



TENANCY APPLICATION FORM

ILLAWARRA ESTATE AGENTS

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Tenancy Application Form

Thank you for choosing a Illawarra Estate Agents property. Please complete this application thoroughly so we can process your application as quickly as possible, failure to complete sections may result in delays or the application not being processed.

Ensure that all applicants have signed the privacy statement on the bottom of page 3.

Please note: All tenants must provide copies of the following items otherwise application will be not processed.

- Licence, proof of age card or passport
- 2 current pay slips or current Centrelink entitlement statements
- Bank statement
- Council rates notice & mortgage payments/statements (if applicable)

Rental Property: _____

Rent per week: _____ Length of lease: _____ Lease start date: _____

Applicant Details

APPLICANT 1

Full Name: _____

Address: _____

DOB: _____ Drivers Lic #: _____

Home Ph: _____ Work Ph: _____

Mobile: _____

Email: _____

Vehicle Make/Model: _____

Rego #: _____

APPLICANT 2

Full Name: _____

Address: _____

DOB: _____ Drivers Lic #: _____

Home Ph: _____ Work Ph: _____

Mobile: _____

Email: _____

Vehicle Make/Model: _____

Rego #: _____

Current Tenancy Details

APPLICANT 1

Landlord/Agent: _____

Phone: _____ Fax: _____

Rent per week: _____ Length: _____

APPLICANT 2

Landlord/Agent: _____

Phone: _____ Fax: _____

Rent per week: _____ Length: _____

Previous Rental Details

APPLICANT 1

Rental Address: _____

Landlord/Agent: _____

Phone: _____

Rent per week: _____ Length: _____

Prior Address: _____

Landlord/Agent: _____

Phone: _____

Rent per week: _____ Length: _____

APPLICANT 2

Rental Address: _____

Landlord/Agent: _____

Phone: _____

Rent per week: _____ Length: _____

Prior Address: _____

Landlord/Agent: _____

Phone: _____

Rent per week: _____ Length: _____

Employment Details

APPLICANT 1

Occupation: _____

Employer: _____

Phone: _____

Salary per week: _____ Length: _____

APPLICANT 2

Occupation: _____

Employer: _____

Phone: _____

Salary per week: _____ Length: _____

Next of Kin Emergency Contact (not residing with you)

APPLICANT 1

Name: _____

Address: _____

Phone: _____ Relationship: _____

APPLICANT 2

Name: _____

Address: _____

Phone: _____ Relationship: _____

Other Occupants

Name and age of ALL people to occupy the rental premises:

Free Utility Connection Service

myconnect

myconnect is a FREE and easy to use utility connection service

☒ **Yes, Please Contact Me**

☐ Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ *Tick here to opt out*

Declaration

I/we apply for approval to rent the premises referred to in this form. I/we acknowledge that my/our application will be referred to the landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared. I/we declare that I/we are not bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for the tenancy of the premises.

I/we undertake to pay the monies details below by payment of cash, money order or bank/building in society cheque on or prior to signing the Residential tenancy Agreement. Personal cheque will not be accepted.

STATEMENT OF COSTS

Rental Bond: four (4) x weeks rent

Rent Payable: two (2) weeks rent in advance

DEPOSIT

Once approved for the premises, the applicant/s agrees to pay one (1) weeks rent as a deposit to secure the property within 24 hours of approval. Should the applicant/s decide not to proceed, the landlord may retain so much of the deposit as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remaining (if any) of the deposit to the applicant/s on a pro-rata basis. The deposit will be banked into a Trust Account and any refund will be given by way of Trust Account cheque

Privacy Statement

The personal information you provide in this application or collection by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage your tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application successful, may be disclosed for the purposes for which it was collected to other parties including your Landlord, referees, other agents and third party operator of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, the fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy database and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

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 and the landlord's mortgagee/insurer's; Referees you have nominated; Organisations/Trade people required to carry out the maintenance to the premises; Rental Bond Authorities and the Residential Tenancy Tribunal/Court; Debt Collection Agencies; TICA Database Default Tenancy Control Pty Ltd; Other real estate agents and landlords.

SECONDARY PURPOSE

We also collect your personal information to: Enable us, or the Landlords lawyers, to prepare the lease/tenancy documents for the premises; Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises; Pay/release rental bonds to/from Rental Bond Authorities (where applicable); refer to Tribunals, Court and Statutory Authorities (where necessary); refer to Debt Collection Agencies/Lawyers (where default/enforcement action is required); refer to Landlords insurer's; report your conduct as a tenant on the TICA database.

I/we the applicants declare that I/we give our permission to the agent to collect my/our information and pass such information onto TICA default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application. I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry. I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of the tenancy database to register any of my details of such in breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I/we understand that TICA Default Control Pty Ltd is a database company that allows its member's access to information accumulated from its members about tenants who have breached their tenancy agreement. I/we agree and understand that should I/we fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation. I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1900 222 0346. I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

AUTHORISATION

I/we do hereby authorise my agent to provide a copy of previous/current rental ledger, routine inspection report and information relating to my/our tenancy to Illawarra Estate Agents. I/we do hereby authorise my employee or referee's to provide Illawarra Estate Agents details of employment and personal details pertaining to my applications. This information is only for the purposes of assessing my suitability as a tenant.

BY SIGNING THIS APPLICATION I AGREE TO ALL TERMS AND CONDITIONS WITHIN THIS DOCUMENT AND THE PRIVACY CONDITIONS AND DISCLOSURE STATEMENT

Applicant 1 Signature: _____ Applicant 2 Signature: _____

Print Name: _____ Print Name: _____

Pet Application for Tenancy

Separate application to be completed for each pet

General Details

Pet 1

Pet Name: _____

Breed/Colour: _____

Registration #: _____

Age/DOB: _____

Sex: ☐ Male ☐ Female

Desexed: ☐ Yes ☐ No

Vaccinations & Health Details

Name of Vet: _____

Date of Vaccination: _____ Type of Vaccination: _____

Certificates: ☐ Yes - Please attach copies ☐ No

References: ☐ Yes - Please attach copies ☐ No

General Details

Pet 2

Pet Name: _____

Breed/Colour: _____

Registration #: _____

Age/DOB: _____

Sex: ☐ Male ☐ Female

Desexed: ☐ Yes ☐ No

Vaccinations & Health Details

Name of Vet: _____

Date of Vaccination: _____ Type of Vaccination: _____

Certificates: ☐ Yes - Please attach copies ☐ No

References: ☐ Yes - Please attach copies ☐ No

Applicant 1 Signature: _____ Applicant 2 Signature: _____

Print Name: _____ Print Name: _____