

APPLICATION FOR TENANCY of (Address) _____

Number of occupants: Adults _____ Children _____ Ages: _____ Total Number _____

Full names of other persons over 18yrs who will occupy the residence _____

Do you have any pets? Yes No What type: _____ Age: _____

Dept. of Housing Assistance Required? Yes No Length of Lease Requested: _____ Lease to Commence: _____

FIRST APPLICANT'S INFORMATION

Surname: _____ SMOKER? Y / N
 Given Names: _____
 Date of Birth: _____
 Phone: Home _____ Work _____
 Mobile: _____
 Email: _____
 Drivers Licence Number: _____ Expires: _____
 Car Rego Number: _____ Passport No: _____
 Pension/Health Card: _____ 18+ Card: _____

PLEASE NOTE: A PHOTOCOPY OF YOUR CURRENT DRIVERS LICENCE MUST BE ATTACHED TO THIS APPLICATION

Present Address: _____
 From: ____/____/____ to ____/____/____ Rent Paid: \$ _____
 Rented Through: _____
 Property Manager: _____ Phone: _____
 Reason For Leaving _____

Previous Address: _____
 From: ____/____/____ to ____/____/____ Rent Paid: \$ _____
 Rented Through: _____
 Property Manager: _____ Phone: _____
 Reason For Leaving _____

OFFICE USE ONLY

Occupation: _____
 Job Title: _____
 Full Time Part Time Casual Perm Casual
 Employer: _____
 From: ____/____/____ to _____ Wage \$ _____
 Contact: _____ Phone: _____

PLEASE NOTE: PHOTOCOPIES OF A FEW RECENT PAY SLIPS WOULD BE APPRECIATED

OFFICE USE ONLY

Institution You Are Enrolled at: _____
 Courses Enrolled in: _____
 Duration Of Course: _____ You Started: ____/____/____
 Supervisors Name: _____ Phone: _____
 Student ID Number: _____ Union Number: _____

PLEASE NOTE: A PHOTOCOPY OF YOUR CURRENT STUDENT ID MUST BE ATTACHED TO THIS APPLICATION

OFFICE USE ONLY

Next Of Kin Name: _____
 Address: _____
 Phone: _____ Home: _____
 Mobile: _____
 Email: _____
 Relationship To You: _____

Personal References

Name: _____
 Position: _____
 Phone: _____ Mobile _____
 Relationship: _____

Name: _____
 Position: _____
 Phone: _____ Mobile _____
 Relationship: _____

SECOND APPLICANT'S INFORMATION

Surname: _____ SMOKER? Y / N
 Given Names: _____
 Date of Birth: _____
 Phone: Home _____ Work _____
 Mobile: _____
 Email: _____
 Drivers Licence Number: _____ Expires: _____
 Car Rego Number: _____ Passport No: _____
 Pension/Health Card: _____ 18+ Card: _____

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 Property Manager: _____ Phone: _____
 Reason For Leaving _____

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 From: ____/____/____ to ____/____/____ Rent Paid: \$ _____
 Rented Through: _____
 Property Manager: _____ Phone: _____
 Reason For Leaving _____

OFFICE USE ONLY

Occupation: _____
 Job Title: _____
 Full Time Part Time Casual Perm Casual
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OFFICE USE ONLY

Next Of Kin Name: _____
 Address: _____
 Phone: _____ Home: _____
 Mobile: _____
 Email: _____
 Relationship To You: _____

Personal References

Name: _____
 Position: _____
 Phone: _____ Mobile _____
 Relationship: _____

Name: _____
 Position: _____
 Phone: _____ Mobile _____
 Relationship: _____

PERSONAL INFORMATION
TENANCY HISTORY
EMPLOYMENT
STUDENT INFO
NEXT OF KIN
REFERENCES



YOU CAN HELP US PROCESS YOUR APPLICATION FASTER

1. Contact your current Agent/Landlord and ask for "A copy of your ledger" or "payment history" & give it to us asap!
2. Call your current Agent and advise them to expect a "Reference Request" from our office & ask them to respond asap!



Our Application Procedure & Other Important Information!

TO PROCESS YOUR APPLICATION WE REQUIRE THE FOLLOWING INFORMATION

1. Photographic identification – Drivers Licence or Passport
2. References from previous Agents or Landlords with supporting contact information
3. On approval of application all monies due MUST be paid in full
4. Only fully completed and signed tenancy application forms will be processed
5. If you are renting through an Agent, please ask them for a copy of your "Ledger"

CHECKLIST - to ensure your application is ready to hand back to us

Firstly please ensure your application is complete, check that you have supplied us with;

- At least two recent payslips
- 100 points of ID. (Driver's License / Passport / Photo ID / Medicare Card)
- Contact details for employer & current & previous Landlord
- Please ensure that you have read, understood & signed the Privacy Disclaimer and all applicants have signed the application.

Once the application has been checked, the Property owner will evaluate each application on its merits. The *Property owner will then approve* the most suitable applicant via our Property Department. We will inform the successful applicant. If you are successful, you will be required to pay a reservation fee (maximum of 1wks rent) asap to secure the property while the lease and other documents are being prepared

FAQ & GENERAL INFORMATION

The amount of time it takes to approve applications varies. Usually we will process an application in 2-3 working days. Currently the required Notice of departure from a tenant is 3wks. When a tenant gives notice we begin advertising the property, and take applications, however we may not begin processing those applications until closer to the availability date. Also it will take longer if the Property Owner is unable to be contacted. The processing time will be MUCH FASTER if you are able to provide us with a copy of your Ledger from your current agent or Landlord.

COSTS

The applicants will then sign the Residential Lease and the following payment is required before the keys will be handed over.

Rental Bond (Equivalent of 4wks Rent) + Two Weeks Rent - Less any reservation fee already paid to First National Andrew McGrath

Full payment to be made at the time of signing the lease

TELEPHONE, GAS AND ELECTRICITY CONNECTIONS ARE YOUR RESPONSIBILITY

Neither First National Andrew McGrath or the Landlord have any responsibility for the status of the telephone, gas or electricity connections. EXCEPT IN SPECIAL CIRCUMSANCES - Tenants are asked to please contact the suppliers of these services direct. Telstra 13 22 00 AGL Gas 131 606 Energy Australia 131 535

THE RENTED PREMISES IS ACCEPTED BY YOU "AS IS"

We insist that you view the property inside and out before signing the lease because if you apply for the property and your application is accepted by the Landlord, **it is understood that you have accepted the property "As Is" & no further cleaning or maintenance is deemed necessary for the tenancy to commence.** The Landlord may be approached about maintenance matters **via our office** but he/she is not required to carry out anything other than essential maintenance. Of course, most Landlords are very interested in maintaining their investment & therefore need to be told of any problems or security requirements. It is a practice of this agency to carry out maintenance inspections, but we ask to be kept up to date with the condition of the property during your tenancy.

If you have any questions regarding your application or our Company policies please contact our office on 4972 1066

I/We hereby confirm that I/We have inspected the property and accept it in the current condition to which it is offered. Please read the following Privacy Act acknowledgement disclaimer/authority. Signatures are a compulsory requirement.

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorize the Agent to collect information about me from:

1. My Previous letting agents and/or landlords
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA) National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Signature

Applicant Name (Applicant 1)

Date

Signature

Applicant Name (Applicant 2)

Date



**PUBLIC ENQUIRY
DEPARTMENT**
P.O. BOX 120
CONCORD NSW 2137
TEL: 190 222 0346
Calls charged at \$5.45 per minute
higher from mobile and payphones
ACN: 087 400 379
ABN: 84 087 400 379

Statement of Rental Affordability

We require you to complete this form in order for us to consider your tenancy application. We need to be certain that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

Agency Name: _____

Applicants Name: _____

Address of Property: _____

Weekly rent: _____ Rental bond: _____

Income	Weekly
Applicants income per week	\$ _____
Government benefits	\$ _____
Total income	\$ _____

Liabilities	
Car Payments	\$ _____
Outstanding rental debts	\$ _____
Credit Cards / store card payments	\$ _____
Personal Loans	\$ _____
Taxation	\$ _____
School Fees	\$ _____
Total Liabilities	\$ _____

Living expenses	
Phone / mobile	\$ _____
Health insurance	\$ _____
Rent	\$ _____
Fuel, power, gas etc.	\$ _____
Car (registration and running expenses)	\$ _____
Day to day living (food, clothing and personal)	\$ _____
Insurance (car, life, contents etc)	\$ _____
Total Living expenses	\$ _____

Total income	\$ _____
Less Liabilities	\$ _____
Sub Total	\$ _____
Less Living Expenses	\$ _____
Balance	\$ _____

Signed by applicant _____ Dated _____

TENANCY REFERENCE REQUEST

We kindly request you complete the following questionnaire and return accompanied with a copy of the tenancy ledger.

Please return by fax (02) 4972 1166



**first
national**
REAL ESTATE

Andrew McGrath

ATTENTION: _____

AGENCY: _____

Tenant / Applicant Name: _____

Rental Property Address: _____

Name & Position of person completing this form?													
For what period has/had the tenant resided at the property	From: _____ To: _____												
Current rent paid per week? Date paid to?	\$_____ per week, currently paid to ____/____/____												
Has the tenant been issued with arrears letters, rent reminders or similar during the tenancy?													
Has the tenant ever been served with Termination Notice/s? If yes, please provide details													
Type/condition of property at commencement of tenancy? (Please circle one or more appropriate descriptions)	<table style="width: 100%; text-align: center;"> <tr> <td>Executive</td> <td>Modern</td> <td>Dated</td> <td>Old</td> <td>Poor</td> <td>New</td> </tr> <tr> <td>Excellent</td> <td>Very Good</td> <td>Good</td> <td>Average</td> <td>Fair</td> <td></td> </tr> </table>	Executive	Modern	Dated	Old	Poor	New	Excellent	Very Good	Good	Average	Fair	
Executive	Modern	Dated	Old	Poor	New								
Excellent	Very Good	Good	Average	Fair									
How many periodic inspections were carried out?													
In what condition was the home maintained? ie: cleanliness, presentation, damage etc													
In what condition was the grounds/gardens maintained? ie: lawns neat, gardens weeded													
Did you ever receive any kind of neighbourhood complaints regarding the tenant/s?													
Did the tenants have any pets at the property? If yes, what type, how many and were they kept indoors?													
Were there any problems or damage concerning the pet/s? If yes, please provide some details													
Was the tenat co-operative throughout the tenancy?													
Tenants reason for vacating?													
Was any claim made from the bond? If yes, please specify details.													
Would you rent to this tenant again? If not, why?													
Signature of Agent / Landlord													

Notes / Comments: _____

Thank you for your assistance!