

# TENANT APPLICATION INFORMATION

## WHAT YOU NEED!!

### PHOTO IDENTIFICATION

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

### REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a **minimum of 100 points** for your application to be considered.

### 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.**

<b>PROPERTY ADDRESS</b> _____	
Rental Amount \$ _____	Bond \$ _____
I understand rental affordability is calculated at no more than 33% (1/3) of your income/s – Initial/s _____	
	<b>My % is</b> _____

## APPLICATION MUST BE COMPLETED IN FULL

### APPLICANT'S DETAILS

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**

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:		
Was the bond 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:		
Was the bond 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 \_\_\_\_\_

**INCOME DETAILS - PAYSLEIPS OR CURRENT CENTRELINK STATEMENT MUST BE PROVIDED**

Occupation	Period of employment
Employer	<b>NETT WEEKLY WAGE \$ _____</b>
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)
<input type="checkbox"/>	

**PLEASE READ AND ACKNOWLEDGE ITEMS BELOW:**

I have completed **every** section of this application – no additional documentation is required. Yes

I have 100 points of ID Yes

**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> .

**QUESTIONS - PLEASE READ AND COMPLETE:**

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 ENSURE YOU COMPLETE THE 4 PAGES IN FULL**

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**OFFICE USE ONLY:**

Date received        /        /        Received by \_\_\_\_\_

Application signed and all details complete         100 point ID check supplied

# 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. I have inspected the above listed rental property and 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>

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 **TWO** 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 TWO WEEKS RENT AS A HOLDING DEPOSIT.** \_\_\_\_\_ **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** \_\_\_\_\_