

Tenancy Application Form

Property Applied for:

Date Inspected:

Applicant/s Name

How did you hear about this property (please tick):

☐ Newspaper ☐ Internet ☐ Sign Board ☐ Referral ☐ Other

Photo ID Required: 2

☒ Drivers Licence ☒ Medicare Card ☒ Proof of Age Card ☒ Passport

Financial Documents Required: 2

- ☐ - Bank Statement
- ☐ - Two most recent pay slips or Job Confirmation Letter
- ☐ - Phone and/or Electricity Bill
- ☐ - Centerlink Income Statement

Once inspections for the property are completed, reference checks are carried out and applications are forwarded to the Landlord for approval. You will be notified by our office if your application has been successful.

Office Use Only

☒ Reference Sent ☒ TICA Check ☒ Reference Received ☒ Landlord Phoned

APPROVED / DECLINED PETS: _____ COMMENCEMENT DATE: ____/____/____

Length of Lease:

Notes:

Length of Lease Required

Desired Lease Start Date

Rent Per Week

Will DOH be helping?

YES ☐ NO ☐

Will you have pets?

YES ☐ NO ☐

Registered?

YES ☐ NO ☐

**What Type/Breed?
& how many ?**

Number of People to Occupy Premises

Are there any smokers?

Yes or No

Money Required to Commence Leasing

Bond (4 wks rent)	\$
Two week's Rent	\$
Total	\$

Deposit to be Paid

What is Rental Bonds Online (RBO)?

This is an online service for NSW property agents, self-managing landlords and tenants to lodge and refund residential rental bond money.

Bonds lodged online using RBO do not need signed paper forms. Instead, both the property agent (or self-managing landlord) and the tenant log on to their individual RBO accounts to conduct rental bond transactions. To replace signatures on forms, RBO uses other security measures, such as account passwords and security codes sent by SMS to your mobile phone.

How will I be able to pay my bond money?

You can pay your bond online by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and is the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Use your internet banking to make your payment by BPAY. Speak to your bank or credit union if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not go ahead with the tenancy?

If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply log on to RBO and choose 'Request Return of Funds'. Your landlord or agent will be notified.

This is an invitation for the applicant to provide us with an email address that can be used for the purpose of lodging a bond online. If the applicant fails to provide an email address, the Landlord or Agent may receive a rental bond, and lodge the rental bond with the Rental Bond Board using the paper lodgment system.

Applicant/s Email Address:

APPLICANT DETAILS:		VEHICLES TO BE KEPT AT PREMISES		
Full Name		TYPE	MODEL	REGO
Drivers Licence		Car 1		
Date of Birth		Car 2		
Current Address		Motorbike		
Home Phone		Boat		
Work Phone		Caravan		
Mobile Phone		Trailer		
Email Address		Other		

Full names of all other persons who will occupy the property – (include ages of children)
Any other person over 18 that is not a child to the applicants must complete a separate application.

Full Name	Relationship	Date of Birth	Age
Person 1			
Person 2			
Person 3			
Person 4			
Person 5			

Next of Kin (must be someone not living with you) for emergency contact	
(1) Name:	Relationship:
Address:	Phone:
(2) Name:	Relationship:
Address:	Phone:

Personal References	
(3) Name:	
Address:	Phone:
(4) Name:	
Address:	Phone:

Residential History

Present Address:

Rent Paid:

Reason for Leaving:

Period of Occupancy:

**Name of Agent/
Owner:**

**Agent/Owner
Address:**

**Phone:
Fax:**

Previous Address:

Rent Paid:

Reason for Leaving:

Period in Occupancy:

**Name of Agent/
Owner:**

**Agent/Owner
Address:**

**Phone:
Fax:**

Prior Address if any:

Employment Details

Occupation:

**Net Weekly
Income:**

Name of Employer:

Phone:

**Period with
Employer:**

Contact Person:

If self-employed evidence may be required, such as tax or annual returns. Please advise of details

Company or Business name:

Contact numbers:

Address:

ACN or Business registration number:

Accountant:

Accountant Address:

Lessor/Agent:

Contact:

Business References:

Phone:

PREVIOUS RENTAL COMPLIANCE:	
Has any Lessor or Agent ever evicted you?	
Has any Lessor or Agent ever refused you another property?	
Are you in debt to another Lessor or Agent?	
Is there any reason known that would affect your rent payment?	
Was your bond at your last address refunded in full?	
If NO – what deductions were made ?	Rental Arrears \$ Repairs \$ Cleaning \$ Other \$

Declaration: I/we the applicant/s hereby agree and acknowledge the following:

- That the information provided in this application is true and correct and that I/we have physically inspected the property.
- That I/we are financially able to meet all commitments under the Residential Tenancy Agreement and that I/we have not been declared bankrupt.
- That if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
- That the deposit paid for the property is not refundable should I/we decide not to proceed.

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.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) 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:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- 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 am aware that the Agent will use and disclose my personal information in order to communicate with the owner and select a tenant prepare

lease/tenancy documents allow organizations/tradespeople to contact me lodge/claim/transfer to/from the Residential Tenancies Bond Authority refer to Tribunals/Courts and Statutory Authorities (where applicable) refer to collection agents/lawyers (where applicable).

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

Signature of Applicant

Date

X

Privacy Statement

The personal information you provide in this application or collection 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 it may be disclosed for the purpose 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 the Landlord and us.

If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises. To carry this out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord, The Landlord's lawyers and the Landlords mortgagee/insurer's
- Referees you have nominated
- Organisations/Trade people required to carry out the maintenance to the premises
- Rental Bond Authorities and the Residential Tenancy Tribunal/Courts
- Debt Collection Agencies
- TICA Database Default Tenancy Control Pty Ltd.
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlords lawyers, to prepare the lease/tenancy documents for the premises
- Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Court and Statutory Authorities (where necessary)
- Refer to Debt Collection Agencies/Lawyers (where default/enforcement action is required)
- Refer to Landlords Insurer's
- 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 my/our information and pass such information onto TICA default Tenancy Control Pty Ltd.

I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application.

I/we further consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/ our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of the tenancy database to register any of my details of such a breach with a tenancy database.

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

I/we understand that TICA Default Control Pty Ltd 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 and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application.

I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1900 222 0346. I/we agree that calls

to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST. AUTHORISATION

I/we do hereby authorise my agent to provide a copy of the previous /Current rental ledger, routine inspection report and information relating to my/our tenancy to Ruralco Property Davidson Cameron Real Estate Pty Ltd.

I/we /do hereby authorise my employee and referees to provide Ruralco Property Davidson Cameron Real Estate Pty Ltd details of employment and personal details pertaining to my application. This information is only for the purpose of assessing my suitability as a tenant.

PRINT NAME:

SIGNED: X

DATE:

In accordance with the privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Davidson Cameron & Co, regarding my/our rental history.
 I/we understand this information will be used to assess my/our application to lease.

Applicant Name:

Last Rental Property Address:

Period of Tenancy:

**Name of
Managing Agent
Or Owner:**

**Phone number of
Agent or Owner:**

Signature of applicant/S: X

PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH YOUR APPLICATION

Our office will fax this to your agent and request a reference from them. Please **do not** complete the lower section

Dear Agent,

Please complete and return with tenant ledger by email to coonabarabran@dcco.com.au

Name and position of person filing in this form:

Is the above-named the actual lessee at the provided address ? YES ☐ NO ☐

Length of lease?

How much rent did they pay? \$ _____ per: ☐ week ☐ fortnight ☐ month

Did they pay rent on time? If not perfect and consistent, please specify: YES ☐ NO ☐

Was the tenant co-operative to deal with? YES ☐ NO ☐

Were there any periodic inspections? YES ☐ NO ☐

Result of periodic inspections:

Were lawns and gardens kept in good order? YES ☐ NO ☐

Did they have pets? YES ☐ NO ☐
If yes, please state the type: _____

Did the pets cause any damage? YES ☐ NO ☐
If yes, please provide details: _____

Were the tenants considerate of neighbours? YES ☐ NO ☐

Were any notices ever issued for breach of the tenancy agreement? YES ☐ NO ☐
If yes, please provide details: _____

Was the bond refunded? YES ☐ NO ☐
If no, please provide details: _____

Would you rent a brand-new property to them? YES ☐ NO ☐

Would you rent to them again? YES ☐ NO ☐

Reason for leaving provided to you:

Signature of Agent/Owner: