



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

- | | |
|--|--|
| <input type="checkbox"/> Copy of Drivers Licence, proof of age card or Passport | <input type="checkbox"/> Copy of Medicare Card |
| <input type="checkbox"/> Evidence of income (recent Payslip, Centrelink Statement etc) | <input type="checkbox"/> Current Bank Statement |
| <input type="checkbox"/> Copy of Council or Water Rates (if own home) | <input type="checkbox"/> Any written references (not mandatory) |
| <input type="checkbox"/> Copy of Vehicle Registration | <input type="checkbox"/> 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

PROPERTY MANAGEMENT DEPARTMENT
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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: _____

Name of person completing this form _____ Position _____
Signature _____ Date _____

Lease Start Date: _____ Lease End Date: _____ Amt Rent Paid: \$ _____

Would you rent to these tenants again? ☐ Yes ☐ No

Did the tenants always pay rent on time? ☐ Yes ☐ No

Was a Termination notice ever issued? ☐ Yes ☐ No

If yes, why _____

What was the condition of the property at routine inspections?

Internal: ☐ Poor ☐ Average ☐ Good ☐ Excellent

Comments: _____

External (Lawns/Gardens): ☐ Poor ☐ Average ☐ Good ☐ Excellent

Comments: _____

Were the tenants co-operative to deal with? _____

Were the tenants demanding on repairs? _____

Did the tenants ever breach their agreement? ☐ Yes ☐ No

If yes, what was the breach and was it resolved? _____

Did the tenants have any pets? ☐ Yes ☐ No

If yes, what kind and did they cause any problems? _____

Have the tenants given the required notice? ☐ N/A ☐ Yes ☐ No

If vacated was the property left in a good condition? ☐ Yes ☐ No

If no, what was the problem? _____

If vacated was the bond returned in full? ☐ N/A ☐ Yes ☐ No

If no, Why? _____

Has there been any 'Social Media' posts/comments by the tenant or known occupants that would damage the landlord/or agents reputation or commercial interests? ☐ Yes ☐ No

If so, please provide details _____

ADDITIONAL COMMENTS: _____

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