

TENANT APPLICATION INFORMATION

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

100-POINT IDENTIFICATION CHECK - PLEASE TICK DOCUMENTS PRESENTED

- | | | | | | |
|-----------|-----------------------|--------------------------|-----------|----------------------------------------------|--------------------------|
| 50 points | Previous Rent Ledgers | <input type="checkbox"/> | 20 points | Min. 2 references from previous Agent/Lessor | <input type="checkbox"/> |
| 30 points | Passport | <input type="checkbox"/> | 20 points | Current Motor Vehicle Rego Papers | <input type="checkbox"/> |
| 30 points | Driver's Licence | <input type="checkbox"/> | 10 points | Copy of Telstra/Country Energy/Gas Account | <input type="checkbox"/> |
| 20 points | Birth Certificate | <input type="checkbox"/> | 10 points | Other Identification | <input type="checkbox"/> |

**APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED.
EACH APPLICANT MUST COMPLETE A SEPARATE APPLICATION.**

PROPERTY ADDRESS _____

Rental Amount \$ _____ Bond \$ _____

I understand rental affordability is calculated at no more than (1/3) of your income/s – Initial/s _____

HOW do I calculate this???

Multiply the weekly rent amount by three and your combined NET (after tax) income must be at least that.

APPLICATION MUST BE COMPLETED IN FULL

(1)

Name		D.O.B.		/	/
Are you known by another name					
Contact Number	- Home	Work	Mobile		
Email address			Fax		
Number of dependents to reside in property			Total occupants		
Age of dependents			<i>(You must list ALL occupants names below)</i>		
Car registration	Driver's licence number		Licensed state		
Passport number	18+ Card number		Other ID		
Number of cars to be kept at the property			Are all cars registered? - Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike - be kept at the property?					
Pets (Check with agent) - Yes <input type="checkbox"/> No <input type="checkbox"/>		Number	Type/ Breed/ Name:		
Are the pets registered with the council - Yes <input type="checkbox"/> No <input type="checkbox"/>			Inside <input type="checkbox"/>	or Outside <input type="checkbox"/>	
Do you have contents insurance - Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you a smoker - Yes <input type="checkbox"/> No <input type="checkbox"/>		
If the property has a pool – Have you cared for a pool previously?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

CURRENT ACCOMMODATION DETAILS**(2)**

Address	Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	\$ _____ per week
Name of Real Estate, Lessor or Agent if property sold			
Suburb	Phone		
Fax:	Email:		
Period of occupancy	/ / to / /	Reason for leaving	
Do you expect the bond to be refunded in full Yes <input type="checkbox"/> No - If no, why			

PREVIOUS ACCOMMODATION DETAILS IF ABOVE IS LESS THAN 5 YEARS

Address	Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	\$ _____ per week
Name of Real Estate, Lessor or Agent if property sold			
Suburb	Phone		
Fax:	Email:		
Period of occupancy	/ / to / /	Reason for leaving	
Do you expect the bond to be refunded in full Yes <input type="checkbox"/> No - If no, why			

PREVIOUS ACCOMMODATION DETAILS IF ABOVE IS LESS THAN 5 YEARS

Address	Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	\$ _____ per week
Name of Real Estate, Lessor or Agent if property sold			
Suburb	Phone		
Fax:	Email:		
Period of occupancy	/ / to / /	Reason for leaving	
Do you expect the bond to be refunded in full Yes <input type="checkbox"/> No - If no, why			

PERSONAL REFERENCES - Does not include relatives - must have known you for a minimum of 6 mths

Name	Address
Relationship	Phone
Name	Address
Relationship	Phone
Name	Address
Relationship	Phone

NAME OF NEXT OF KIN or other person to contact in case of an emergency _____

Address _____ Phone _____

(3) INCOME DETAILS - PAYSLEIPS OR CURRENT CENTRELINK STATEMENT MUST BE PROVIDED

Occupation	Period of employment		
Employer	NETT WAGE PER WEEK \$ _____ (after tax)		
Address	Phone		
Full - time <input type="checkbox"/>	Part - time <input type="checkbox"/>	Casual <input type="checkbox"/>	(_____ hours per week)
If less than 6 months - Previous Employer			
Occupation	Period of employment		
Address	Phone	Weekly wage \$ _____	
Full - time <input type="checkbox"/>	Part - time <input type="checkbox"/>	Casual <input type="checkbox"/>	(_____ hours per week)

(4) TERMS AND CONDITIONS AUTHORITY AND PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I, the applicant, understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant will be a suitable tenant for the property.

Please acknowledge the following:

I understand this is an application for pre-approval prior to inspecting the property.

I understand I must inspect the property prior to formal approval of this application.

If approved I wish to take a tenancy of such premises for a period of _____ months/years from _____ / _____ / _____ at a rental of \$ _____ per week. The rent to be paid is within my means and I agree to pay a bond of \$ _____ online with the Department of Fair Trading <https://rbo.fairtrading.nsw.gov.au/tenant/login>

Do you have a Department of Fair Trading Bonds Online account? Yes No

I, the applicant, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's creditworthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches that may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, creditworthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third-party operators of tenant default registry agents and/or other agents. _____ **TENANTS INITIALS**

Once the application has been approved I agree to pay a minimum of the first **ONE** weeks rent to secure the property within 24 hours. In this instance that being **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST ONE WEEKS RENT AS A HOLDING DEPOSIT. RENT IS THEN PAID FORTNIGHTLY FROM THE COMMENCEMENT OF YOUR LEASE** _____ **TENANTS INITIALS**

In the event that the application is successful, acceptance is communicated and the first **two** weeks rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agree that this tenancy shall be binding **and** I will make an appointment for the signing of the documents.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of. I hereby give my authority for you to obtain references.

I hereby give my authority for any previous landlord/agent to give reference details to Noble Realty in order to process this application.

APPLICANT/S SIGNATURE _____ DATE _____

AGENT to witness _____ DATE _____

(5)

QUESTIONS - PLEASE READ AND COMPLETE:

SMOKING CLAUSE

Acknowledged

It is our company policy that no smoking is permitted inside the property due to health and safety and fire risks.

PROCESSING AN APPLICATION

Acknowledged

In most instances, we are able to process your application within 48 hours and will advise you of the outcome by telephone. If, however we are unable to contact all of your referees, this process may take longer. Please note that if your application **is declined, the agent is not legally obliged to give a reason and** your details will be held on file for one month. Following this period all details held will be disposed of.

BOND LODGEMENT

Acknowledged

Rental bond must be paid on line directly with the Department of Fair Trading. I understand I will be required to register to do this if my application is approved. <https://rbo.fairtrading.nsw.gov.au/tenant/login> .

Have you ever been evicted or are you in debt to another Lessor or Agent? Yes No

If yes, give details _____

I, the applicant, accept the property in its present condition Yes No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details _____

Do you have any objection to being contacted by text? Yes No

If no, your preferred option is: Phone Email

PLEASE READ AND ACKNOWLEDGE ITEMS BELOW:

I have 100 points of ID Yes

I have completed section 1 with all personal details Yes

I have completed section 2 with a minimum of 5 years rental history and agent contact details Yes

I have completed section 3 with my employment details, earnings and employer contact details. Yes

I have completed section 4 in full and signed. Yes

I have completed all questions in section 5 in full. Yes

Do you have a Department of Fair Trading Bonds Online account? Yes No

I understand if this application is not completed in FULL it will not be processed. Yes

I understand if my rental percentage is greater than 33% this application will not be processed. Yes

PLEASE ENSURE YOU COMPLETE THE 4 PAGES IN FULL OR YOUR APPLICATION WILL NOT BE PROCESSED

OFFICE USE ONLY:

Date received / / Received by _____

Application signed and all details complete