



APPLICATION FOR TENANCY

Patterson Real Estate

Rex and Helen Patterson Pty Ltd ABN: 92 068 152 385

Shop 12 Galleria Building, Cnr William & Short Street, PORT MACQUARIE 2444

Phone: **02 65846400**

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rentals@pattersonrealestate.com.au

Property Applied for: _____

Name of Applicants: 1. _____ 2. _____

3. _____ 4. _____

Please note: In order to process this application, all questions must be answered fully.

The completion and submission of this application is not acceptance.

Each adult must fully complete the application and each must satisfy the 100 points proof of identification before it can be processed.

The following documentation can be used to Support your Application

and Proof of income **MUST** be provided.

		Applicant 1	Applicant 2	Applicant 3	Applicant 4
PRIMARY (at least one Primary Document)					
Drivers Licence (current)	30 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport	30 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Age Card	30 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate/Medicare Card	30 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary documents (at least one Secondary Document)					
Tenant Rent history ledger	20 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed information of previous Properties rented	20 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last 2 Pay Slips	15 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centrelink Income statement	15 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone or Electricity Account	15 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council/Water Rates Notice	15 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Registration Papers	15 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank or Credit Card Statement	15 points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please Note: Any documentation provided will be photocopied and held on file for future reference

Privacy Act

The personal information the prospective tenant provides in the application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

Personal 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 landlords and their advisors, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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 personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators or tenancy reference databases and/or other agents.

If the information is not provided, the Agent may not be able to process and manage the tenancy.

Applicant 1 Name Signature Date

Applicant 2 Name Signature Date

Applicant 3 Name Signature Date

Applicant 4 Name Signature Date

PATTERSON REAL ESTATE
Tenancy Application Form Applicant 1



Please ensure that all details are complete and all copies of supporting documents attached.

Each applicant must submit an individual form

Property Address Applied For:				At a Rent of \$	per week
Tenancy	From: __ / __ / __		Period of Lease ____ months		
Applicant: Current Address	Name: _____				
	Address: _____				
	(BH)	(AH)	(Mob 1)	(Mob 2)	
	Home Email:		Work Email:		
Current Rental Details	Address:			How Long at this Address: months/years	
	Rent paid per week \$	Landlord/Agent		Phone	
	Reason for Vacating:				
Previous Rental Details	Address:		How long at this address		
	Rent paid per week \$	Landlord/Agent		Phone	
	Reason for Vacating:				
Current Employment Details	Occupation:		How Long at this Employment:		
	Employer Details:		Contact Name:		
	Net income Per week \$		Phone No: Please circle: Fulltime / Part time / Casual		
Previous Employment Details (if current less than 6 months)	Occupation:		How Long at this Employ		
	Employer Address:		Contact Name:		
	Net income Per Week \$		Phone No:		
Personal Details	Date of Birth: __ / __ / __		Drivers Licence No:		
	Smoker		Expiry Date:		
Occupancy details	Total number of occupants _____		Do you have Pets? Yes / No		
	Number of children: (if applic) _____		How Many _____		
	Ages of Children (is applic) _____		Type of Pet/s _____		
Emergency Contact Details	Name: _____				
	Address: _____				
	Relationship to Applicant _____				
	Contact Phone: (BH) _____ (AH) _____ (Mobile) _____ (email) _____				

Note: The Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

PATTERSON REAL ESTATE
Tenancy Application Form Applicant 2



Please ensure that all details are complete and all copies of supporting documents attached.

Each applicant must submit an individual form

Property Address Applied For:				At a rent of \$	per week
Tenancy	From: __ / __ / __		Period of Lease ____ months		
Applicant: Current Address	Name: _____				
	Address: _____				
	(BH)	(AH)	(Mob 1)	(Mob 2)	
	Home Email:		Work Email:		
Current Rental Details	Address:			How Long at this Address:	
	Rent paid per week \$		Landlord/Agent	Phone	
	Reason for Vacating:				
Previous Rental Details	Address:		How long at this address		
	Rent paid per week \$		Landlord/Agent	Phone	
	Reason for Vacating:				
Current Employment Details	Occupation:		How Long at this Employment:		
	Employer Details:		Contact Name:		
	Net income Per week \$		Please circle: Fulltime / Part time / Casual		
Previous Employment Details (if current less than 6 months)	Occupation:		How Long at this Employ		
	Employer Address:		Contact Name:		
	Net income Per Week \$		Phone No:		
Personal Details	Date of Birth: __ / __ / __		Drivers Licence No:		
	Smoker		Expiry Date:		
Occupancy details	Total number of occupants _____		Do you have Pets? Yes / No		
	Number of children: (if applic) _____		How Many _____		
	Ages of Children (is applic) _____		Type of Pet/s _____		
Emergency Contact Details	Name: _____				
	Address: _____				
	Relationship to Applicant _____				
	Contact Phone: (BH) _____ (AH) _____				
	(Mobile) _____		(email) _____		

Note: The Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references

The following questions must be answered: Please Circle

Has your tenancy ever been terminated by a landlord or agent? Yes / No

1. Have you ever been refused a property by a landlord or agent? Yes / No
2. Do you owe any money to another landlord or agent? Yes / No
3. Have any deductions ever been made from your rental bond? Yes / No

If yes to any of the above please give more detail _____

4. Is there any reason that you know of that would affect your future rental payments? Yes / No

If Yes please give reason why _____

I acknowledge that the landlord/agent will rely on the truth of the above answers in assessing this application for tenancy.

All Parties to the lease Please Sign

SELF EMPLOYED

If self employed evidence of income may be required.

Name of Company or Business:			
Business Address:			
Lessor/ Managing Agent:			
ABN / ACN:		Date Incorporated:	
Accountancy Firm:		Contact:	
Accountant's Address:			Phone:
Business References			Phone:
			Phone:

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$ equivalent to 7 days rent to hold the Premises in favour of the Applicant for a period of 7 days or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A Holding Fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent,
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility
 If Yes, date application made .../.../...

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the pr9operty are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

APPLICATION

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their consideration and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I agree and understand that if my application is rejected 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. I also acknowledge that this application, including accompanying documentation, will be destroyed if my application is unsuccessful.

I, the Applicant declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of, at a rental of \$ per week.

I agree and understand that in the event of this application being approved that all initial monies will be paid as follows and that the full amount will be required at time of signing The Residential Tenancy Agreement.

I agree to pay by bank cheque payable to Patterson Real Estate the balance of rent due and a separate Bank Cheque payable to the "Department of Fair Trading – Rental Services" for the amount of the Rental Bond. Personal cheques will not be accepted.

<u>Summary of costs:</u>	Rental Bond (4 week's rent)	\$
	Rent in Advance (2 week's rent)	\$ _____
	Sub –Total	\$ _____
	Less Holding Fee (if paid)	\$ _____
	Total	\$ <u>_____</u>

Signature: Date:

Signature: Date:

Signature: Date:

Signature Date:

Real Estate Agents Signature ; Date

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

Privacy Act Acknowledgment for Tenants

In accordance with Privacy Principal 1.3 of the Privacy Act we require you to read and sign this acknowledgment.

In order to process a tenancy application, an application is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to the agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

Under National Privacy Principle 1.3 (a) an individual must be made aware of an organisation and how to contact it. TICA is incorporated in the state of NSW. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants, tenant’s history and tenants who breach their tenancy agreements. Under National Privacy Principle 1.3© we advise that the information collected by TICA can be contacted on (02) 1902 220 346 call charge \$5-45 per minute including GST.

Under National Privacy Principle 1.3(b) an individual is able to contact TICA and know what I information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3(d) an individual is entitled to know what organisations have access to their information collected and disclosed. Member of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA

Under National Privacy Principle 1.3(f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required, the application may not be processed. I/We agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/We the said applicant/s declare that I/We give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd (herein referred to as TICA). I/We further give my/our permission for my/our information to be provided to any other tenancy database for assessment of my/our tenancy application/ I/We further consent to the member of the Database Company to contact any of my/our referees provided in my/our tenancy application.

I/We agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an enquiry made with a tenancy database my/our information may be recorded as making an enquiry.

I/We understand the TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements

Print Name, Please Sign and Date

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