



Shop 19 Cnr Eyre & Gregory Street, North Ward P: 47200799 F: 47200709

TENANCY APPLICATION

Welcome to North Ward Realty Rentals, we endeavour to make the application process as quick and stress free as possible.

Please take the time to ensure that you complete the application form in full and also provide all information or complete all actions required on the checklist. If the application is approved all tenancy paperwork signed and at least the first 2 weeks rent will be required to be paid by direct deposit or bank cheque within 24 hours.

- 1. AN INTERNAL AND EXTERNAL INSPECTION OF PROPERTY HAS BEEN CARRIED OUT BY APPLICANT
2. ONE APPLICATION FORM PER PERSON
3. EACH APPLICANT MUST SUPPLY 100 POINTS OF IDENTIFICATION
4. APPLICANTS MUST SUPPLY PHOTOCOPIES OF ID AND OTHER RELEVANT DOCUMENTS AT THEIR OWN EXPENSE
5. THE APPLICATION WILL NOT BE PROCESSED IF THE ABOVE REQUIREMENTS HAVE NOT BEEN MET.
6. OUR OFFICE ENDEAVOURS TO PROCESS ALL APPLICATIONS AS QUICKLY AS POSSIBLE AND WE WILL BE IN CONTACT WITH THE OUTCOME OF THE APPLICATION WITHIN 48 HOURS.

Vertical grid of 6 empty boxes for marking requirements.

100 POINT ID CHECKLIST:

Table with 2 columns: Document Type and Points. Includes items like Drivers License (40), Passport (40), 18+ card (40), Birth Certificate (30), Other Photo ID (30), Current Wage Slip (30), Previous Tenancy reference (20), Previous rent ledger (20), Motor vehicle registration (10), Bank Statement (10), Telephone statement (10), Electricity statement (10), Gas account (10), and TOTAL POINTS.

OFFICE USE ONLY: DATE & TIME OF LODGEMENT: _____ AM/PM TAKEN BY: _____ PROCESSING COMPLETED BY: _____ LESSOR ADVISED: _____ TENANT ADVISED OF OUTCOME: YES/NO

ADDRESS OF PROPERTY: _____

How did you find out about this property? Newspaper Website For rent sign Walk in
Referral Other agent Other: _____

Applicant's full name: _____

Current Address: _____

Personal Details: Date of Birth ___/___/___ Place of Birth: _____
Drivers License no: _____ Expiry Date: _____
Passport no: _____ Expiry Date: _____ CURRENT AUSTRALIAN CITIZEN: YES / NO

Contact details: Home: _____ Work: _____
Mobile: _____ Email: _____

Current rental history: Rent p/w: _____ Period of occupancy: _____
Agent/Landlord: _____
P: _____ F: _____ E: _____

Previous address: _____
Rent p/w: _____ Period of occupancy: _____
Agent/Landlord: _____
P: _____ F: _____ E: _____

Employment details: Current employer: _____
Full time Part time Casual Contract
Your position: _____ Supervisor/managers name: _____
Length of employment: _____ Contact details: P: _____ Mob: _____
Total annual income (as declared to the ATO): _____
My current pay date _____ of each week / fortnight / monthly / other _____

ARE YOU SELF EMPLOYED? Name of company: _____
Trading as: _____ ABN: _____
Address of business: _____
How long have you been self employed: _____ Total annual income (as declared to ATO) _____
Name of accountant: _____ P: _____ F: _____
Creditor 1: _____ P: _____ F: _____
Creditor 2: _____ P: _____ F: _____

CENTERLINK PAYMENTS OR STUDENT: Please indicate confirm your source of income:

Student Parent/guardian letter Centerlink documents Austudy documents
Unemployed Bank statement Centerlink documents Other: _____

Vehicle information: Total number of vehicles to be kept at premises: _____

Registration number: _____ Model: _____ Owned / hire purchase

Registration number: _____ Model: _____ Owned / hire purchase

OCCUPANCY DETAILS: You are required to supply full names, current address and age of all people who will be residing at the property: (Please note all occupants over the age of 18 yo must complete individual application form)

Name: _____ Address: _____ Age: _____

Name: _____ Address: _____ Age: _____

Name: _____ Address: _____ Age: _____

PETS: YES NO

If yes, please complete our attached Pet Application and Agreement

PROFESSIONAL REFERENCES:

NAME: _____ PH: _____ MOBILE: _____

NAME: _____ PH: _____ MOBILE: _____

Emergency Contact:

Name: _____ Relationship: _____ Ph: _____

Address: _____

I confirm the following:

- | | | |
|--|----|-----|
| 1. Have you ever been evicted by any Lessor or Agent? | No | Yes |
| 2. Have you been refused another Property by a Lessor/Agent? | No | Yes |
| 3. Are you in debt to another Lessor or Agent? | No | Yes |
| 4. Is there any reason known to you that would affect your ability to pay your rent? | No | Yes |
| 5. Was your bond at your last address refunded in full? | No | Yes |

If yes for any of the above questions please give details: _____

I confirm the following: I have completed an internal inspection of the property on the _____ and found the property to my satisfaction. **IF NOT: Following are items to be rectified prior to taking possession (subject to Lessors approval)** _____

PRIVACY DECLARATION: *I understand and agree that the information provided on this application is true and correct. I give my permission for the agent to verify all information provided on this application including tenancy database checks with Tenancy Information Centre Australia and National Tenancy Database. All information will only be used in accordance with the Privacy Legislation. I also understand that the application will be referred to the lessor for approval.*

I wish to apply for a tenancy for the above property for a period of _____ months at a rental of \$_____ per week, commencing on the _____.

I understand that upon approval of this application by the lessor arrangements must be made for all applicants to sign the General Tenancy Agreement within 24 hours and a minimum of the first 2 weeks rent paid by bank cheque/money order or direct deposit. **All monies owing including the bond of four (4) weeks rent and two (2) weeks rent must be paid by clear funds prior to keys being released by agent/lessor.** (BOND = \$ _____ / 2 WEEKS RENT = \$ _____)

APPLICANTS SIGNATURE: _____ DATE: _____

PET APPLICATION AND AGREEMENT

AGENCY DETAILS	North Ward Realty Rentals		
PROPERTY ADDRESS			
TENANT NAME			
GENERAL	Use this form only for Properties where the Lessor has indicated that pets may be accepted. If unsure please contact our Agency prior to completing this application form.		
PET DETAILS If more than 2 pets, print and complete separate Pet Agreement.	ITEM	PET 1	PET 2
	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
	PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO
EMERGENCY PET CARER The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Work Number	Mobile Number
VETERINARIAN The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Fax Number	After Hours Number
TERMS AND CONDITIONS	<p>The Tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> 1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement. 2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed. 3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status. 		

	<p>4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.</p> <p>5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.</p> <p>6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</p> <p>7. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying.</p> <p>8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.</p>		
ACKNOWLEDGEMENT BY APPLICANT	Applicant Name	Signature	Date
AFTER PROCESSING APPLICATION			
APPLICATION RESULT	<p><input type="checkbox"/> Application for Pet/s – DECLINED</p> <p><input type="checkbox"/> Application for Pet/s – APPROVED</p> <p>The abovementioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.</p>		
AUTHORISATION ON BEHALF OF LESSOR / AGENT	Agent	Signature	Date
TENANT AGREEMENT To be signed only if pet/s are approved.	Tenant Name	Signature	Date