



## Tenancy Application Check List

**Before submitting your tenancy application and to prevent delays, have must:-**

1. Include photocopies of either:-
  - Your drivers license
  - Passport or Visa
  - Proof of age card or similar
  
2. Complete both sides of the tenancy application including:-
  - All relevant references and emergency contacts
  - All current contact telephone numbers for those people.
  - Your previous accommodation history including Real Estate Agents name and telephone number
  - Signed the application and privacy statement
  
3. Include photocopies of:-
  - Any relevant pay slips or means of income
  - Bank statements, investments or similar
  - Any government allowances or similar
  - A Rental ledger or 5 consecutive rent receipts
  - If you're a home owner, a council rates notice or similar

Please note, applications for **joint tenancies** or similar will not be accepted in part and all applications will need to be lodged simultaneously.

**Failure to properly adhere to the following instructions will result in your application not being processed.**

\* Please note we charge a minimum of \$5 for photocopy services.



## RESIDENTIAL TENANCY APPLICATION

### 1. PROPERTY APPLIED FOR DETAILS

Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
Preferred start date \_\_\_\_\_ Term \_\_\_\_\_  
Rent payable per week \$ \_\_\_\_\_  
Name(s) of other Applicants \_\_\_\_\_  
Adults occupying property \_\_\_\_\_ Children no \_\_\_\_\_  
Specify ages of children \_\_\_\_\_  
No. of pets \_\_\_\_\_ Age \_\_\_\_\_  
Type/Breed \_\_\_\_\_

### 2. APPLICANTS DETAILS

First Name \_\_\_\_\_ Title \_\_\_\_\_  
Surname \_\_\_\_\_  
Birth date \_\_\_\_\_  
Current address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Drivers licence no \_\_\_\_\_ State of issue \_\_\_\_\_  
Vehicle registration \_\_\_\_\_  
Type of vehicle \_\_\_\_\_  
Passport no \_\_\_\_\_ Country \_\_\_\_\_  
Home no \_\_\_\_\_  
Mobile no \_\_\_\_\_  
Work no \_\_\_\_\_  
Email address \_\_\_\_\_

### 3. CURRENT HOUSING DETAILS

Are you the  Owner  Tenant Rent /Week \$ \_\_\_\_\_  
Length of tenancy in \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Date to be vacated \_\_\_\_\_  
Landlord/Managing Agent/Selling Agent \_\_\_\_\_  
Phone no \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Was bond fully refunded? \_\_\_\_\_  
If no, why not? \_\_\_\_\_

### 4. PREVIOUS HOUSING DETAILS

Are you the  Owner  Tenant Rent /Week \$ \_\_\_\_\_  
Address: \_\_\_\_\_  
Length of tenancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Date vacated \_\_\_\_\_  
Landlord/Managing Agent/Selling Agent \_\_\_\_\_  
Phone no \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Was bond fully refunded? \_\_\_\_\_  
If no, why not? \_\_\_\_\_

### 5. APPLICANTS DECLARATION AND AUTHORITY

#### Declaration:

The Applicant declares;

1. that all the above details are true and correct,
2. is not bankrupt or insolvent.

#### Applicant Agrees:

The Applicant agrees that;

- (1) they have inspected the Premises in item (1) and accept its condition,
- (2) the Applicant understands that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved,
- (3) The Applicant understands that the availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. He landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their enquiries.

**Privacy Statement:** The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purposes for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other personal relevant information collected during the course of your tenancy may be disclosed to the landlord, third party operators of tenancy databases, utility connection companies and other agents. You may access the personal information we hold by contacting your property manager. You can correct inaccurate, incomplete or out of date information. If the required information is not provided by you, we may not be able to process your application and manage your tenancy.

Applicant x \_\_\_\_\_ Date / / \_\_\_\_\_

## 6. EMPLOYMENT DETAILS

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Accountant (if self employed) \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Contact name \_\_\_\_\_

Work no \_\_\_\_\_

Length of employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net income per week \$ \_\_\_\_\_ Net per month \$ \_\_\_\_\_

Previous employer \_\_\_\_\_

Contact name \_\_\_\_\_

Work no \_\_\_\_\_

Length of employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net income per week \$ \_\_\_\_\_ Net per month \$ \_\_\_\_\_

## STUDENT INFORMATION

Student at \_\_\_\_\_

Course name: \_\_\_\_\_

Completion date \_\_\_\_\_

## 7. PERSONAL REFEREES

1. Reference name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

2. Reference name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## 8. NEXT OF KIN (Not living with you)

Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Mobile \_\_\_\_\_

## 9. UTILITY CONNECTIONS

### Connecting Your Utilities Has Never Been Easier

ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and Water connections. ConnectNow also provide a range of additional services to complement your household utilities, such as Internet & Pay TV. This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow.

Call me to connect my utilities  Yes

**connectnow.**

Phone: 1300 554 323  
Fax: 1300 889 598  
Email: info@connectnow.com.au  
Internet: www.connectnow.com.au

ConnectNow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If ConnectNow was unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection is completed. While the ConnectNow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the ConnectNow service.

The following terms apply if you tick Yes in Sect 9. You will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow will be paid a fee by the service provider and will pay a fee to the Agent in respect of the provision of the service provided to me by ConnectNow. Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). Privacy Policy: The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

## HOLDING FEES

- (1) A person must not require or receive from a tenant a holding fee unless:
  - (a) the tenant's application for tenancy of the residential premises has been approved by the landlord, and
  - (b) the fee does not exceed 1 week's rent of the residential premises (based on the rent under the proposed residential tenancy agreement).

*Note. A tenant is defined in this Act as including a prospective tenant*
- (2) A person who receives a holding fee must give the tenant a written receipt setting out the following:
  - (a) the amount paid and the date on which it was paid,
  - (b) the address of the residential premises,
  - (c) the names of the landlord and the tenant.
- (3) If the tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes into the residential tenancy agreement.
- (4) A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
- (5) Despite subsection (4), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- (6) If a residential agreement is entered into after a payment of a holding fee, the fee must be paid towards rent.

## 11. ENTRY COST

First rent payment in advance (2 weeks rent) \$ \_\_\_\_\_

Rental bond (4 weeks rent) \$ \_\_\_\_\_

Total amount payable on signing tenancy agreement (payments to be made by DEFT, Bank Cheque or Money Order). Cheques to be made payable to McPhail Real Estate \$ \_\_\_\_\_

