



## PRE APPLICATION INFORMATION

Thank you for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our Agency, please provide the following information:

### Application Process

- \* Applicants are required to inspect the premises prior to final approval of the Application
- \* Complete an Application Form – one per Adult Applicant who will be named on the lease
- \* Include evidence of income eg: Pay slip, Accountant Letter, Centrelink or Scholarship documents
- \* Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below

### 100 Points - Option List

Passport	<b>30 points *</b>	Employment reference on letterhead	20 points
Current Drivers Licence	<b>30 points *</b>	Motor Vehicle/Bike registration	10 points
Birth Certificate	<b>30 points *</b>	Bank Statement	10 points
Proof of age card	30 points	Telephone Account	10 points
Medicare Card	20 points	Electricity Account	10 points
Credit Card Statement	20 points	Gas Account	10 points

**\* You must provide one of the items in bold type**

### Please Also Attach The Following Documents

<input type="checkbox"/> Proof of rental history:	Printout of tenancy history <b>or</b> Last four rental receipts
<input type="checkbox"/> Proof of current address:	Utility Statements <b>or</b> Council Rates Notice
<input type="checkbox"/> Proof of income:	3 previous payslips <b>or</b> Bank Statement <b>or</b> Tax Returns if self-employed

**Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.**

### Agency Process

As your Application is a high priority, we will endeavour to have an answer to you as soon as possible, but will advise you if there are delays in reaching your referees and contacts.

### Information verification by our Agency

To verify your Application information we contact a National Tenancy Database, TICA. If you have had a problem with a previous tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Landlord and personal referees.

### If Application is not accepted

If your Application is not accepted by the Landlord, it will be retained for a short period and then destroyed securely, to comply with Privacy Legislation.

### Rent payment method options

DIRECT DEBIT

### I declare the following:

- \* When approved for Tenancy, the successful Applicants are required to pay a Reservation Fee equal to one week's rent within 24 hours of acceptance.
- \* If the Tenancy proceeds the Reservation Fee is applied as rent
- \* If the Applicant/s decide not to take the premises after approval advice, the Reservation Fee will be forfeited to the Landlord.
- \* If approved, I acknowledge that no key will be provided to the property until all monies owed have been paid.



- \* I acknowledge that the availability of telephone/internet/digital or cable television and the adequacy of such services at the property are the sole responsibility of the tenant.
- \* I understand and agree that should this application be rejected by Hunter Property Services that they are not obligated to give a reason for the rejection.
- \* If approved rental payments are to be made by Direct Deposit to the agents trust account in advance in accordance with the Residential Tenancy Agreement.

## PRIVACY STATEMENT

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application an applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition, an applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations' may include debt collection agencies, insurance companies, government departments and other owners or agents.

I, the applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry. I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about residents having breached their tenancy agreements.

I 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 tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation.

**Applicants Full Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed application to be emailed to [pm@hunterpropertyservices.com.au](mailto:pm@hunterpropertyservices.com.au)



Please complete this form and return it via email to [pm@hunterpropertyservices.com.au](mailto:pm@hunterpropertyservices.com.au) at your earliest convenience. If you have any questions, please call our agency on 0450579808.

**Applicant To Complete - Rental Reference Check**

Property applying for \_\_\_\_\_

Applicant's full name \_\_\_\_\_

Current/previous rental property address \_\_\_\_\_

Period of tenancy \_\_\_\_\_ Rent paid per week \$ \_\_\_\_\_

Current/previous agent \_\_\_\_\_

Contact name \_\_\_\_\_ Phone No. of Agent/Private Owner \_\_\_\_\_

Email address of Agent/Private Owner \_\_\_\_\_

I have read and agreed to the privacy statement.

**APPLICANT'S SIGNATURE**

**Past/Current Agent To Complete**

Would you rent to this resident again? \_\_\_\_\_

Did resident always pay rent on time? \_\_\_\_\_

Was a Termination Notice ever issued? \_\_\_\_\_

If YES what for? \_\_\_\_\_

Were routine inspections carried out? \_\_\_\_\_

If YES what was the condition of the property? \_\_\_\_\_

Were the lawns & gardens kept in good order? \_\_\_\_\_

Did the resident ever breach the agreement? \_\_\_\_\_

If YES what was the breach & was it resolved? \_\_\_\_\_

Did the resident/s have any pets? \_\_\_\_\_

Has the RESIDENT given the required notice? \_\_\_\_\_

If vacated, was the property left in good condition? \_\_\_\_\_

If vacated was the bond returned in full? \_\_\_\_\_

Additional comments \_\_\_\_\_

**Agents Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agents Name (Please Print)** \_\_\_\_\_ **Position Held** \_\_\_\_\_

**PRIVACY STATEMENT: PRIVACY ACT 1988 COLLECTION NOTICE:** The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/ or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agency holds, they can do so by contacting Hunter Property Services at PO BOX 310, Adamstown NSW 2289, Phone 0450579808, Email pm@hunterpropertyservices.com.au. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy. Please complete this form and return via email with a tenant ledger at your earliest convenience. If there are any problems please call us on 0450579808. Thank you.



## TENANCY APPLICATION FORM

### Property Details

Address of Property		
Rent per week	\$	Lease Commencement Date / /
Lease Term	<input type="checkbox"/> 6 months <input type="checkbox"/> 12 months	Have you inspected the property? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many people will occupy the property?	Adults	Children
Name of other Applicants		

If there are people residing at the premises who will not be listed on the lease agreement, please list their names here and their ages (include children):

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### Pets - List any pets owned

Number of Pets	
Type of Pet/s	
Are your pets registered with the council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please state which council	

Please attach a photo of your pet with your application

### Personal Details

Title	
Full Legal Name	
Date of Birth / /	Mobile Number
Home Number	Work Number
Drivers Licence Number	Are you a Smoker YES/NO
Registration Number of Vehicle/s	
Number of Cars	



### Rental History

Current Address				
Time at Current Residence	Years	Months	Rent per week	\$
Current Agent/Landlord			Contact No	
Previous Address				
Time at Previous Residence	Years	Months	Rent per week	\$
Previous Agent/Landlord			Contact No	

### Employment History

Occupation			Employer	
Address				
Contact Person			Phone No	
Time at Current Employer	Years	Months	Net Income per week	
Previous Occupation			Previous Employer	
Address				
Contact Person			Phone No	
Time at Previous Employer	Years	Months	Net Income per week	

### Student Details

Place of Study	
Course	Course Length
Financial Support (ie. Parents, Centrelink, casual work)	

### Emergency Contact

Full Name	
Relationship to you	Phone No
Address	



### Personal References

*Please do not list relatives or partners and provide business hours contact numbers*

Name	
Relationship	Contact Number/s
Address	
Name	
Relationship	Contact Number/s
Address	

### Please advise the following by selecting either YES or NO

Have you ever been evicted by any agent/lessor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any reason known to you that would affect your ability to pay rent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was your rental bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another agent/lessor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please advise what deductions were made from your rental bond: and/or WHY are you in debt to your past agent/lessor?		

### Deposit & Initial Payments

In accordance with section 24 of the Residential Tenancy Act 2010, it is hereby acknowledged that the reservation fee referred to in this application for tenancy form is subject to the following conditions:

1. The applicant is required to pay a reservation fee equivalent to one weeks rent to reserve the premises in favour of the applicant for a period of one week.
2. The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee should be refunded.
4. Should the applicant advise they will not be going ahead then the owner may keep the whole of the fee.
5. During the reservation period, no fee will be taken from another applicant nor will the premises be reserved to another's favour.



Initial holding deposit	1 week rent	= \$
Upon signing of the lease, the following amounts will be due and payable in the form of a cheque or money order. The tenant agrees to pay the below charges before possession of the premises are granted.		
Bond	4 weeks rent	= \$
Advance Rent	1 weeks rent	= \$
Total	6 weeks rent	= \$

**Declaration**

The customer acknowledges that one application form has to be completed per person applying. <input type="checkbox"/> Yes <input type="checkbox"/> No
The customer acknowledges that they have received the Privacy Policy of the agent <input type="checkbox"/> Yes <input type="checkbox"/> No
The customer acknowledges that both the lessor and tenant are bound by this application immediately on communication of the lessor's or his agent's acceptance of it. <input type="checkbox"/> Yes <input type="checkbox"/> No

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rent in advance and a rental bond and that this application is subject to approval from the owner. I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises, accept the property as inspected and am not bankrupt. I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residences, my personal and work referees and 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 any person whom the Agent reasonably considers has an interest receiving such information. By signing below, I hereby acknowledge that I have read and consent to the above.

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>