

BUNDANOON Real Estate

11 Railway Avenue, Bundanoon NSW 2578

Ph: 4883 6128 **Fax** 4883 6842

Email rentals@bundanoonrealestate.com.au

APPLICATION FOR TENANCY

PROPERTY APPLIED FOR

Address

Rent p/w: Preferred Move In Date: Lease Length: _____

PERSONAL DETAILS *(A separate application form must be completed for each adult)*

Surname: Given Names:

DOB: Drivers Licence No: Vehicle Rego:

Home Ph: Work: Mobile:

Email Address:

Current Address:

NUMBER OF PERSONS WHO WILL OCCUPY THE PREMISES

Adults: Children/Ages:

Residents Smoking: Yes No

Pets: Yes No NOTE: If Yes, the "Pet Declaration" on page 2 **must** be completed.

OCCUPATION:

Position held:

Employer: Length of Employment

Contact Person Ph

Weekly Income after tax \$

TENANT OR SELLING HISTORY

Name of present landlord/agent:

Business Address:

Address of Rented Property::

Ph Fax Contact

Period of Tenancy: Rent p/w

Do you need to give notice at your current address? Yes No

If so, how much notice is needed?

Reason for leaving current property:

REFERENCES: Please provide the name and **daytime** contact number of a personal referee. They **cannot** be a partner or relative.

1. _____

2. _____

PERSON TO BE NOTIFIED IN AN EMERGENCY - NEXT OF KIN Provide primary phone number

Name: Ph:

Address:

Relationship:

INITIAL AND ONGOING PAYMENTS

Upon application approval, you have agreed to pay 2 weeks rent in advance and bond (4 weeks rent). This must be paid by cash, cheque or via internet transfer at least 4 days before commencement of lease. After your application has been approved, all rent will be paid via Direct Debit from your nominated account. **These details will be required when paying your holding deposit.**

First two weeks rent in advance \$ _____

Rental Bond (4 weeks rent sent to the Bond Board) \$ _____

Total payable on signing Tenancy Agreement \$ _____

DIRECT DEBIT ACCOUNT DETAILS

Account Name:

Bank: Branch:

Account Number: BSB:

DECLARATION OF PET/S

Type/Breed: _____ Sex: Male / Female

Size of Pet/s: (please circle) SMALL MEDIUM LARGE

I UNDERSTAND THAT THE ABOVE PET/S WILL NOT BE ALLOWED INSIDE THE HOUSE, AND THAT ANY DAMAGE TO THE PROPERTY BY THE PET/S IS THE TENANTS RESPONSIBILITY.

NOTE: Tenants are responsible for connecting services such as phone, electricity and gas as applicable. The tenant will be charged for water usage at the property, if the water meter is separately metered.

During your inspection of the property you are applying for, did you find it to be in good condition? Yes No

If no, give details

I, the applicant, understand and agree to the following tenancy conditions with Bundanoon Real Estate:

1. I understand that should my application be accepted, a holding deposit of 1 weeks rent is due & payable within 24hours of acceptance. The remainder of the rent in advance, bond & lease fee is to be paid in the following manner:

Cheque or Bank Transfer – at least 4 days before keys are collected

Cash – payable on the day the keys are collected

2. I understand that rent must be paid on time and in advance every week. Once rent is 14 days in arrears, a termination process will begin.
3. I understand that should my application be declined, the Agent is not required to disclose why or supply and reasons for the application being declined.
4. I understand that should my application be declined, the Agent will keep a copy of the full application and supporting documents on file for a period of 60 days. After this time, the full application will be destroyed.
5. I understand that if I/we haven't inspected the property with a representative of Bundanoon Real Estate, my/our application will not be formally approved until such an inspection has taken place.

Signature of Applicant:

PRIVACY POLICY

The information collected by Bundanoon Real Estate is used only for the purpose of assessing applications; we do not provide information to any individual or company except those government departments allowed by the Privacy Act.

Signed: _____ on behalf of Bundanoon Real Estate

To process your application we will require the following information:

- ❑ Fully completed application form, no blanks.
- ❑ Two forms of identification – Licence, Passport, Age Card, Medicare, Credit Card.
- ❑ Proof of income – pay slip, bank statement, Centrelink statement.
- ❑ A reference from previous landlord or agent
- ❑ Proof of current residential address – Telstra account, electricity account etc
- ❑ Copy of current rental ledger. Simply ask your agent for a print out.
- ❑ And as required, any additional supporting documentation.

A failure to supply the above details *may* mean that your application will not be processed.

All documentation provided will be photocopied and retained for our records.
The originals will be handed back to you.

Please allow 5-7 business days for your application to be processed.

This application is subject to assessment by the Landlord. It may be approved or declined. If your application is declined, the Landlord is not obligated to provide a reason.

The Privacy Act 1988 requires that any organization that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organization. Bundanoon Real Estate collects information that is required to gain a useful and better understanding of the tenancy applicant(s). The information collected is only used for the purpose of assessing the application. Bundanoon Real Estate does not provide information it collects to any individual or company except those government departments and/or agencies allowed by the Privacy Act to obtain that information. Further information can be obtained by contacting John Byrne at the office.

OFFICE USE ONLY – Applicant to sign only

BUNDANOON Real Estate

11 Railway Avenue Bundanoon (02) 4883 6128
PO Box 275 Bundanoon NSW 2578 Fax (02) 4883 6842

Date:

To:

Fax Number:

From:

Pages:

Re: Privacy Statement

AUTHORITY AND DECLARATION BY APPLICANT

I authorise **Bundanoon** Real Estate to:

1. Check with my previous or current employer, my previous or current landlord/Agent, and the referees named as my suitability as a tenant.
2. To request and receive from any tenancy record services and from other real estate agencies information regarding my previous tenancies.
3. To report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.

I declare that the information given in this application is true and correct. I have physically inspected the premises. I am financially able to meet the commitments under the Residential Tenancy Agreement and I am neither bankrupt nor insolvent.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Please forward a copy of the above applicant's rental ledger.

Our office will be in contact with you shortly for a reference.

Regards,

BUNDANOON REAL ESTATE