

# APPLICATION FOR TENANCY



## RENTAL APPLICATION GUIDELINES

A message to all prospective tenants

- ▶ Please be assured that all information provided in your application will remain confidential and not discussed with any other party with the exceptions of the owner and as required for the purpose of processing your application.
- ▶ Please allow at least one business day to process your application. Processing does not always take this long, however, the property owner must be consulted to make the final decision on the application and they are not always immediately accessible. Delays will be incurred if the application is not completed correctly.
- ▶ For identification purposes, you are required to provide 100 points as follows – At least one form of identification must be a photo ID. Points are as follows –
  - Drivers licence / Passport / Birth Certificate = 40 points
  - Other Photos ID = 30 points
  - Bank / Credit / Medicare / Health Card = 20 points
  - Telephone / Electricity / Gas account = 10 points
- ▶ If you are living in Australia on a Visa please provide us with a legible copy
- ▶ Please provide your two most recent pay slips
- ▶ Self-employed – Please provide your last tax return and current profit and loss statement as well as most recent bank statement
- ▶ How to calculate the monthly rental payable? Weekly rental/7 days of the week x 365 days of the year/12 months  
Note: Monthly rental is calculated to the next dollar
- ▶ Within 24 hours upon confirmation of approval you will be required to sign a tenancy agreement and pay the first month's rent and bond by either EFT, **bank cheques or money orders**. Failure to do so may result in the next applicant being given preference or the property re-listed for lease.
- ▶ All future rental payments are only accepted by direct debit from either a cheque or savings account. If you are successful please ensure you bring a bank statement to confirm correct bank account details to the sign up as you are required to complete a direct debit authorization form at this point.
- ▶ It is your responsibility to arrange to have all services connected in your name to coincide with your date of occupation this. It is your responsibility to ensure that the main power switch is turned off before the power is connected.
- ▶ I / we acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.
- ▶ The property is available for lease as presented. Reasonable requests will be presented to the owner for consideration. The owner makes the final decision on such requests.
- ▶ Keys and condition report will not be available until the day the tenancy commences. Personal belongings will not be able to be stored at the property until the keys are handed over at the commencement of the tenancy.
- ▶ Ask for help if you are not sure. Rental property management is an important part of our business. We are conscious of developing a professional relationship with all of our tenants. We are here to help you. If you are unsure or concerned about any aspect of this application, your call is welcome.

I/ We agree to all of the above points.

Print Name(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## UTILITY CONNECTIONS

YourPorter Is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will call you to confirm your details by the next business day. PLEASE SELECT BELOW to indicate services you would like connected.

ELECTRICITY       GAS       INTERNET

TELEPHONE       PAY TV

**YourPorter**

Connections, at your service.

Ph: 1300 400 600 Fax: 1300 326 468  
service@yourporter.com.au

**DECLARATION AND ACCEPTANCE:** I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter to contact me for the connection and disconnection of services as offered by YourPorter. I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide its services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth). I/We consent to YourPorter and its Agents disclosing my/our personal information to providers of the services I/We have indicated above that we would like to connect for the connection of those services and the disconnection of any existing services. I/We consent to YourPorter disclosing connection confirmation details to the Agent. I/We acknowledge that the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with its privacy policy, which is available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/) and which sets out how to access and correct the personal information that YourPorter holds and how to lodge a complaint relating to YourPorter's treatment of personal information. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection or disconnection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature(s) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# APPLICATION FOR TENANCY



## TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy laws from December 21st, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take time to read this Privacy Statement carefully and once completed, return it to our office.

As professional Property Managers Fletcher's collects personal information about you. To ascertain what personal information we have about you, you may contact us.

### 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 out this role and during the term of your tenancy, we usually disclose your personal information to:

- ▶ The Landlord
- ▶ The Landlord's lawyers
- ▶ The Landlord's mortgagee/insurers
- ▶ Referees you have nominated
- ▶ Organisations/Tradespeople required to carry out maintenance to the premises
- ▶ Rental Bond Authorities
- ▶ Residential Tenancy Tribunals/Courts
- ▶ Mercantile Agents
- ▶ National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD")
- ▶ Other Real Estate Agents and Landlords

### Secondary Purpose

We also collect our personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises.
2. Allow organisations/tradespeople to contact you in relation to maintenance matters relating to the premises.
3. Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary).
5. Refer to Collection Agents/Lawyers (where default/enforcement auction is required).
6. Provide confirmation details for organisations contacting us on your behalf ie banks, utilities, employers, etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease/tenancy of the premises.

### NTD Disclosure Statement

You can contact National Tenancy Database (ABN 65 079 105 025) (NTD), a division of VEDA Advantage Information Services and Solutions Limited (ABN 26 000 602 862) and ask for access to any of your personal information stored on the database by:

- ▶ Telephone: 1300 563 826
- ▶ Email: [info@ntd.net.au](mailto:info@ntd.net.au)
- ▶ Visit website: [www.ntd.net.au](http://www.ntd.net.au)

### Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and location information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD.

NTD also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise NTD of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

NTD usually discloses information to:

- ▶ Licensed real estate agent members
- ▶ NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- ▶ Credit Bureaus

Print Name(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# APPLICATION FOR TENANCY



<i>Fletchers Office</i>	.....		
<i>Rental Property</i>	Address:..... .....		
<i>Tenancy Requirements</i>	Commencement Date ____/____/____	Lease Term	Rent pw \$
<i>Applicants Full Name</i>	Name:..... Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>		
<i>Contact No.'s</i>	☎(Mobile):..... (Email):..... ☎(Home):..... (Work):.....		
<i>Present Address</i>	Address:..... Reason for leaving:..... Was your bond refunded in full? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, why? ..... How long at this address: .....Years .....Months Weekly rent paid:\$..... Name of Landlord/Agent/Property Manager: ..... ☎(Telephone): .....(Fax) ..... (Email): .....		
<i>Previous Address</i>	Address:..... Reason for leaving:..... Was your bond refunded in full? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, why? ..... How long at this address: .....Years .....Months Weekly rent paid:\$..... Name of Landlord/Agent/Property Manager: ..... ☎(Telephone): ..... (Fax) ..... (Email): .....		
<i>Current Employment</i>	Employers company name: ..... Occupation: ..... Position held: ..... Length of employment?:.....Years .....Months Net income per week: \$..... Managers/Accounts Contact Name: ..... ☎(Telephone): ..... (Email): .....		
<i>Previous Employment</i>	Employers company name: ..... Occupation: ..... Nature of employment: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Length of employment?: .....Years .....Months Net income per week: \$..... Managers/Accounts Contact Name: ..... ☎(Telephone): ..... (Email): .....		

<i>If Self Employed</i>	Business Name: ..... Type of Business: .....
	Address: ..... Annual Income: .....
	Accountants Name: ..... ☎ phone .....
	Please provide your last filed tax return, current Profit & Loss and bank statement with this application.

<i>Student Details</i>	Institution: ..... Course: .....
	Type of study: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Study/ Paternal Allowance Received: .....
	Please provide a copy of your student photo ID and proof of enrolment in your chosen course.

<i>Next of Kin (in case of emergency) A person who is not living with you</i>	Name: ..... Relationship: .....
	Address: .....
	☎(Telephone): ..... (Mobile):.....
	Email Address:.....

<i>Personal References (no relatives)</i>	Name	Relationship	☎ (BH)
	.....	.....	.....
	.....	.....	.....

<i>Personal Details</i>	Drivers Licence No: ..... Passport No (if applicable):.....
	Car Registration: ..... State: ..... Make of vehicle: .....
	Date of Birth: ...../...../..... Marital Status: .....
	Occupants: Adults (No.): ..... Children & Ages: .....
	Smoker: YES <input type="checkbox"/> NO <input type="checkbox"/>
	Pets: YES <input type="checkbox"/> NO <input type="checkbox"/> Type & number: ..... Outdoor <input type="checkbox"/> Indoor <input type="checkbox"/> Breed & Ages: .....

I confirm the following:-

- During my inspection of this property I found it to be in a reasonably clean condition Yes  No
- If "No" I believe the following cleaning should be undertaken prior to my tenancy commencing.

I acknowledge that the request(s) for cleaning are subject to the Owner's approval

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- 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. No action will be taken against the Landlord or Agent if the Applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date for whatever reason.
- The Tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. I/We hereby acknowledge and authorise Fletchers to conduct independent reference and credit checks.
- Please remember to attach your 100 points of ID with this application.

supporting information / comments

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Applicant Tenants Signature: .....Date ..... / ..... / .....