

# PRE-APPLICATION INFORMATION

## HUNTER PROPERTY SERVICES

**Address:** PO Box 310 Adamstown NSW 2300

**Phone:** 04505 79 808

**Email:** [pm@hunterpropertyservices.com.au](mailto:pm@hunterpropertyservices.com.au)

## SELECTING A PROPERTY

- Search and select Property via internet ([www.hunterpropertyservices.com.au](http://www.hunterpropertyservices.com.au)) or other advertised source.
- Drive-by the Property for location suitability.
- Contact us to arrange an appointment to inspect the Property.
- We'll meet you on-site, at the Property, at the appointed time.
- If you are not able to keep the appointment, please contact our office in advance.

## APPLICATION PROCESS

- Ensure any 'Additional Terms' of the Residential Tenancy Agreement have been viewed by you.
- A copy of the Information Statement ie New Tenant Checklist this can be view through the fair trading website.
- Complete one online Application Form per person. Children may be included on a Parent or Guardian's Application. Online Applications can be submitted through 1form.
- Include copies of documents which may help to verify your Application Information provided by you.
- Provide and attach copies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

DOCUMENTS REQUIRED FOR 100 POINTS IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70 points
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	40 points
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	10 points
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25 points

- Please be aware Bond Transfers are NOT an option.
- Incomplete Applications cannot be processed.
- If you require assistance to complete the form, please ask, as we are here to help.
- If you would like to refer to our Privacy Policy, please ask for a copy

## ONLINE APPLICATIONS

Applying for one of our properties is very simple with our online applications. Follow the simple for steps to complete and submit your rental application direct to our office from the comfort of your home:

1. Visit [www.hunterpropertyservices.com.au](http://www.hunterpropertyservices.com.au)
2. Click 'ONLINE TENANCY APPLICATION FORM'
3. Sign up or login to 1form.com.au
4. Fill out your details and send your application

## AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 24 hours, but will advise you if it will be longer due to delays in reaching your contacts.

### Information verification by our Agency

To verify your Application information we contact Tenancy Databases eg TICA, NTD and TRA. 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 for the purpose of verifying information supplied to support your Application for tenancy.

### If Application is not accepted

If your Application is not accepted it will be destroyed securely to comply with Privacy Legislation. The Landlord is not required to provide a reason.

## IF APPLICATION IS ACCEPTED

### Monies Required

- When approved for Tenancy, the successful Applicant/s are required to pay either a Holding Fee of 1 week's rent; within 24 hours to secure the Premises. Refer to our Agency for monies required and timeframe for signing of the Residential Tenancy Agreement.
- If a Holding Fee is paid it is applied as rent.
- If the Applicant/s decide not to take the Premises after approval advice, the Agent may retain for the Landlord the amount equal to the rent specified on the Application Form.

### Rent payment method options

Direct Deposit, Credit card (fees apply) or Bank Cheque are accepted as rent payment methods.

CASH IS NOT AN OPTION.

## IF APPROVED

You will need to arrange the following services to be connected. As an additional service our Agency will forward your details to our Utility Connection Service- Direct Connect. This is a simple free of charge service to connect all your utilities. You may wish to arrange personally with your chosen provider please ensure the below services are attended to:

- Power Connection
- Gas Connection (if applicable)
- Phone Connection
- Contents Insurance
- Change address

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



HUNTER  
PROPERTY SERVICES

## A. AGENT DETAILS

### Hunter Property Services

**Address:** PO Box 310 Adamstown NSW 2289  
**Phone:** 0450 579 808  
**Email:** pm@hunterpropertyservices.com.au

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

Postcode	

### Date inspected?

	Day		Month		Year
--	-----	--	-------	--	------

### 2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

### 3. Lease term?

	Years		Months
--	-------	--	--------

### 4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
--	--------	--	----------	--	------------------

## C. PERSONAL DETAILS

### 5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname	Given Name/s

Date of Birth	Driver's licence number

Driver's licence expiry date	Driver's licence state

Passport no.	Passport country

Pension no. (if applicable)	Pension type (if applicable)

### 6. Please provide your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address

### 7. What is your current address?

Postcode	

### 8. How did you find out about this property?

Newspaper     The Internet     Local Paper  
 Office     Office Window     Sign Board at property  
 Referral     Other (specify)

Application sent to Direct Connect (if Required)	<input type="checkbox"/>
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## D. UTILITY CONNECTIONS

This is a FREE service that can connect you to the following utilities and services in your new home

- |             |                   |
|-------------|-------------------|
| Electricity | Cleaners          |
| Gas         | Insurance         |
| Phone       | Removalist        |
| Internet    | Truck or van hire |
| Pay TV      |                   |



YES

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

### Applicant 1:

Signature	Date
X	

### Applicant 2 (if applicable):

Signature	Date
X	
Name	Phone

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

## E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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 authorise 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that 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 tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

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.

Signature	Date

**F. APPLICANT HISTORY**

9. How long have you lived at your current address?

	Years		Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
--	-------	--	--------

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY**

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

	Years		Months
--	-------	--	--------

Net Income

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

	Years		Months
--	-------	--	--------

Net Income

**H. CONTACTS / REFERENCES**

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION**

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number



21. Do you have an investment property?

 Yes  No
**J. PAYMENT DETAILS**

Property Rental

 per week

First payment of rent in advance

Rental Bond (4 weeks rent):

Sub Total

Less: Holding deposit (see below)

**Amount payable on signing tenancy agreement (bank cheque or money order only)**

**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and

(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date



## PRE APPLICATION INFORMATION

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](mailto: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.