

FORM 1

TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied
Each applicant must complete a separate Application

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. The Lessor will require you to submit a minimum of 100 points using the system detailed below for your application to be considered.

100 point check - Should you be unable to meet the 100 point check criteria, please speak with the Property Manager

50 points	Last 4 rent receipts	10 points	Current Motor Vehicle Rego Papers
40 points	Drivers License, Passport	20 points	Min. 2 references from previous Agent/Landlord
30 points	Photo Identification	25 points	Medicare Card, Bank Card
10 points	Birth Certificate	10 points	Copy of Telstra/Electricity/Gas Account
10 points	Other Identification		

- Photo Identification (18+ card, drivers licence, University or TAFE card, passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (phone bill, electricity account, lease agreement, council rate notice)
- Proof of regular housing payments (rent receipts, tenant ledger, proof of mortgage payments)
- Proof of income (wage slips, bank statements, employee letter, Centrelink letter).
- Written References (personal, rental references, employment)

PROCESSING AN APPLICATION

In most instances we are able to process your application over the next two business days and advise you by telephone. If we are unable to contact all of your referees this process may take longer.

PAYMENT of 1st weeks rent

Once the application has been approved you will be required to pay one weeks rent to secure the property. Please note that this must be paid in cleared funds (cash or bank cheque). Personal cheques will not be accepted when paying the initial monies. The Property will not be secured for you until this money is received.

APPROVAL OF AN APPLICATION

Once you have paid your first weeks rent you will be required to sign or receive a copy of your Tenancy Agreement, Bond Lodgement Form, Body Corporate By Laws (if applicable) and The Renting Guide Booklet. It is important that you carefully read these documents prior to taking up tenancy.

PRIVACY ACT 1988 - COLLECTION NOTICE

THE PERSONAL INFORMATION THE PROSPECTIVE TENANT PROVIDES IN THIS APPLICATION OR COLLECTED FROM OTHER SOURCES IS NECESSARY FOR THE LESSOR TO VERIFY THE APPLICANT'S IDENTITY, TO PROCESS AND EVALUATE THE APPLICATION AND TO MANAGE THE TENANCY. PERSONAL INFORMATION COLLECTED ABOUT THE APPLICANT/S IN THIS APPLICATION AND DURING THE COURSE OF THE TENANCY IF THE APPLICATION IS SUCCESSFUL MAY BE DISCLOSED FOR THE PURPOSE FOR WHICH IT WAS COLLECTED TO OTHER PARTIES INCLUDING TO THE LANDLORDS, REFEREES, OTHER AGENTS AND THIRD PARTY OPERATORS OF TENANCY REFERENCE DATABASES. INFORMATION ALREADY HELD ON TENANCY REFERENCE DATABASES MAY ALSO BE DISCLOSED TO THE LESSOR AND/OR LANDLORDS. IF THE APPLICANT(S) ENTERS INTO A RESIDENTIAL TENANCY AGREEMENT, AND IF THE APPLICANT FAILS TO COMPLY WITH THEIR OBLIGATIONS UNDER THAT AGREEMENT, THAT FACT AND OTHER RELEVANT PERSONAL INFORMATION COLLECTED ABOUT THE APPLICANT DURING THE COURSE OF THE TENANCY MAY ALSO BE DISCLOSED TO THE LANDLORDS, THIRD PARTY OPERATORS OF TENANCY REFERENCE DATABASES AND/OR OTHER AGENTS.

IF THE APPLICANT WOULD LIKE TO ACCESS THE PERSONAL INFORMATION THE LESSOR HOLDS, THEY CAN DO SO BY CONTACTING NEIL PICKFORD & FRAN MILLINGTON, PO BOX 22, JAMISON ACT 2614, PHONE: 0422 911717. THE APPLICANT CAN ALSO CORRECT THIS INFORMATION IF IT IS INACCURATE, INCOMPLETE OR OUT-OF-DATE.

IF THE INFORMATION IS NOT PROVIDED, THE LESSOR MAY NOT BE ABLE TO PROCESS THE APPLICATION AND MANAGE THE TENANCY.

FORM 1

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

COLLECTION OF ACCES CARD & KEYS

You will need to collect the keys, security access cards, finalise payment of monies and sign all documents in these hours.

PAYMENT OF RENT & BOND

Prior to taking possession of the property we require 2 weeks rent and 4 weeks bond. **The Lessor does not accept full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer please discuss this with the Lessor prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or cash prior to collecting the keys.

BOND LODGEMENT

It is important to know, that all parties signing the bond lodgement form at the commencement of the tenancy must be present at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form can result in delays of up to 4 weeks for monies to be released. You will also need to inform the Lessor of the portion of bond each tenant is contributing.

PAYMENT OF RENT

It is our policy that we do not accept cash for any rental payments. We do offer a number of alternative methods for your convenience. Payment of rent can be by cheque or direct to the bank. This will be discussed with you in further detail when signing your tenancy agreement.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the lease prior to collecting the keys. The keys will not be released unless all occupants have signed the lease, shown photo identification and paid all monies in cleared funds and in full.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect/transfer the electricity / telephone and to ensure that it is disconnected at the end of the tenancy. All connection/transfer costs and deposits are the tenant's responsibility.

ActewAGL (Electricity) 13 14 93 TransACT (CableTV+Phone) 13 30 61 TELSTRA (Telephone) 13 22 00

CONDITION REPORTS

When you move into the property, be very particular with the condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for discrepancies when you vacate. **You must return the condition report to the Lessor within seven (7) days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

CONTACT PHONE NO.

It is the tenant's responsibility to notify the landlord of their new home phone number. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Should your work telephone number change we must also be notified.

TENANT DEFAULT AGENCY should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with TICA. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact the Lessor to discuss the matter in further detail.

APPLICATION FOR RESIDENTIAL TENANCY

The pages of this application must be completed in full & signed or your application will NOT be processed

RENTAL PROPERTY: 8/18 MOORE STREET, (THE AVENUE), TURNER, ACT 2612 Available 25 August 2014

APPLICANTS DETAILS

Surname	Given Names	D.O.B.	/	/
Contact No. Home	Work	Mobile		
Email Address	Fax No			
Number of Persons to Reside in Property		<i>(You must list ALL persons names below)</i>		
Car Registration	Drivers Licence No.	Licensed State		
Passport No.	18+ Card No.	Other ID		
Marital Status	Children <input type="checkbox"/> Yes <input type="checkbox"/> No	Ages	Living with you <input type="checkbox"/> Yes <input type="checkbox"/> No	
Car Make/Model & Year		No of Cars to be kept on premises		
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed	
Are the pets registered with the ACT government <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No		

Full name of all persons other than applicant wishing to occupy the premises

CURRENT RENTAL DETAILS – If you are considering a bond transfer, contact the Lessor

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

PREVIOUS RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone		
Period of occupancy	/ / to / /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

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

Name of Relative or Other Person to Contact in Case of Emergency _____

Address _____ Phone _____

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “ PER WEEK “

Occupation	Period of employment	
Employer	Net Weekly wage \$	
Address	Phone	
Please attach Business Card (if you have one) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
If less than 6 months Previous Employer		
Occupation	Period of employment	
Address	Phone	Net Weekly wage \$
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (hours per week)
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$	
<input type="checkbox"/> Pensioner Type	Allowance \$	
<input type="checkbox"/> Unemployment benefit	Allowance \$	
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$	
Address	Phone	
How long established	ABN No.	
Accountant Name	Phone	
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$	

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?: To Let Sign Rental List
 Telephoned Newspaper _____ All Homes Other Internet

QUESTIONS

Have you ever been evicted or are you in debt to another Landlord or Agent Yes No
 If yes, give details _____

I/WE, THE APPLICANT(S) ACKNOWLEDGE THAT ALL THE INFORMATION PROVIDED BY MYSELF/US ON THIS APPLICATION FORM WILL BE PROCESSED AND I/WE GIVE AUTHORITY FOR THE LESSOR TO CONTACT ANY PERSON, COMPANY OR INSTITUTION, FOR THE PURPOSE OF RENTAL CHECKS.

I/WE, THE APPLICANT(S) FURTHER ACKNOWLEDGE THAT I/WE WILL MAKE NO CLAIM OR DEMAND ON OR COMMENCE LITIGATION AGAINST THE LESSOR OR HIS AGENT SHOULD THE PREMISES BE FOUND TO BE UNAVAILABLE DUE TO OCCUPATION BY ANOTHER OCCUPIER.

I/WE HAVE BEEN MADE AWARE OF THE EXISTENCE OF THE RENTAL BOOKLET (AVAILABLE FROM CONSUMER AFFAIRS BUREAU).

I/WE, THE APPLICANT(S) DO SOLEMNLY AND SINCERELY DECLARE THAT I AM/WE ARE NOT A BANKRUPT OR AN UNDISCHARGED BANKRUPT AND AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I HAVE INSPECTED DOCUMENTATION ON THE ABOVE MENTIONED PREMISES AND WISH TO TAKE A TENANCY FOR SUCH PREMISES FOR A **PERIOD OF 12/18 MONTHS, AT A RENTAL OF \$450.00 PER WEEK PAYABLE FORTNIGHTLY** AND THAT THE RENTAL TO BE PAID IS WITHIN MY MEANS. I UNDERTAKE TO PAY A SECURITY BOND IN BANK CHEQUE, MONEY ORDER, BANK TRANSFER OR AS REQUESTED UPON THE SIGNING OF A LEASE.

I/WE, HEREBY ACKNOWLEDGE THAT THE LESSOR MAY REFUSE OR CANCEL ANY TENANCY APPLICATION IF ANSWERS PROVIDED BY ME/US SHOULD NOT PROVE TO BE TRUE.

I/WE DO NOT NOR INTEND TO HAVE A PET IN OR ON THE PREMISES WITHOUT PERMISSION IN WRITING FROM THE LANDLORD OR THEIR AGENT.

PLEASE NOTE - INITIAL PAYMENT MUST BE MADE BY CASH, ELECTRONIC BANK TRANSFER, MONEY ORDER OR BANK CHEQUE ONLY - NO PERSONAL CHEQUES WILL BE ACCEPTED FOR THIS PAYMENT.

APPLICANT(S) SIGNATURE: _____

IN THE PRESENCE OF: _____ DATE: _____