

Application for Tenancy

(to be completed by all adult applicants and unaccompanied minors)

Item

Item Schedule

1. PREMISES DETAILS

Address: _____ Lease commencement date: ____ / ____ / ____

Lease term: _____ weeks / fortnights / months / years Rent: _____ per week / fortnight / month

This section to
be completed
by the agent.

Rent in advance: _____ Being ____ 2 ____ weeks rent

Bond: _____

Preparation Fee: \$15.00 (Tenants half share)

Sub Total: _____

Less Reservation Fee: _____ (not more than 1 weeks rent)

Total amount payable on signing of tenancy agreement: _____

2. APPLICANT'S DETAILS

Name: _____ Email: _____

Phone (H): _____ Phone (W): _____ Mobile: _____ Date of Birth: ____ / ____ / ____

Driver's License/18+ card No.: _____ Passport No.: _____

Driver's License/18+ card State: _____ Passport Country: _____

Health Care Card No.: _____ Pension Card No.: _____

Health Care Card Expiry: _____ Pension Card Expiry: _____

3. APPLICANT'S HISTORY

3.1 Current Address:

Period of Occupancy: _____ Situation: **Renting / Owned / Other** Other Situation: _____

Landlord/Agent Details (if applicable) Name: _____ Phone: _____

Rent: _____ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: _____

3.2 Previous Address (if applicable):

Period of Occupancy: _____ Situation: **Renting / Owned / Other** Other Situation: _____

Landlord/Agent Details (if applicable) Name: _____ Phone: _____

Rent: _____ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: _____

3.3 Have you ever been evicted from a premises? Yes No

3.4 Are you currently in debt to any landlord or agent? Yes No

4. APPLICANT'S EMPLOYMENT

(NOTE: If either occupation is self employment please provide a statement of income from your accountant or tax returns)

4.1 Current Occupation:

Employment Type: _____ Duration: _____ Weekly Income: _____

Employer/Business Name & ACN/Centrelink Details: _____

Address: _____ Contact: _____ Phone: _____

4.2 Previous Occupation:

Employment Type: _____ Duration: _____ Weekly Income: _____

Employer/Business Name & ACN/Centrelink Details: _____

Address: _____ Contact: _____ Phone: _____

4.3 Student at:

Course name: _____ Duration: _____

5. LANDLORD / AGENT

Name: **Nelson Bay Real Estate** ABN: **59001980016**

Address: **Shop 1/35 Stockton Street** Phone: **(02) 4981 2655**

Nelson Bay NSW 2315 Fax: **(02) 4984 1621**

Email: **rentals@nelsonbayrealestate.com.au** Mobile: _____

Initials _____

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6. UTILITY CONNECTION

Please specify requirements (if any) regarding connection/disconnection of utilities:

.....
.....

7. OCCUPANTS

Number of Adults: _____ Number of Dependents: _____

Full name/s of adult/s and unaccompanied minor/s to reside on the Premises:

- 1. _____ 3. _____
- 2. _____ 4. _____

8. REFEREES (All Referees should not be related to you)

Business Referee 1: _____ Phone: _____ Relationship: _____
Business Referee 2: _____ Phone: _____ Relationship: _____
Personal Referee 1: _____ Phone: _____ Relationship: _____
Personal Referee 2: _____ Phone: _____ Relationship: _____

9. EMERGENCY CONTACT

Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.

Next of Kin: _____ Phone (H): _____
Address: _____ Phone (W): _____
Mobile: _____
Other: _____ Phone (H): _____
Address: _____ Phone (W): _____
Mobile: _____

10. PETS

Type/Breed: _____ Number: _____

11. USE OF PREMISES

Will the Premises be used for business purposes: Yes No

12. RESERVATION

(to be completed by Nelson Bay Real Estate)

To reserve the premises for a period of time:

Fee: _____ Reserved for: _____ days.

Refer to the notes on page 3

The Landlord/Agent agrees:

- not to let the premises during the reservation period, and not to enter into another reservation period for the same premises prior to termination/expiration of the reservation period,
- to credit the reservation fee against the rent if applicant enters into a tenancy agreement,
- should repairs or other works be agreed in writing to be carried out during the reservation period not be completed in that time, the reservation fee will be refunded, and
- if the Applicant withdraws, the Landlord may retain rent for the days the premises was reserved.

Applicant's Signature: _____

Agent's Signature: _____

Date: ____ / ____ / ____

Date: ____ / ____ / ____

13. ADDITIONAL CONDITIONS

.....
.....
.....
.....

14. SIGNATURES

Applicant's Signature: _____

Agent's Signature: _____

Date: ____ / ____ / ____

Date: ____ / ____ / ____

Initials _____

Before the lease starts

Inspecting the property.

We require all applicants to personally inspect the relevant property, before their application is approved. Where there is more than one applicant, a separate application form must be completed for each applicant.

Appointments for inspections can be made by telephoning our office, on (02) 49812655

Completing the application

After inspecting the property, you can submit an application:

- By email (rentals@nelsonbayrealestate.com.au)
- By fax to (02) 49841621
- In person to Shop 1 / 35 Stockton Street, Nelson Bay.

Be sure to complete all details in full, and provide the requested supporting documentation. This will help to have your application dealt with promptly.

In most instances, you will be notified within 24 hours as to whether your application has been approved.

At that time, the commencement date and length of the lease is confirmed.

Payment of Reservation Fee

If your application is approved, you will be required to immediately pay a reservation fee to hold the property.

At the time of paying the fee, an appointment will be made for the purpose of signing the Residential Tenancy Agreement (lease).

The reservation fee is an amount equal to one (1) weeks rent. This will form part of your rent payment from the day you take possession of the property.

Should you decide to withdraw your application, you may receive a refund of the reservation fee.

The refund will depend on when the application is withdrawn. It is calculated on a daily basis. So, if you decide the day after receiving approval and paying the reservation fee that you no longer want the property, then you will receive 6/7 of the fee. If it is seven days after, then you will not be entitled to any refund.

Signing the Lease Agreement (Residential Tenancy Agreement)

At the time you pay the reservation fee, an appointment will be made with you, for the purpose of signing the lease agreement. This is a standard Residential Tenancy Agreement, as set out in the relevant regulations. It contains all requirements for both tenant and landlord.

On signing the agreement, you will be provided with:

- A copy of the agreement
- The Residential Premises Condition Report (in duplicate). This must be completed, dated, signed and returned to our office within seven (7) days
- A full set of keys for each person signing the agreement
- Bank Account details for payment of rent after the initial payment(s).

Making the Initial Payment

At the time of signing the lease agreement, you will be required to pay:

- One (1) weeks rent (bank cheque or money order). This is on top of the original one week reservation fee paid previously, so at that time you will be two weeks in advance.
- The rental bond (bank cheque or money order only; made payable to the Rental Bond Board). The amount is 4 weeks rent for unfurnished premises.

Things to do before you move in:

- Ensure that the electricity and telephone are connected and in your name. ([click here for contact details](#))
- Make sure you have contents insurance on your possessions. The owner's insurance cannot under any circumstances cover your goods.

Please attached the following to your application:

- Photo ID
- Proof of Income
- Any rent receipts/or rental ledger
- A copy of your last lease.
- If you own your home a copy of a rates notice.
- Any bills paid recently.

NOTE: If your application is successful and a lease is entered into, breaching the tenancy agreement may result in your personal information being listed on a tenancy database. Signing this tenancy application is an acknowledgement on your part that you have been advised of this.

Terms of Application

1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct,
- (2) it is not bankrupt or insolvent.

2. Applicant Agrees

2.1 The Applicant agrees that:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) the Applicant understands that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by a method acceptable to the Agent. Such payments to be Cleared Funds prior to occupancy.

2.2 On signing this Tenancy Application the Applicant agrees the Agent is authorised to make enquiries to verify the information contained in the Item Schedule with relevant tenancy databases including databases of the Applicant's previous Letting Agents.

3. Privacy Statement

The Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf. You as the Applicant acknowledge the Agent may subject to the *Privacy Act 1988 (CTH)* (where applicable) collect, use and disclose your personal information as follows:

- (1) to the Principal of the Premises to which this Tenancy Application applies; and/or
- (2) administration; and/or
- (3) legislative, regulatory and insurance requirements relating to administration of the Premises and use of the Agent's services; and/or
- (4) in order to facilitate the carrying out of works with respect to the Premises by tradespeople engaged by the Agent/Landlord.

If you have opted to use a utility connection service, you consent to the disclosure of the information contained in this application to the utility connection provider for the purpose of enabling the connection and/or disconnection of your services.

Without provision of certain information the Agent may not be able to act effectively or at all on the Principal's behalf as a result of which your application may not contain sufficient information to be acceptable to the property owner. The Applicant has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

Applicant's Personal Information Consent

I _____, the Applicant, give my consent for _____ to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the *Privacy Act 1988 (CTH)*) with relevant tenancy databases including databases of my previous Letting Agents.

Applicant's Signature: _____ Date: ____ / ____ / ____