

Tenancy Application Form

Tower & General
46 Castlereagh St
Coonamble, NSW 2829

Phone: (02) 6822 5505 Mob: 0416167603
Email: davidconnell@towerandgeneral.com.au
Internet: www.towerandgeneral.com.au

A. RENTAL PROPERTY DETAILS	
1. Address of the property that you would like to rent;	<input type="text"/>
If you have a second preference, the address of that property;	<input type="text"/>
2. Lease commencement date	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
3. Lease term	<input type="text"/> Months
B. PERSONAL DETAILS	
4. Please give us your details	
Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other <input type="checkbox"/>	
Surname	Given name/s
<input type="text"/>	
Date of Birth	<input type="text"/>
Driver's license no.	Driver's license state
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension/Centrelink no. (if applicable)	Type of Payment (if applicable)
<input type="text"/>	<input type="text"/>
5. Please provide your contact details	
Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>
6. How many people will normally occupy the property?	
<input type="checkbox"/> Adults <input type="checkbox"/> Children	
Age/s of Children (if applicable)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7. Do you have any pets?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, please provide details of pet/s (type/breed):	
1.	<input type="text"/>
2.	<input type="text"/>
8. Car Registration	Year & Model
<input type="text"/>	<input type="text"/>

C. APPLICANT HISTORY	
9. What is your current address?	<input type="text"/>
	Postcode <input type="text"/>
10. How long have you lived at your current address?	<input type="text"/> Years <input type="text"/> Months
11. Why are you leaving this address?	<input type="text"/>
12. Agent/Landlord details of this property (if applicable)	
Name of landlord or agent	<input type="text"/>
Landlord/agent's phone no.	Weekly rent paid
<input type="text"/>	\$ <input type="text"/>
13. What was your previous residential address?	
<input type="text"/>	Postcode <input type="text"/>
14. How long did you live at this address?	<input type="text"/> Years <input type="text"/> Months
15. Agent/Landlord details of this property (if applicable)	
Name of landlord or agent	<input type="text"/>
Landlord/agent's phone no.	Weekly rent paid
<input type="text"/>	\$ <input type="text"/>
Was bond refunded in full?	If not why not?
<input type="text"/>	<input type="text"/>
D. EMPLOYMENT HISTORY	
16. Please provide your employment details	
What is your occupation?	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/>
<input type="text"/>	
Employer's name (inc. accountant if self employed or institution if a student)	<input type="text"/>
Employer's address	<input type="text"/>
	Postcode <input type="text"/>
Contact name	Phone no.
<input type="text"/>	<input type="text"/>
Length of employment	Net weekly income
<input type="text"/> Years <input type="text"/> Months	\$ <input type="text"/>
17. Please provide your previous employment details	
Occupation	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/>
<input type="text"/>	
Employer's name:	<input type="text"/>
Length of employment	Net weekly income
<input type="text"/> Years <input type="text"/> Months	\$ <input type="text"/>

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E. EMERGENCY CONTACTS

18. Please provide a contact in case of emergency.

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Home phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>

Please note: We may contact this person to assist you, should your rent fall into arrears.

F. REFERENCES

19. Please provide two personal references (not related to you)

1. Surname	Given name/s
<input type="text"/>	
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

G. PAYMENT DETAILS

20. Property Rental \$ Per week

First payment of rent in advance (2 weeks rent)	\$ <input type="text"/>
Rental bond (4 weeks rent)	\$ <input type="text"/>
Tenant's share of cost of preparing tenancy agreement	\$ 15.00
Sub Total	\$ <input type="text"/>
Less: deduct Reservation Fee (see below)	\$ <input type="text"/>
Amount payable on signing tenancy agreement (Cash or bank cheque only)	\$ <input type="text"/>

21. I agree to pay my rent via one the following methods:

- Automatic deduction from my nominated bank account
- Automatic deduction from my wages
- Automatic deduction via the CentrePay system

H. 100 POINT CHECK

22. Please provide copies of the following documentation with your 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.

Please place a tick in the box for the points you are providing.

A) Proof of Identity

You must provide at least one (1) of the following:

- Drivers Licence
- Passport
- Birth Certificate + Photo ID **30 Points**

B) Proof of Income

You must provide at least one of the following:

- Last Pay Advice
- Current Centrelink Statement
- Current Bank Statement **30 Points**
(must show sufficient funds to meet rental payments)

C) Other Documentation

You must provide at least 40 points of the following documentation:

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

Points Subtotal

TOTAL POINTS (A+B+C)
(Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

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I. DECLARATION

I confirm the following:

1. I have inspected the property that I am applying for

Yes No

2. During my inspection of this property I found it to be in a reasonably clean condition

Yes No

3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section G.

I acknowledge that this application is subject to the approval of the owner/landlord. 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 not bankrupt.

I authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants;

If I default under a rental agreement, 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 understand that this agent is a member of TICA tenancy default database and that the Agent may conduct a reference check with this organisation. I authorise this agent to provide any information about me to TICA for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by them.

I will not hold TICA or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or TICA responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with TICA until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organisations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

Applicants Signature

X

Date

Agents Signature

Date

J. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE

\$

One (1) weeks' rent

The Landlord's Agent undertakes:

- (a) The premises will not be let during the 7 day Reservation Period, pending the approval of the residential tenancy application;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (d) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.
- (f) The Reservation Fee will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.