



PO BOX 224
Mudgee NSW 2850
P: (02) 6372 2222
F: (02) 6372 4444
thepropertyshop.com.au
rentals@thepropertyshop.com.au

APPLICATION FOR TENANCY

Full Names _____

PROPERTY APPLYING FOR _____

DATE OF APPLICATION _____

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following

1. I/We inspected the above property on the _____
2. I/We wish to apply to rent the above property for a period of _____ months commencing on _____
3. I/We agree that the rent is \$ _____ per week/fortnight/month and that the rental bond is \$ _____
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous rental debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
7. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH or CHEQUE.
8. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above
9. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
10. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
11. I/We agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

Applicants Signature

Agents Signature

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

Before any application will be considered, each applicant must achieve a minimum of 100 check points

Primary Documents: At least one of these documents must be provided

Drivers Licence	30 Points
Or	
Photo Identification	30 Points
Or	
Passport	30 Points

Secondary Documents: * At least two of these documents must be provided

Tenancy History Ledger *	20 Points
Previous Four Rent Receipts	20 Points
Previous Residential Tenancy Agreement	20 Points
Rental Bond Receipt	20 Points
Pay Advice *	15 Points
Motor Vehicle Registration	15 Points
Telephone Account	15 Points
Electricity/Gas Account	15 Points
Bank or Credit Card Statement *	15 Points
Pension/Health Care Card	15 Points
Medicare Card	10 Points
Birth Certificate	10 Points

Should you not be able to meet the 100 point quota, please speak to the Property Manager.

All tenancy applicants are referred to the Tenancy Information Centre Australia (TICA)
Default Tenancy Scheme for confirmation of details supplied.

No application will be accepted until all details have been referred to TICA



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APPLICANTS NAME

SURNAME _____ GIVEN NAMES _____

D.O.B _____ D/L _____ PASSPORT _____

CURRENT ADDRESS _____

APPLICANTS CONTACT NUMBERS and EMAIL

(H.) _____ (W.) _____ (M.) _____

EMAIL _____

VEHICLE

TYPE _____

REGO _____ OWNED or FINANCED _____

ACCOMMODATION REQUIRED

HOUSE / UNIT _____ NUMBER OF BEDROOMS _____ DATE REQUIRED _____

GARAGE RQUIRED YES / NO PRICE RANGE (PER WEEK) \$ _____

NUMBER OF OCCUPANTS

Adults _____ Children _____ Ages _____

OCCUPATION (CURRENT EMPLOYER)

OCCUPATION _____ EMPLOYER _____

ADDRESS _____

PHONE _____ INCOME \$ _____ CONTACT _____

PERIOD OF EMPLOYMENT _____

OCCUPATION (PREVIOUS EMPLOYER)

OCCUPATION _____ EMPLOYER _____

ADDRESS _____

PHONE _____ INCOME \$ _____ CONTACT _____

PERIOD OF EMPLOYMENT _____

OTHER INCOME

ADDITIONAL INCOME or BENEFITS RECEIVED _____ AMOUNT \$ _____



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PETS

PETS OWNED _____ BREED _____

REGISTERED _____

PRESENT ADDRESS

AGENT / LANDLORD _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ per week

ADDRESS _____

BOND \$ _____ PHONE _____ CONTACT _____

REASON FOR LEAVING _____

PREVIOUS ADDRESS

AGENT / LANDLORD _____

PERIOD OF OCCUPANCY _____ RENT PAID \$ _____ per week

ADDRESS _____

BOND \$ _____ PHONE _____ CONTACT _____

REASON FOR LEAVING _____

PERSON TO CONTACT IN EMERGENCY

NAME _____ PHONE _____

ADDRESS _____

NEAREST RELATIVE NOT LIVING WITH YOU

NAME _____ PHONE _____

ADDRESS _____

If self employed evidence will be required such as Tax or Annual Returns, please advice of details-

COMPANY OR BUSINESS

COMPANY or BUSINESS NAME _____

ADDRESS _____

LESSOR / AGENT _____

ACN or BUSINESS REGISTRATION NUMBER _____ DATE FORMED _____

ADDRESS _____

PHONE _____ FAX _____



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The following questions must be answered

1. Has your tenancy ever been terminated by a landlord or agent?
If yes give details _____ Yes/No
2. Have you ever been refused a property by any landlord or agent?
If yes give details _____ Yes/No
3. Are you in debt to another landlord or agent?
If yes give details _____ Yes/No
4. Have any deductions ever been made from your rental bond?
If yes give details _____ Yes/No
5. Is there any reason known to you that would effect your future rental payments?
If yes give details _____ Yes/No
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy. Yes/No

OFFICE USE ONLY

Term of Tenancy	From: _____	To: _____
Rent	\$ _____ Per Week	\$ _____
Two weeks rent in advance		\$ _____
Bond (Four weeks)		\$ _____
	TOTAL PAYABLE:	\$ _____
	Less Holding Deposit	\$ _____
	BALANCE DUE:	\$ _____

Lease Prepared Date: _____ By: _____

Ingoing Completed Date: _____ By: _____

NOTES



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Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how The Property Shop handles your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies and related person to contact or locate you.

Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant

Signature

Print Name

Signature

Print Name

Date

Witnessed

UTILITY CONNECTIONS – A FREE OF CHARGE SERVICE TO HELP CONNECT YOU

Choose service and choose your service provider

<input type="checkbox"/> Electricity		<input type="checkbox"/>	 origin Origin	<input type="checkbox"/>	 EnergyAustralia EnergyAustralia	<input type="checkbox"/>	 AGL AGL
<input type="checkbox"/> Gas		<input type="checkbox"/>					

NO FIXED TERMS ON ELECTRICITY & GAS PLANS SO YOU ARE NOT LOCKED IN.*

* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.

<input type="checkbox"/> Phone		Telstra
<input type="checkbox"/> Internet		Telstra
<input type="checkbox"/> Pay TV		Foxtel

REQUESTED CONNECTION DATE

POWER ON
GUARANTEE

**ENSURES THAT YOUR
ELECTRICITY WILL BE
ON FOR MOVE-IN DAY.**

If it's not, we will investigate the issue, provide a prompt resolution and reimburse you for any reasonable out of pocket expenses arising out of the connections delay to the value of \$200 per day and capped at a total of \$1,000*.

*Subject to our POWER ON GUARANTEE terms and conditions below

How Connection services from realestate.com.au works



1. Select the utilities and enter requested connection date



2. Sign your consent on the next page



3. Your Agent will submit your request to us



4. We will lodge your connection requests with the utility companies



5. For phone, internet and Pay TV requests, we will call you to walk through the options



6. We'll SMS and email you confirmation of the order

General terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or tele-communications services for your new residence. If you are a prospective tenant, your decision whether or not to use this service will not affect your rental application. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information provided by you in this form and your tenant application form (if applicable) in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and differ depending on which retailer is selected.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address.

Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form.

A summary of some key useful information concerning these contracts is set out on the following page.

POWER ON GUARANTEE terms and conditions

realestate.com.au offers a "POWER ON GUARANTEE". We guarantee that your electricity will be connected by your requested connection date, provided that:

(a) you select one of the electricity retailers offered above, (b) realestate.com.au is provided with the correct address for the connection of your electricity, (c) realestate.com.au receives your electricity connection request by at least 2pm Australian Eastern Standard Time on the Business Day prior to your requested connection date as selected above (the "Connection Date"); (d) your selected electricity retailer accepts your connection request; (e) you turn your mains switch off prior to the Connection Date; (f) you provide clear access to your property on the Connection Date; (g) you complete any other reasonable requirements requested by realestate.com.au or its Service Provider; and (h) there is no fault at the property which prevents electricity from being connected on the Connection Date.

If the POWER ON GUARANTEE applies (in accordance with the above paragraph), and your electricity is not connected by midnight on the Connection Date, realestate.com.au's Service Provider will: (a) promptly investigate the issue and use its best endeavours to solve the connection problem as soon as possible; and (b) reimburse you for any Out Of Pocket Expenses incurred by you as a result of the late connection.

"Out of Pocket Expenses" means reasonable out of pocket expenses incurred by you as a direct result of your electricity not being connected on the Connection Date at your nominated address, until your electricity is connected, up to a maximum of \$200 per day and capped at a total of \$1000 in aggregate, but does not include any expenses incurred as a result of: (a) loss of income (time off work); (b) loss of business revenue; (c) petrol costs, however incurred; or (d) loss of or injury to animals.

In order to claim under the POWER ON GUARANTEE, you must contact realestate.com.au's Service Provider within two (2) weeks of the Connection Date on 1300 661 464 and provide details of your case and written evidence of any expenses you want to claim. The expense of claiming under the POWER ON GUARANTEE (if any) shall be borne by you.

The benefits under the POWER ON GUARANTEE are in addition to any other rights and remedies available under any applicable law which is non-excludable. However, all other warranties (whether express or implied) are expressly excluded.

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

realestate.com.au does not guarantee the connection, or disconnection of any other services requested by you, or that any will be by your requested date. You agree that to the maximum extent permitted by law, other than as set out above, realestate.com.au and its Service Provider will have no liability to you for the provision of the service.

Retailer contact details	<p>Origin Energy Ltd. Level 7, 321 Exhibition St Melbourne VIC 3000 Ph: 132 463 Fax: 1800 132 463 Email: enquiry@originenergy.com.au This market retail contract is: Origin Supply Electricity and/or Dual Fuel Plan. If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.</p>	<p>EnergyAustralia Level 33, 385 Bourke St Melbourne VIC 3000 Ph: 1800 720 262 Email: enquiry@energyaustralia.com.au This market retail contract is: EnergyAustralia Basic Home Plan. If EnergyAustralia is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with EnergyAustralia of a market retail contract.</p>	<p>AGL Energy Limited Level 22, 120 Spencer Street Melbourne VIC 3000 Phone: 131 245 Fax: (03) 8633 6002 Email: enquiries@agl.com.au This market retail contract is: AGL Freedom Electricity and/or Dual Fuel Plan. If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.</p>
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Tariffs and charges	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.
Contract term	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.
Billing and payment arrangements	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.
Concessions or rebates	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.
Service levels	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.
Cooling off period	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.
Electronic transactions	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.
Complaints	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.

eBilling and Welcome Pack

Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided by you in this form.

☐

No, please post these items to me in hard copy to my new address (please tick)

Explicit Informed Consent

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant/Purchaser Signed

Co-Tenant/Co-Purchaser (if any) Signed

Date

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature(s).

Privacy Collection Statement

realestate.com.au collects and uses the information in this form and your tenant application form (if applicable) to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at www.realestate.com.au/privacy further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy www.realestate.com.au/privacy and these terms and conditions.