

Tenancy Application Form

For your application to be processed you must answer all questions.

HUNTER
ESTATE
AGENTS

AGENT DETAILS

Hunter Estate Agents
Shop 4/69 Kalang Road
Elanora Heights 2101
Phone: 02 9970 7220 **Fax:** 02 9970 7765
rentals@hunterestateagents.com.au
www.hunterestateagents.com.au

PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode	

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many people will normally occupy the property?

	Adults		Children	Age of Children		
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5. Property rental

\$	Per week OR	\$	per month
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6. Please provide details of any pets:

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

If yes: Type/Breed _____ How Many _____

7. Are you a Smoker / Non Smoker

PERSONAL DETAILS

8. Please give us your details

Mr. Ms Miss Mrs. Other

Name

Date of Birth

Driver's licence no.

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

9. Please provide your contact details

Home phone no.

Mobile phone No.

Work phone No.

Daytime No.

Email address

10. What is your current address?

Postcode	

DECLARATION – MUST BE SIGNED

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) 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 about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants; and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

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

Signature/s

Date

11. CONTACTS / REFERENCES

12. Please provide a contact in case of emergency (not living with you)

Surname

Given name/s

Relationship to you

Phone no.

13. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

N.B. Both sides of this application must be completed

APPLICANT HISTORY

14. How long have you lived at your current address?

	Years		Months
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15. Why are you leaving this address?

16. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

17. What was your previous residential address?

Postcode

18. How long did you live at this address?

	Years		Months
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19. Agent/Landlord details of this property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

EMPLOYMENT HISTORY

20. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net income?

	Years		Months
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 \$

21. Please provide your previous employment details if current employment is less than two years. What was your occupation?

Employer's name:

Length of employment

Net income?

	Years		Months
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 \$
OTHER INFORMATION

22. Car Registration

PROOF OF IDENTIFICATION REQUIRED - 100 POINT CHECK

We require each applicant 18 years and over to provide the following **IDENTIFICATION WITH A 100 POINT VALUE TOTAL OR YOUR APPLICATION WILL NOT BE CONSIDERED.**

Identification required PER applicant	Point Value
Current Rent Ledger/Rent Book (Rent Payment Record) Must show date rent was paid with dates paid to/from	50 Points
Current Driver's Licence – with photo	40 Points
Latest Electricity or Gas Account	40 Points
Current Passport	40 Points
School / University/TAFE Card	40 Points
Medicare Card	20 Points
Current Vehicle Registration	20 Points
Citizenship Certificate	10 Points
Birth Certificate	10 Points
Bank Account Statement (with name & address)	10 Points
Debit / Credit Card	10 Points
Total:	

Any ID not listed above will not be accepted. For example: pay slips, Phone Accounts, Library Cards. All ID must be in your full name & current address. Expired ID will not be accepted.

HELPFUL HINTS

- Please make sure that the application form is completely filled out and returned to our office Monday morning from a Saturday inspection and Thursday morning from a Wednesday inspection.
- We will be calling your current and previous landlord/agent for a reference. Please let them know you have lodged this application.
- We will be calling your current employer for a reference so if they are not always available please provide an alternative contact or number.
- If you are self-employed then you will need to supply the details of your accountant or someone we can verify your income with.
- I understand that if my application is approved I will be required to provide a holding deposit of 1 week rent within 24 hours.
- The quicker you return your completed application the better it is for you.

Signature of the Landlords agent

Date

 X

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