



PROPERTY MANAGEMENT DEPARTMENT
475-477 High Street, MAITLAND NSW 2320
Ph: 4933 6685 Fax: 4933 1120
Email: rentals@petersrealestate.com.au

Office Use Only
Date Checked:
Approved: Yes No
Notified: SMS Phone Email
Date:

APPLICATION FOR TENANCY

PLEASE NOTE:

- Applications MUST be submitted by 5pm the day AFTER you saw the property (4pm Saturdays)
- Applications MUST be filled out in full BEFORE bringing them into the office
- All ID requirements MUST be submitted before your application can be processed

Documents required - Before an application can be processed, all these documents must be supplied

- Copy of Drivers Licence, proof of age card or Passport
Copy of Medicare Card
Evidence of income (recent Payslip, Centrelink Statement etc)
Current Bank Statement
Copy of Council or Water Rates (if own home)
Any written references (not mandatory)
Copy of Vehicle Registration
Copy Visa Status Report (If applicable)
Other::

I/We acknowledge that we or a representative have inspected the property internally at an open for inspection conducted by Peters Real Estate.

Application for premises at: Date:

Rent per week:\$ Total number of occupants: Adults: Children:

Names and ages of other occupants/children other than yourself:

Term of Lease requested (months): 3 6 12

What date are you able to move in (sign a lease):

How long do you think you will be renting from us?

- Details of pets (type/breed): Dogs: Amt Type Inside Outside
Cats: Amt Type Inside Outside
No Pets
Birds: Amt Type Inside Outside
Other: Amt Type Inside Outside

Pets include dogs, cats as well as birds, mice, rabbits, fish etc. Most units/villas etc do not allow pets

APPLICANT DETAILS

Full name: Preferred Name:

Date of birth: Home phone: Mobile:

Email: Smoker: Yes No

Drivers license number: Expiry date: State issued:

Are you an Australia Citizen? Yes No Current Visa Status:

Have you ever been known by any other name (state name):

Have you ever declared bankrupt: No Yes When:

Have you ever been involved in a Tribunal hearing: No Yes: Why

Current address:

- Do you Own - Reason For leaving
Board/Staying with family/friends - Reason For leaving
Rent - Reason For leaving

CURRENT TENANCY/RESIDENCY DETAILS

Current rent: \$_____ Been there since _____ No of occupants: Adults _____ Kids _____
Lease Agreement: Agency Private
Current Landlord/Agent: _____
Property Manager Name: _____
Email: _____ Phone: _____ Fax: _____
Address: _____

PREVIOUS TENANCIES/RESIDENCY DETAILS

Property Address: _____
Amt Rent Paid p/w: \$_____ Start date: _____ to Vacating Date: _____
Agent/Landlord: _____ Address: _____
Phone Number: _____ Fax Number: _____
Were you ever served a termination notice during this tenancy No Yes Reason: _____
Reason for leaving: _____

Property Address: _____
Amt Rent Paid p/w: \$_____ Start date: _____ to Vacating Date: _____
Agent/Landlord: _____ Address: _____
Phone Number: _____ Fax Number: _____
Were you ever served a termination notice during this tenancy No Yes Reason: _____
Reason for leaving: _____

CURRENT EMPLOYMENT DETAILS

Employers name: _____
Your Position held: _____ Length of employment: _____
Contact person 1: _____ Position Held: _____
Phone Number: _____ Fax number: _____
Contact person 2: _____ Position Held: _____
Phone Number: _____ Fax number: _____

Business Address: _____
Income (net per week): _____ Basis of employment: Full time Part time Casual _____ Hrs

Additional income or benefits:
received from : _____ Amount: _____ per _____
received from : _____ Amount: _____ per _____
received from : _____ Amount: _____ per _____

Are you applying for Rent Start or Bond Assistance? Yes No

NEXT OF KIN

Next of Kin (someone who will not be residing at the property who resides in Australia)
Name _____ Relationship: _____
Address: _____ Suburb: _____ Postcode: _____
Phone: Home: _____ Mobile: _____

PERSONAL REFERENCES

Two personal references (other than your NEXT OF KIN)

1.

Name: _____ Relationship: _____

Address: _____ Suburb: _____ Postcode: _____

Phone: Home: _____ Mobile: _____

2.

Name: _____ Relationship: _____

Address: _____ Suburb: _____ Postcode: _____

Phone: Home: _____ Mobile: _____

CONDITIONS OF APPLICATION & DECLARATION – You must Read & Sign this section

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 is subject to the approval of the owner/landlord. I declare that all information contained within this document 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 (TICA)

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 trades people or equivalent organizations to contact me
- Lodge and claim to/from Rental Bond Board
- Refer to Tribunals/Courts and other authorities (where applicable)
- Refer to collections agents/lawyers (where applicable)
- Complete a tenancy default check with TICA (Tenancy Information Centre of Australia)

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 of the premises. I am aware that I may access personal information on the contact details above.

I am aware that at no stage am I permitted to use 'social media' –(i.e.; any facility for online publication & commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr & YouTube) to damage the owner/landlords/or agents reputation or commercial interests. Any breach of this social media acknowledgement may result in legal action being undertaken.

If the application is accepted and it is agreed by the landlord to hold the property for an agreed time then I agree to pay the equivalent of one weeks rent to the Agent as a reservation fee. This reservation fee will be credited to the first weeks rent when the lease is signed. If the applicant advises that he/she no longer wants to take the premises, then the owner may keep the reservation fee. During the reservation period, no fee will be taken from any other applicant, nor will the premises be reserved in anyone else's favour.

PLEASE NOTE: If your application is successful you will be required to

- Pay 1 weeks holding deposit within 24 hours of being approved
- Pay 2 weeks rent & 4 weeks bond when signing the lease (minus holding deposit)
- All rental payments will be made by direct deposit from your bank/building society or credit union.

Please Tick to acknowledge you agree with all of the above terms and sign below.

Signature: _____

Date: _____

Please Sign Privacy Statement over page ⇨



REAL ESTATE

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PROPERTY REFERENCE CHECK

ATTENTION: _____ Fax: _____

In accordance with the Privacy Act on your application form, I the undersigned authorise the recipient of this fax to give information to Peters Real Estate regarding my rental history.

APPLICANTS SIGNATURE: _____ Date: _____

Applicants Name: _____

Address: _____

Form containing various questions and checkboxes regarding tenant history, property condition, and lease terms.

It would be appreciated if you could complete this form within 24 Hours and return via Email or Fax including a copy of the Tenants Ledger. EMAIL rentals@petersrealestate.com.au or FAX 4933 1120 - THANK YOU