



3/65 Andy Poole Dr, Tathra 2550  
F: 02-6494 4700  
T: 02-6494 4500  
E: mail@tathrare.com.au

# Application for Tenancy

(One per Person)

I apply for a tenancy of the below property which I inspected on: \_\_\_\_\_

**PREMISES:** \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DRIVERS LICENSE: \_\_\_\_\_ REGO NO: \_\_\_\_\_

PH: \_\_\_\_\_ W: \_\_\_\_\_ M: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NUMBER OF OCCUPANTS: \_\_\_\_\_ ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_

PARTNERS NAME: \_\_\_\_\_

WILL YOU HAVE PETS: YES / NO TYPE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PERIOD OF EMPLOYMENT: \_\_\_\_\_

GROSS WEEKLY WAGE/SALARY: \_\_\_\_\_

ADDITIONAL INCOME OR BENEFITS RECEIVED: \_\_\_\_\_

(If self employed, evidence will be required such as Tax Returns or Accountant details)

ACCOUNTANT DETAILS/OTHER: \_\_\_\_\_

PERSONAL REFERENCE: (1) \_\_\_\_\_

BUSINESS REFERENCE: (1) \_\_\_\_\_

---

---

NAME OF **CURRENT** LANDLORD/AGENT: \_\_\_\_\_

(If you own the property that you are currently residing in, a copy of the rates notice must be shown)

CONTACT: \_\_\_\_\_ PERIOD OF TENANCY: \_\_\_\_\_

RENT / WEEK: \$ \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

NAME OF **PREVIOUS** LANDLORD/AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PERIOD OF TENANCY: \_\_\_\_\_

RENT / WEEK: \$ \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

---

---

PERSON TO CONTACT IN AN EMERGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

---

---

**THE FOLLOWING QUESTIONS MUST BE ANSWERED:**

HAS YOUR TENANCY EVER BEEN TERMINATED BY A LANDLORD OR AGENT YES / NO

If yes, give details \_\_\_\_\_

ARE YOU IN DEBT TO ANOTHER LANDLORD OR AGENT YES / NO

If yes, give details \_\_\_\_\_

HAVE ANY DEDUCTIONS EVER BEEN MADE FROM YOUR RENTAL BOND YES / NO

If yes, give details \_\_\_\_\_

**I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.**

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I, the applicant acknowledge & consent to the Agent verifying personal, employment and tenancy references to facilitate this application process.

THIS APPLICATION IS MADE BY ME/US: \_\_\_\_\_

ON DATE: \_\_\_\_\_ FOR THE PROPERTY: \_\_\_\_\_

I/We, the said applicant/s declare that all the information contained in this application is true and correct and that the information is provided of my/our own free will. I/We further authorise **TATHRA BEACH REAL ESTATE** (the agent) to contact any of the referees/references supplied by me/us in this application for verification of the details provided.

I declare the following:

1. I wish to apply to rent the above mentioned property for a period of \_\_\_\_\_ months, commencing on \_\_\_\_\_.
2. I agree that the rent is \$\_\_\_\_\_ per week and that the rental bond is \$\_\_\_\_\_.
3. I the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt.
4. I authorise **Tathra Beach Real Estate** to access and check any information that may be listed on me on the TICA Default Tenancy Control Pty Ltd and any other relevant tenancy database.
5. I authorise **Tathra Beach Real Estate** to check with my current and/or previous employers, current and/or previous real estate agents/landlords and the referees named as to my suitability as a tenant.
6. I agree and understand that in the event of this application being declined there is no requirement at law for the Agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
7. I agree and understand, that in the event of this application being approved by the agent/landlord, the agent may report any defaults in relation to the tenancy with TICA Default Tenancy Control Pty Ltd. I understand that in the event of a default being reported to TICA, the removal of such information is subject to the guidelines of the NSW Office of Fair Trading.
8. I agree and understand that in the event of this application being approved all initial monies will be paid to the agent via cash, bank deposit, bank cheque or money order.
9. I agree that no keys for the property will be provided by the agent until such time as all monies owed are paid in full.
10. I agree to allow the agent to photocopy the information supplied by me for their records.
11. I have inspected the subject premises & accept them as inspected.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Agents Signature

## PRIVATE & CONFIDENTIAL TENANT REFERENCE CHECK

**Applicants Name:** \_\_\_\_\_

**Authorise:** \_\_\_\_\_ **(current Agent/Landlord)**

To please complete the following information to assist in my/our application through **Tathra Beach Real Estate** and kindly Fax this form along with a copy of the Tenancy Ledger to them: **02-6494 4700**.

- 
- 
- |     |   |                     |
|-----|---|---------------------|
| 1.  | Duration of Tenancy_____  | Weekly Rent \$_____ |
| 2.  | Was the rent paid in advance ?  | YES / NO            |
| 3.  | Were there any rental dishonours ?  | YES / NO            |
| 4.  | Were there any Termination Notices or breach remedy notices given ?             | YES / NO            |
| 5.  | Were Agency/landlord routine inspections satisfactory ?                         | YES / NO            |
| 6.  | Has the tenant maintained the property in an undamaged condition ?              | YES / NO            |
| 7.  | Were the lawns/gardens (if applicable) maintained by the tenant ?               | YES / NO            |
| 8.  | Were there any problems with animals being kept at the property (if applicable) | YES / NO            |
| 9.  | Was there, or will there be to your knowledge, a claim on the rental bond ?     | YES / NO            |
| 10. | Have any matters been before the CTTT (Tenancy Tribunal) ?                      | YES / NO            |
| 11. | Would you rent to this tenant again ?   | YES / NO            |

Further comments on any of the items above or the tenancy:

\_\_\_\_\_  
\_\_\_\_\_

Current Property Manager/Landlords Name:\_\_\_\_\_

Signature: \_\_\_\_\_

Phone No:\_\_\_\_\_ Date:\_\_\_\_\_

---

---

**Signature of Applicant:**\_\_\_\_\_ **Date:**\_\_\_\_\_



## APPLICATION FOR TENANCY

Thank you for your interest in one of our rental properties.

An application form should be lodged for each adult that is to reside at the property however this can be discussed at the time of lodging your form/s. Applications that are incomplete shall not be processed.

**When lodging your application, we shall require the following:**

**Proof of your current income in the form of:**

- Last 2 payslips; or
- Centrelink Statement (if applicable); or
- If you are self employed, please provide your accountants details where indicated or a copy of your most current Tax Assessment; or
- If you are starting new employment, either the contact name & phone number of the employer or a signed letter of Appointment for the position from the employer;

**Two Proofs of Identification (see 100 Point ID Checklist) ie:**

- Drivers License or similar Photo ID;
- Bank Statement;
- Passport;
- Rental receipt, ledger or copy of Tenancy Agreement;
- Birth Certificate;
- Pension Card;
- Medicare Card;
- Motor vehicle registration papers
- Utilities accounts ie. Telstra, Electricity or Gas

**On approval of your application: a commencement date shall be confirmed and an appointment to sign the Tenancy Agreement made. All monies due shall be required in CASH / BANK CHEQUE / MONEY ORDER ie. 2 Weeks Rent (minus any Reservation Fee already paid), 4-6 Weeks Rent as Bond (depending on whether the property is unfurnished or furnished) and \$15.00 Lease Preparation Fee.**

**If your application is not successful, you shall be advised by the contact details provided.**

The property shall remain on the Rental Market until such time as a Reservation Fee has been paid by the prospective tenant and a Residential Tenancy Agreement has been arranged to be executed. The prospective tenant acknowledges that if they decide not to enter into such an agreement after paying the Reservation Fee, and the premises were not let or otherwise occupied during the period that was reserved for them, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee.

---

APPLICANT'S SIGNATURE

---

AGENT'S SIGNATURE

---

DATE

# NOTICE TO ALL TENANCY APPLICANTS

## 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points.

Should you have difficulties in providing the identification please contact our office to discuss prior to lodging your application.

DRIVERS LICENSE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEDGER	25 POINTS
PREVIOUS TENANCY AGREEMENT	25 POINTS
PREVIOUS 2 RENT RECEIPTS	25 POINTS
RENTAL BOND RECEIPT	25 POINTS
PAY SLIPS (2)	20 POINTS
BANK OR CREDIT CARD STATEMENT	20 POINTS EACH
PENSION CARD	15 POINTS
COUNCIL OR WATER RATES	15 POINTS
MEDICARE OR HEALTH CARE CARD	15 POINTS
MOTOR VEHICLE REGISTRATION PAPERS	15 POINTS
TELEPHONE, GAS OR ELECTRICITY A/CS	15 POINTS EACH
BIRTH CERTIFICATE	15 POINTS

**NOTE:** You must have at least one of the items marked with \*

# TENANCY APPLICATION

## OFFICE USE ONLY:

PROPERTY ADDRESS: \_\_\_\_\_

PROPOSED COMMENCEMENT DATE: \_\_\_\_\_

LEASE PERIOD: \_\_\_\_\_

RENT: \$

BOND: \$

LEASE PREP FEE: \$

**TOTAL:** \$

LESS RES. FEE PAID: \$

**OWING:** \$ \_\_\_\_\_

- Employment Details confirmed
- Current/Previous Agents or Landlords
- 100 Points Checklist Passed:
- TICA Checked:
- Landlords Contacted:

General Comments:

---

---

---

---

APPLICATION:      ACCEPTED / DECLINED