

## RESIDENTIAL TENANCY APPLICATION FORM

Please complete the application thoroughly and follow the important points:

1. Applicant/s must make an appointment or attend one of the open for inspections and inspect the property they wish to apply for.
2. All adults over the age of 18 who will be living at the property must complete a separate application form
3. 100 points of identification must be provided for each applicant.

Please tick the following boxes for the documents which attached with the Residential Tenancy Application Form.

### WHAT MAKES UP 100 POINTS

Section A	Points	Tick Box
Current Photo Drivers Licence	70	<input type="checkbox"/>
Current Passport	70	<input type="checkbox"/>
Birth Certificate	70	<input type="checkbox"/>
Citizenship Certificate	70	<input type="checkbox"/>
<b>Section B – More than one document may be counted, but points scored from one particular source may be counted only once, e.g. if MasterCard and Visa Card are issued from the same financial institution, only one may be counted</b>		
Australian Public Service Employees Card	40	<input type="checkbox"/>
Other Australian Government Issued I.D. Card	40	<input type="checkbox"/>
Social Security / Pension Card	40	<input type="checkbox"/>
Tertiary Student Card / Confirmation of Enrolment (COE) Letter	40	<input type="checkbox"/>
Credit / Debit / ATM Card	25	<input type="checkbox"/>
Electoral Roll Records	25	<input type="checkbox"/>
Medicare Card / Private Health Insurance Card	25	<input type="checkbox"/>
Rates Notice / Utility Bills	25	<input type="checkbox"/>
<b>Current Bank Statement and other proof of income must be provided</b> e.g. Three (3) Current Payslips, Current Bank Statement, Employment Letter, Centrelink Statement and if Self-Employed a Tax Return.		<input type="checkbox"/>

4. Home Owners need to provide a copy of their Rates Notice or a letter from the Agent or Solicitor advising they are selling or have sold their home.
5. If you are currently renting through an Agent, please provide copy of Tenant Ledger.
6. All documentation supplied with application/s must be photocopied prior. Original documentation will be not accepted. **Our agency has a photocopy fee policy, any documentation that may need to be photocopied will be charged at \$1.00 per page.**
7. Applications will be processed and is subject to the owner’s approval and the availability of the premises on the due date. All applicants will be notified if their application is successful. For unsuccessful application/s, no explanation will be given and all documents submitted destroyed after 6 weeks.

### 1. PROPERTY APPLYING FOR

Address		
Suburb	Post Code	
Rent Payable	Per week \$	Per Month \$

### 2. TENANCY REQUIREMENTS

Lease Term	Years	Months
Preferred Tenancy Commencement Date		
Total Number of Occupants	Adults	Children & Ages
Other Applicants Names	1.	2.
	3.	4.

### 3. APPLICANT DETAILS

Title	First Name/s	
Surname	Date of Birth	
Drivers Licence Number	Expiry Date	
Passport Number	Country	Expiry Date
Home Phone	Work Phone	
Mobile		
Email		

Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of any pets:
Type/Breed	Name
Age	Council Registration / Number

### 4. NEXT OF KIN (In case of Emergency)

Name	
Phone Number	Relationship

### 5. CURRENT LIVING SITUATION

Are you the: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Living with Friends / Family <input type="checkbox"/> Other _____		
Current Address		
Suburb	Post Code	
How long have you lived at your current address?	Years	Months
Rent paid per month \$		
Name of Agency / Private Landlord		
Contact Person / Agent		
Contact Number		
Reason for Leaving		

### 6. DETAILS IF HOME OWNER

This home is to be:	<input type="checkbox"/> SOLD	<input type="checkbox"/> RENTED	<input type="checkbox"/> RETAINED	<input type="checkbox"/> OTHER
Name of Agency	Agents Name			
Contact Number	Sale / Rental Amount \$			
How long have you owned the home?	Years	Months		

**7. PREVIOUS LIVING ARRANGEMENTS**Were you the:  Owner  Tenant  Living with Friends / Family  Other \_\_\_\_\_

Address

Suburb

Post Code

How long did you live at this address?

Years

Months

Rent paid per month \$

Name of Agency / Private Landlord

Contact Person / Agent

Contact Number

Reason for Leaving

Was Bond repaid in full?

Yes / No

If NO, please specify reason

**8. CURRENT EMPLOYMENT DETAILS**

Occupation

 Full Time  Part Time  Casual

Employer Name

Employer Address

Suburb

Post Code

Contact Person

Phone

Length of Employment

Years

Month

Net Income

Per week \$

Per Annum \$

**9. PREVIOUS EMPLOYMENT DETAILS**

Occupation

 Full Time  Part Time  Casual

Employer Name

Employer Address

Suburb

Post Code

Contact Person

Phone

Length of Employment

Years

Month

Net Income

Per week \$

Per annum \$

**10. STUDENTS PLEASE COMPLETE**

Course Name

Campus

Campus Contact

Phone

Enrolment / Student Number

**11. IF SELF-EMPLOYED PLEASE COMPLETE**

Company Name

A.B.N / A.C.N

Company Address

Suburb

Post Code

Business Type

Position Held

How long has the business been in operation?

Years

Months

Net Income

Per week \$

Per annum \$

Accountant Name

Phone

Solicitor Name

Phone

## 12. UTILITY CONNECTIONS



P 1800 275 369

*Let Foxie save you time and money connecting your **Electricity, Gas, Water, Broadband, Phone and Foxtel.***

### IT'S SMART TO SAVE

Foxie is a FREE and independent service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. Foxie and your Agent may receive a benefit for arranging your services. Foxie and your Agent are unable to accept responsibility for any delay or failure to connect your utility services.

Foxie is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxie's privacy policy available on the Foxie website. Contact Foxie at [www.foxie.com.au](http://www.foxie.com.au) or call 1800 275 369.

I would like to be referred to Foxie Utility Services

## 13. DISCLAIMER & PRIVACY STATEMENT

I acknowledge that this is an application to lease the 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 application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

I hereby offer and accept to rent the property as is, from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the landlord/agent.

I declare that all information contained in this application is true and correct and given of my own free will.

I declare that I have inspected the premises and agree to lease the property in the condition seen at the inspection

I declare that I am not bankrupt

I authorise the agent to obtain details of my credit worthiness from, the owner or agent of my current or previous residence, my personal referees, any record, listing or database or defaults by tenants. If I default under a rental agreement, the agent may disclose details of any such default to any person whom the agent reasonably considers has an interest receiving such information.

I understand that if my application is successful, prior to taking up occupancy of your premises, I will be required to pay one month's rent and bond to Ham Kerr Property within 24 hours of acceptance via a BANK CHEQUE, MONEY ORDER or INTERNET TRANSFER

I understand that Ham Kerr Property take rental payments on the 3<sup>rd</sup> and 17<sup>th</sup> of each month, and understand and accept I will be required to pay a rental adjustment at the commencement of the tenancy to bring the rental payments in to line with this date.

I also understand that my future rental payments thereafter must be paid by automatic DIRECT DEBIT from my account.

Due to recent changes in the Privacy laws, from December 21, 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 the time to read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.

As professional property managers, Ham Kerr Property collects personal information about you 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 providing you with the lease/tenancy of the premises. To ascertain what personal information we have about you, you may contact us.

To carry out this role and during the term of your tenancy, we will disclose your personal information to:

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

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
- Allow organizations / 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, Courts, and Statutory Authorities (where necessary).
- Refer to Collection Agents / Lawyers (where default / enforcement action is required).

Provide confirmation details for organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), 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.

Ham Kerr Property utilises the following residential tenancy database companies, to check the tenancy history of all applicants.

If you wish to contact this organisation, their details are: National Tenancy Database 1300 563 826 [www.ntd.net.au](http://www.ntd.net.au)

- **NTD** collects your personal information to provide to its members historical tenancy and public record 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

**I acknowledge that I have read and understood the contents of this Declaration and Privacy Statement**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_