

# Application for Tenancy

Shop 22, Jetty Village, 361 Harbour Drive , Coffs Harbour NSW 2450

Phone: 02 6638 9311 Email: natalie@aletaco.com.au



## Important Information:

- Applicants are required to inspect the premises; final approval wont be confirmed until inspected.
- All applicants over the age of 18 will need to submit an application form.
- The application will not be processed until it is completed with all relevant documents attached.
- If the Application is approved, a holding fee/reservation fee equal to one weeks rent is to be paid via direct deposit within 24 hours of acceptance. See further details in relation to this further on.

## Supporting Documents:

### Identification:

- Current Drivers license or Proof of age card Birth Certificate  Passport

### Additional Identification:

- Medicare card  Credit card  Vehicle Registration  Bank statement Account

### Proof of Rental/ownership History:

- Written private landlord reference  Rental Ledger  Copy of Council rates/water notice

### Proof of Address:

- Utility account or formal letter with address eg insurance, phone account etc

### Proof of Income:

- Three current pay slips  Bank statement  If self employed; last financial years tax return  
Property investor—statement from Managing Agent  If self funded; letter from accountant  
confirming income or last financial year statement.

**Any written references desirable.**

Premises Details:

Address:.....Date: of Inspection:.....

Proposed lease term: .....Months Proposed start date:.....Not ASAP.

Rent Per Week:..... \*\*If approved; 2 x weeks rent is required and 4 x weeks rent as bond.\*\*

Applicants Details:

Full Name:..... Date of Birth:.....

Ph (H):..... Ph (W):..... Ph (M):.....

Email:..... Car Rego Plate:.....

Drivers Lic/18+ Card No:..... State of Issue:..... Exp:.....

Passport No:..... Country of Issue:..... Exp:.....

Pension Card No:..... Issued by:..... Exp:.....

Have you been known by another name: Y or N If yes; what:.....

Pets: Y or N If yes; type/bread/age:..... Smoker(s): Y or N

Australian Citizen: Y or N If no, please supply a copy of passport and visa. Visa Expiry:.....

Other occupants: (All adult occupants must complete an individual Tenancy Application)

The number of persons ordinarily living in the property will be:.....Adults:.....Children:.....

List the full name(s) and ages of all persons (inc children) who will be ordinarily living at the premises:

1..... 2.....

3..... 4.....

Applicants Accommodation History:

Current Address:.....

Period of Occupancy:..... Situation: Renting/Home Owner/ Other:.....

Landlord/Agent Name:..... Tel:.....

Rent \$..... Per week / month Reason for leaving:.....

Previous address:.....

Period of Occupancy:..... Situation: Renting/Home Owner/ Other:.....

Landlord/Agent Name:..... Tel:.....

Rent \$..... Per week / month Reason for leaving:.....

Are you currently in debt to any landlord / agent? Y or N If Yes, detail the amount & reason below.

Have you received a termination notice? Y or N If yes, details on what grounds below:

Details.....

Employment History: (If current employment is less than 6 months, please provide previous also)

**Current Occupation:**.....

Basis: Full Time / Part Time / Casual / Other:..... Duration:.....

Weekly Net Income: \$..... Employer Business Name:.....

Address:..... Tel:.....

Contact:..... Email:.....

**Other Income Source:**..... Amount:.....

Student at:..... Student ID:.....

Course Name:..... Duration:.....

Centrelink Type:..... Amount \$.....

Currently Not Employed: Y or N Self Funded:..... Amount \$.....

Referees: (Not related)

Referee 1:..... Ph:..... Relationship:.....

Referee 2:..... Ph:..... Relationship:.....

Emergency Contact: (used in the case of an emergency or urgent matter concerning your tenancy)

Full Name:..... Relationship:.....

Address:..... Ph:.....

Email:..... Ph:.....

Use of the Premises & Additional Tenancy Conditions/ Request:

Will the premises be used for anything other than residential purposes? Y or N If yes, attach details.

Detail any additional tenancy conditions/ requests here (subject to landlord approval):.....

I confirm; during my inspection on the \_\_\_/\_\_\_/\_\_\_ I found the property to be in satisfactory condition Y or N If no, I request the following items to be attended to prior to my tenancy, subject to the landlords approval:.....

Conditions & Terms of this Tenancy Application:

The Applicant declares that:

- 1) All the above details are true and correct and are hereby submitted for the Landlords approval so that I may become a tenant of the premises;
- 2) The Agent / Landlord is authorised to cross reference relevant detail against the listed references and check through any reference check organisation that the Agent may be affiliated with; and
- 3) The Applicant is not a bankrupt or undischarged bankrupt or insolvent and that the Applicant is able to meet all commitments and obligations of the Residential Tenancy Agreement.

Conditions & Terms of this Tenancy Application Continued:

**The Applicant agrees that:**

- 1) The Applicant has inspected the premises applied for and accept it in its current condition
- 2) On being notified of the Landlords acceptance of this application, verbally or in writing, to rent the premises from the Landlord under a Residential Tenancy Agreement drawn up by the Agent and, upon signing of the Agreement, pay the bond and rent amounts due by a method acceptable to the Agent.
- 3) This Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties; and
- 4) The Applicant understands that the Agent / Landlord is not required to give an explanation to the Applicant for any application not approved.
- 5) The Applicant understands that it is their responsibility to check if a phone line is connected to the property. If there is not one currently connected and one is required to be connected, this is to be at the applicant’s expenses once application has been approved by the owner.
- 6) The Applicant is aware that Aleta & Co Realty is a cashless office and all rent must be paid by the EFT payment systems, bank cheque or money order.

**Privacy Policy:**

The personal information provided in this application and collected as a result of checking and verifying this application is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and if successful, to manage the Tenancy. Information collected about the Applicant 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 the Landlord, Referees, other Agents, Third Party Operators of Tenancy Reference Databases including but not limited to TICA, Tradespeople and as required by legislative and regulatory requirements. Information already held on Tenancy Databases may also be disclosed to the Agent and or Landlord. If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under that Agreement, that fact and other relevant information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, Third Party Operators of Tenancy Reference Databases and / or other Agents. Applicants may review the information held by the Agent and can also correct this information it is inaccurate, incomplete or out of date.

**Holding Fee:**

In the event of this Application being approved by the Landlord, the Applicant will pay a holding fee equivalent to ONE (1) WEEKS RENT to reserve the premises in favour of the Applicant for a period not exceeding 24 hours from time of approval. The premises will not be let during the Holding Period pending making of a Residential Tenancy Agreement. If the Landlord decides not to proceed for whatever reason, the whole of the Holding Fee will be refunded to the Applicant. If the Applicant decides not to proceed for whatever reason, the Landlord may retain the Holding Fee as is equal to the amount of rent that would have been paid (based on the proposed rent) during the period the premises were held. If a Residential Tenancy Agreement is entered into, the Holding Fee is to be paid towards rent for the residential premises concerned and the appropriate conditions in regards to a lease break will apply.

**Applicants Signature:**

Name:..... Date:.....

Signature:.....

When complete please return to Natalie@aletaco.com.au or to the office: Shop 22, Jetty Village, 361 Harbour Drive, Coffs Harbour NSW 2450