



**first national**  
REAL ESTATE

Charmhaven

3/203 Pacific Highway, Charmhaven NSW 2263  
P: 02 4392 9200 F: 02 4392 9600  
E: jaime@fncharmhaven.com.au

## APPLICATION FOR TENANCY

### Property Details

Address of the property you are applying for:

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Lease Commencement date: \_\_\_\_\_

This is the date you can pay the bond, rent in advance & move in.

Lease term: 6 months / 12 months (please circle one)

How many people will live at the property: \_\_\_\_\_ Adults \_\_\_\_\_ Children - Ages \_\_\_\_\_

Do you have pets? Yes / No Age & Breed: \_\_\_\_\_

### Applicant Details

Given Name \_\_\_\_\_ Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Drivers Licence # \_\_\_\_\_

Mobile # \_\_\_\_\_ Work Number # \_\_\_\_\_

Email address \_\_\_\_\_

Car Rego \_\_\_\_\_ Year/Make/Model \_\_\_\_\_

### Address History

Current address: \_\_\_\_\_

How long have you lived at your current address?: \_\_\_\_\_

What is your reason for moving? \_\_\_\_\_

Agent/Landlord name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Weekly rent amount paid: \$ \_\_\_\_\_ Was bond refunded in full? Yes / No

If no give reason: \_\_\_\_\_

Previous address: \_\_\_\_\_

How long have did you live at this address?: \_\_\_\_\_

What was your reason for moving?: \_\_\_\_\_

Agent/Landlord name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Weekly rent amount paid: \$ \_\_\_\_\_ Was bond refunded in full? Yes / No

If no give reason: \_\_\_\_\_



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## Employment History

Current occupation: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Boss/Payroll Contact name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Length of employment: \_\_\_\_\_ years months Fulltime / Part time / Casual / Contract (please circle one)

Nett Income: \$ \_\_\_\_\_ per week / fortnight / month (please circle one)

Previous occupation: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Boss/Payroll Contact name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Length of employment: \_\_\_\_\_ years months Fulltime / Part time / Casual / Contract (please circle one)

Nett Income: \$ \_\_\_\_\_ per week / fortnight / month (please circle one)

## Personal Referees

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Contact number: \_\_\_\_\_ Best time to contact: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Contact number: \_\_\_\_\_ Best time to contact: \_\_\_\_\_

## Next of Kin contact

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Contact number: \_\_\_\_\_ Best time to contact: \_\_\_\_\_



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## Terms, Conditions & Privacy Declaration

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 in this application.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and I am not bankrupt.

I authorise the agent to obtain personal information from:

- a) The owner or the Agent of my current or previous residence
- b) My personal referees and employer(s)
- c) 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 tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of the TICA default database and that the Agent may conduct a reference check with this organisation. I authorise this agent to provide any information about me to TICA for the purpose of conducting this check and acknowledge that such information may be recorded and kept by TICA.

I will not hold TICA or the Agent responsible for the inaccurate keying in of information that may deliver an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or TICA responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with TICA until such a time as the problem giving rise to the listing is resolved to the satisfaction of the agent. I also understand that the agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I am aware that the Agent will use and disclose my personal information in order to

- a) Communicate with the owner and select a tenant
- b) Prepare lease/tenancy documents
- c) Allow organisations/tradespeople to contact me
- d) Facilitate the sale of the property should it be placed on the market
- e) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- f) Refer to Tribunal/Courts & Statutory Authorities (where applicable)
- g) Refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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

## 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 may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided by you, we may not be able to process your application and manage your tenancy.

## HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a holding deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a holding deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

- a) Once the holding deposit has been paid, the landlord undertakes not to enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- b) The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards to first weeks rent.
- c) The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering into the agreement.
- d) Despite sections (b) and (c) the holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misinterpretation or failure to disclose a material fact by the landlord or landlord's agent.
- e) The holding deposit will be banked into a trust account and any refund given will be by way of a trust account cheque.

Applicants Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



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Before your application will be accepted and processed you must complete and sign all parts of this application and supply copies of 100 points of identification.

PLEASE NOTE: This office provides photo copying service at 50cents per page. You are welcome to provide your own copies.

ID Type	Points	Attached
Government Issued Passport *	30 Points	
Australian Drivers Licence *	30 Points	
Proof of Age card *	30 Points	
Last 2 payslips/Income Statement **	30 Points	
Rental Ledger **	30 Points	
Birth Certificate	20 Points	
Australian Citizenship Certificate	20 Points	
ATO Tax Return	20 Points	
Australian bank or credit union statement **	20 Points	
Medicare card	20 Points	
Credit card	20 Points	
Bank ATM card	20 Points	
Council Rates notice	20 Points	
Utilities bill (Gas, electricity, phone)	10 Points	
Rego Papers	10 Points	
Private Health Care card	10 Points	
Pension Card	10 Points	
Marriage certificate	10 Points	

\* Must provide one of these items

\*\* Must provide copy of this in order for your application to be accepted.

Upon acceptance of your application you will be required to make a holding deposit of 1 weeks rent to secure the property. Failure to do so within 24 hours will result in your application being withdrawn.

## ONE CALL WILL SAVE YOU TIME AND *effort*

We are Australia's No. 1 Moving Services Company. Over the last 10 years, we have helped more than 1 million people move house and we would love to help you too!

With just one call, our free, no-obligation service can help you connect all your services from the moment you move in, so you can focus on enjoying your new home.

### SERVICES WE *connect*



This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

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 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. Electricity Cleaners Gas Insurance Phone Removalist Internet Truck or van hire Pay TV We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

**DECLARATION AND EXECUTION: By signing this application, you:**

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. 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.
3. 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.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. 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.
6. 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.

Signature

Date