____

APPLICANT 1 DETAILS

Name:		DOB:	
Email:		Phone: M	
No. children to live at property:	No. Adults to live at property:	Total Occupants:	
Drivers Licence No:	Passport No:	ID Card No:	
No. vehicles at property:	<u>Others:</u> trailers / boats / bikes / caravans:		
Pets: Type:		No:	
Have you cared for a pool:		Smoker: y / n	
Full name & age of <u>ALL</u> occupants including children:			

<u>Current Address:</u>	Rent p/w:	Owned
Name of agency / landlord / Sales Agent:		
Phone:		
Period of Occupancy:	Reason for leaving:	
Was bond refunded? Y / N		
Why Not:		
<u>Previous Address:</u>	Rent p/w:	Owned
Name of agency / landlord / Sales Agent:		
Phone:		



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Period of Occupancy:		Reason for leaving:	
Name of next of kin (not living with you)			
(1) Name:		Relationship:	
Address:		Phone:	
(2) 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 \$
Pension type:	Payment/s per	week / fortnight
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:		



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Name: _____

Signature: _____ Date: _____

APPLICANT 2 DETAILS

Name:		DOB:
Email:		Phone: M
No. children to live at property:	No. Adults to live at property:	Total Occupants:
Drivers Licence No:	Passport No:	ID Card No:
No. vehicles at property:	<u>Others</u> : trailers / boats / bikes / caravans:	
Pets: Type:	No:	
Have you cared for a pool:	Smoker: y / n	
Full name & age of <u>ALL</u> occupants including children:		

<u>Current Address:</u>	Rent p/w:	Owned
Name of agency / landlord / Sales Agent:		
Phone:		
Period of Occupancy:	Reason for leaving:	
Was bond refunded? Y / N		
Why Not:		
<u>Previous Address:</u>	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?	



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Name of next of kin (not living with you)		
(1) Name:		Relationship:
Address:		Phone:
(2) 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 \$
Pension type:	Payment/s per	week / fortnight
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:		

Name: _____

Signature: _____ Date: _____



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**DIRECT
CONNECT**

MAKES MOVING EASY

Direct Connect is a free service that can connect you to the following utilities and services in your new home



Electricity



Gas



Phone



Internet



Pay TV



Removalists



Cleaning

[] Yes, I consent to:

- Professionals Tamworth providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me by phone, SMS and/or email during my move in relation to electricity, gas and the other services set out above.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature _____ Date ____/____/____

Applicant 2

Signature _____ Date ____/____/____

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at www.directconnect.com.au/privacypolicy/. This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

P: 1300 664 715

F: 1300 664 185 W:

www.directconnect.com.au



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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 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 may refuse your application if your references are not acceptable or if they were less acceptable than the references of other applicants. 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 other applicants to pay the rent and / or look after the property.

All suitable applications are submitted to the owner and the final decision belongs to the owner.

If you are dissatisfied with the selection process contact our office to discuss the matter.

Your opinion and constructive feedback is important to us.