

Tenancy Application

Notice to all residential tenancy applicants -
No Application will be processed until all details
have been supplied and the form is completed in full and signed.

Before any application will be considered, each person living at the property (over 18 years of age) must achieve a minimum of 100 check points and supply their details on this form. Extra information may be required for persons living at the property but not named on the lease. You may be required to submit further references upon request.

Address of property applied for: _____

Length of lease desired: 6 months 12 months 16 weeks(winter) | other _____

Desired commencement date: _____ Desired expiry date: _____

Advertised price \$ _____ Amount offered for landlords consideration if applicable \$ _____

Number of people to live at the premise: _____

Who will be named on the lease agreement? _____

Is every person who will be living at the premises named below? Yes | No

- | | |
|--------------------------|---------------------|
| 1. Full legal name _____ | date of Birth _____ |
| 2. Full legal name _____ | date of Birth _____ |
| 3. Full legal name _____ | date of Birth _____ |
| 4. Full legal name _____ | date of Birth _____ |
| 5. Full legal name _____ | date of Birth _____ |
| 6. Full legal name _____ | date of Birth _____ |

If more space is required please attach extra list to application

100 point checklist

- | | |
|---|-----------|
| • Last 4 rent receipts or rental ledger | 50 points |
| • Current signed lease agreement | 40 points |
| • Drivers licence | 40 points |
| • Photo identification (other than drivers licence) | 30 points |
| • Passport | 40 points |
| • Written references from previous agents landlords | 20 points |
| • Current motor vehicle registration | 10 points |
| • Copy of current utilities account | 10 points |
| • Bank statement | 10 points |
| • Copy of birth certificate | 10 points |
| • Medicare card | 10 points |

Total _____

Please provide photocopies of the above or originals will be kept.

Conditions of application - Reservation: The premises are reserved (only if holding deposit is paid- 1 weeks rent) for the period stated, pending consideration by the landlord. **Landlord's approval:** This application is subject to the landlord's approval, which the landlord may grant or decline. **Agreement:** I / we agree to be bound by the terms and conditions set out on this application, and if approved, in the Residential Tenancy Agreement. **Payment:** The rent, bond and costs herein shall be made on or before signing the Residential Tenancy Agreement. **Agents acknowledgement & agreement:** The premises will not be let during the reservation period. No other reservation will be taken for the premises. If the applicant does not decide to enter into the Residential Tenancy Agreement, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved, but is required to refund the remainder (if any). In any case, the applicant is notified of the decision. A holding deposit will not be taken if there is more than one application received. The owner will review the applications received and will advise their instructions on who they wish to accept. Should the accepted application not wish to proceed / pay the deposit, then the next suitable candidate will be contacted.

PERSONAL DETAILS OF PERSON TO BE NAMED ON THE LEASE AGREEMENT – IF MORE THEN ONE PERSON IS TO BE NAMED ON THE LEASE THEN PLEASE COMPLETE A SECOND APPLICATION.

Surname: _____ First Name: _____ Title: _____

Date of Birth: _____ Marital Status: _____ Number of Children: _____

Home Phone: _____ Fax: _____ Mobile: _____

Email: _____

Are you a smoker: Yes | No

Do you own pets: Yes | No What type _____ How many _____

Are they registered: Yes | No Are they indoor or outdoor pets: _____

Can you provide written references? Yes | No Contact _____

EMPLOYMENT HISTORY

Are you currently employed? Yes | No Date of commencement _____

Full time _____ Part time _____ Casual _____ Contract _____ Self employed _____ Other _____

Job description | occupation _____

Business name and address _____

Contact person _____ Contact number _____

Contact person's email _____

If self employed – please supply accountants details for verification _____

ABN _____ years of operation _____

If not working- please advise reason _____

Are you on any allowances or payments ? Please supply details _____

Previous employment history

Previous Employer 1 - Dates of employment _____

Occupation _____ Business name _____

Reason for leaving _____

Contact person's name _____

Contact person's number & email _____

Previous Employer 2 - Dates of employment _____

Occupation _____ Business name _____

Reason for leaving _____

Contact person's name _____

Contact person's number & email _____

TENANCY / LIVING HISTORY

Current Address: _____

Own | Rent | Boarding | Living at home | Other _____

How long have you lived at this address? _____ Amount paid _____

Current landlord | agent details _____

Contact numbers _____ Email _____

If boarding, living at home or other, please provide further details and contact information _____

Previous living arrangements 1

Address: _____

Own | Rent | Boarding | Living at home | Other _____

How long have you lived at this address? _____ Amount paid _____

Previous landlord | agent details _____

Contact numbers _____ Email _____

If boarding, living at home or other, please provide further details and contact information _____

Reason for leaving _____

Previous living arrangements 2

Address: _____

Own | Rent | Boarding | Living at home | Other _____

How long have you lived at this address? _____ Amount paid _____

Previous landlord | agent details _____

Contact numbers _____ Email _____

If boarding, living at home or other, please provide further details and contact information _____

Reason for leaving _____

REFERENCES

Financial Reference 1: Business name _____

Name _____ Contact Number: _____ Email: _____

Financial Reference 2: Business name _____

Name _____ Contact Number: _____ Email: _____

Personal Reference 1: Name _____

Relationship: _____ (must not be an immediate family member)

Contact Numbers: _____ Email: _____

Personal Reference 2: Name _____

Relationship: _____ (must not be an immediate family member)

Contact Numbers: _____ Email: _____

Person to be notified on case of Emergency:

Surname: _____ First Name: _____

Phone: _____ Email: _____

Relationship: Mother | Father | Sibling | Partner | Other: _____ (please specify)

Further information you wish to be considered with your application:

Please note down any questions you have in regards to the premises that you would like answered:

Is there anything you wish to declare or feel that the landlord should be aware of in consideration of this application Yes | No Please provide details if applicable _____

Declaration I, the said applicant, do solemnly declare that the information contained in this application is true and correct and that all information was given of my own free will. I further authorise NICK KIRSHNER Property & Livestock to contact or conduct any inquiries and / or searches with regard to the information and references supplied in this application. Further, I solemnly and sincerely declare that I am over 18 years of age and eligible to enter this agreement.

- I have physically inspected the property at _____

or

- I have not physically inspected the property

I have on my own accord decided that I wish to rent the aforementioned property commencing at a date to be agreed upon. I have been informed, understand and agree that the rental for the aforementioned property will be at the price as agreed and that this rental is within my means of support. I further understand and agree that the rent is to be paid in advance at all times. I have been informed, understand and agree that the bond for the aforesaid property will be 4 weeks rent and I further agree to undertake to pay the said bond on or before signing the Residential Tenancy Agreement. I further authorise NICK KIRSHNER Property & Livestock to attend to all details regarding the lodgement of the said Rental Bond with the appropriate authority. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from the information supplied on the Tenancy Application submitted by me. I have been informed, understand and agree that, should there be a requirement to commence proceedings for recovery of rent, repairs and damage to the aforementioned property during the term or at the expiration of the Tenancy Agreement, that all costs associated with these proceedings shall be able to be recovered from me. I acknowledge that if I default on my tenancy obligations, I may be listed as a defaulter until such times as the problems giving rise to the listing is resolved to the satisfaction of the agent landlord, and I hereby authorise the agent to provide information about me in connection with that listing. I have been informed, understand and agree to pay the equivalent of (1) one weeks rent, by EFT | Credit Card (convenience fee applies) | cash, to accompany this application as a reservation fee, subject to being the only applicant applying for the property. Should there be more than 1 application submitted then no deposit will be taken until the owner has accepted an application. That applicant is to pay the deposit immediately upon being accepted and should it not be forthcoming then your application will not be processed. This fee will be allocated to the rent and bond due should my application for tenancy be successful. I have been informed, understand and agree that, should this application not be accepted, NICK KIRSHNER Property & Livestock is not required or obligated to disclose any reason for the rejection of this application, and my application fee if paid will be refunded by EFT or cheque from NICK KIRSHNER Property & Livestock trust account within (7) seven days.(you will be required to supply your BSB and Account details or forwarding address.

Should your application be accepted on the terms as agreed, you will be notified and a lease will be drafted up for your review and signature.

You will be required to pay the following amount before commencement of the lease agreement Please ensure cleared funds prior to commencement of the lease commencement date.

| | |
|-------------------------|----------|
| 2 weeks rent in advance | \$ _____ |
| 4 weeks bond | \$ _____ |
| 6 weeks rent in total | \$ _____ |
| Less any deposit paid | \$ _____ |

Signature of Applicant: _____ Date: _____

**PLEASE COMPLETE A SECOND APPLICATION FORM IF MORE THAN ONE PERSON
IS APPLYING FOR THE PROPERTY - IF APPLICABLE**

Please complete the following tenant privacy statement to enable references to be verified and the application to be processed.

Tenant Privacy Statement

Due to privacy laws, NICK KIRSHNER Property & Livestock must ensure that you fully understand the National Privacy principles outlined in the Privacy Act 1988 and the manner in which we use your private information in order to carry out our role as professional property managers and estate agents.

The information contained in your rental application is collected by NICK KIRSHNER Property & Livestock to assess the risk in providing you with the lease | tenancy of the premises you have requested and for the ongoing management of your tenancy agreement. It is a condition of application for tenancy that you consent to the collection and use by NICK KIRSHNER Property & Livestock of your personal information. If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, the property manager will not be able to properly assess the risk to our client, or carry out our professional responsibility and consequently, will not be able to provide you with a lease | tenancy of the premises for which you have applied.

To carry out this role, and during the term of the tenancy, we may disclose your personal information to:

- Other Real Estate Agents
- Residential Bond Authority
- Collection Agents
- Landlord
- Bureau of Statistics
- Your Referees
- Tradespeople
- Residential Tenancy Tribunals/Courts
- Utilities Companies
- Solicitors
- Private Landlord
- Valuers
- Owners Corporation
- National Tenancy Database

THE ROLE OF THE NATIONAL TENANCY DATABASE (NTD) The NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who | which lease residential and commercial premises from or through licensed estate agent members of the NTD. The NTD also provides credit information on companies | directors applying for rented premises. The property manager will advise the NTD of your conduct throughout the tenancy and the information will form part of your tenant history.

The NTD can disclose information to:

- Licensed real estate members
- Credit Bureaus
- NTD's parent company – Collection House Limited – and its subsidiaries and related entities

You can contact the National Tenancy Database on 138 322 or email info@tenancydatabase.com.au
To view our full privacy statement, please visit nickkirshner.com.au or email info@nickkirshner.com.au to arrange for a copy to be provided to you.

By signing this document, you hereby acknowledge that you fully understand the National Privacy principals and consent to the manner in which this information will be used as outlined above.

NAME: _____

SIGNATURE: _____ DATE: _____