

WILSONBRITTEN

Applications can be delivered to our office at:

49 Dora Street, Morisset NSW 2264

Or emailed to our Property Management Leasing Agent at:

rent@wilsonandbritten.com.au

APPLICATION REQUIREMENTS PER APPLICANT

THE FOLLOWING FORMS OF I.D & INFORMATION MUST BE PROVIDED WITH YOUR APPLICATION

1. **DRIVERS LICENCE &/OR PHOTO I.D** (must be sighted in office or photocopy of driver's licence &/or photo I.D must be witnessed by a justice of the peace if not sighted in office)
2. **MEDICARE CARD & PENSION CARD**
3. **ELECTRICITY & TELEPHONE ACCOUNT** (CURRENT RESIDENCE)
4. **MOBILE TELEPHONE ACCOUNT**
5. **PROOF OF EMPLOYMENT** (3 x PAY SLIPS / LETTER FROM EMPLOYER)
6. **CENTRELINK INCOME STATEMENT**
7. **COPY OF CURRENT BANK STATEMENT (3 months)**
8. **RENTAL HISTORY REPORT** (PROVIDED BY CURRENT REAL ESTATE)

The properties managed by this office are protected by the TICA.
Before any application will be considered by this office, you must provide the documents listed above.

NOTE:

- 1) Should you not be able to supply the documents required please email rent@wilsonandbritten.com.au
- 2) If you do not fully complete the application form in full or provide necessary documentation it may put you at a disadvantage compared to a fully completed form.

RESIDENTIAL APPLICATION FOR TENANCY WILSONBRITTEN

ADDRESS OF PREMISES APPLIED FOR: _____

RENT PER WEEK \$ _____ LENGTH OF TENANCY REQUIRED 6 or 12 MONTHS

PROPOSED TENANCY COMMENCEMENT DATE _____

ARE YOU SEEKING ASSISTANCE FOR YOUR BOND/RENT (FACS/DEPT OF HOUSING/ JUSTICE etc): YES/NO

FULL NAME: Mr / Mrs / Miss / Ms: _____ D.O.B: _____

PRESENT ADDRESS: _____

HOME PHONE: _____ WORK PHONE _____ MOBILE _____

EMAIL ADDRESS _____

NUMBER OF PERSONS TO OCCUPY PREMISES: ADULTS: _____ CHILDREN: _____

AGES OF CHILDREN: _____

DRIVER'S LICENCE NO: _____ CAR REG. NO: _____

IF APPROVED TENANT GIVES EXPRESS CONSENT TO THE ELECTRONIC SERVICE OF NOTICES & DOCUMENT TO THE FOLLOWING

EMAIL: _____

DO YOU HAVE ANY PETS: YES / NO TYPE _____

BREED: _____

IS PET REGISTERED/MICROCHIPPED YES / NO

IS PET DESEXED YES/NO

LIST OTHER PETS _____

BANK ACCOUNT DETAILS -

NAME ON ACCOUNT: _____ NAME OF BANK: _____

BSB NO: _____ ACCOUNT NO: _____

CURRENT OCCUPATION DETAILS/SELF EMPLOYED

CURRENT OCCUPATION: _____

EMPLOYER'S NAME: _____ PHONE: _____

EMPLOYER'S ADDRESS: _____

WEEKLY SALARY: _____ NETT. _____

LENGTH OF EMPLOYMENT: _____ CONTACT PERSON: _____

PREVIOUS EMPLOYER: _____

CONTACT DETAILS _____ PHONE _____

LENGTH OF EMPLOYMENT: _____

OTHER INCOME THAT SHOULD BE INCLUDED –

CENTRELINK PAYMENTS

TYPE OF PAYMENT _____

TOTAL CENTRELINK PAYMENT \$ _____

IS THIS WEEKLY OR FORTNIGHTLY? _____

CRN NUMBER: _____

WHAT DAY OF THE WEEK DO YOU GET THE PAYMENT? MON / TUES / WED / THURS / FRI

CURRENT RESIDENTIAL TENANCY DETAILS (please contact your agent for a copy of & attach your rental history)

LANDLORD/AGENT: _____ PHONE: _____

LANDLORD EMAIL: _____

ADDRESS OF LANDLORD/AGENT: _____

ADDRESS OF PREMISES RENTED: _____

RENT PAID: _____ HOW LONG AT THIS ADDRESS: _____

REASON FOR VACATING PREMISES: _____

**PREVIOUS ADDRESS TO THE ADDRESS ABOVE
(please contact your previous agent for a copy of & attach your rental history)**

DETAILS OF AGENT IF PROPERTY WAS LEASED _____

PHONE _____ HOW LONG AT THIS ADDRESS _____

LANDLORD EMAIL: _____

RENT PAID _____ NUMBER OF OCCUPANTS _____

REASON FOR VACATING PREMISES _____

PREVIOUS ADDRESS IF OWNED HOME

IF JUST SOLD HOME – AGENT DETAILS _____

AGENT CONTACT _____ PHONE _____

HOW LONG AT THIS ADDRESS _____

**PERSONAL REFERENCES
(DO NOT USE FAMILY MEMBERS FOR REFERENCES)**

1. NAME _____
FULL ADDRESS _____
HOME PHONE _____ MOBILE _____
RELATIONSHIP _____ HOW LONG KNOWN _____

2. NAME _____
ADDRESS _____
HOME PHONE _____ MOBILE _____
RELATIONSHIP _____ HOW LONG KNOWN _____

3. NAME _____
ADDRESS _____
HOME PHONE _____ MOBILE _____
RELATIONSHIP _____ HOW LONG KNOWN _____

BUSINESS/WORK REFERENCES

1. NAME _____
ASSOCIATION _____ HOW LONG KNOWN _____
PHONE _____ MOBILE _____

2. NAME _____
ASSOCIATION _____ HOW LONG KNOWN _____
PHONE _____ MOBILE _____

OTHER BUSINESS/WORK REFERENCES

NAME _____

ASSOCIATION _____ HOW LONG KNOWN _____

PHONE _____ MOBILE _____

NAME _____

ASSOCIATION _____ HOW LONG KNOWN _____

PHONE _____ MOBILE _____

PARENTS/GUARDIANS

NAME _____

ADDRESS _____ PHONE _____

IN CASE OF EMERGENCY NAME & ADDRESS OF RELATIVE/FRIEND:

PHONE _____ MOBILE _____

**OTHER RELATIVE NOT LIVING WITH YOU
(not same as above)**

NAME _____

ADDRESS _____ PHONE _____

THE FOLLOWING QUESTIONS MUST BE ANSWERED –

- | | | |
|----|---|----------|
| 1. | Do You Own A Lawn Mower? | Yes / No |
| 2. | Are you or any person/s who will be residing at the premises a "Smoker"? | Yes / No |
| 3. | Have You Ever Had An Application For Tenancy Declined? | Yes / No |
| 4. | Do You Owe Any Debt/S To Any Landlord/S Or Agent/S Regarding Any Tenancy? | Yes / No |
| 5. | Have you ever had any amount/s claimed from a rental bond for previous tenancy? | Yes / No |
| 6. | Is there any reason known to you that would affect you obtaining rental accommodation? | Yes / No |
| 7. | Is there any reason know to you that would effect your future rental payments? | Yes / No |
| 8. | I ACKNOWLEDGE THAT THE LANDLORD/AGENT WILL RELY ON THE TRUTH OF THE ABOVE ANSWER IN ASSESSING THIS APPLICATION. | |

INITIAL PAYMENT MUST BE MADE BY CLEARED FUNDS TO NOMINATED BANK ACCOUNT OR BY BANK/BUILDING SOCIETY CHEQUE

Section 42A of the Auctioneers & Agents Act 1941, provides that application to review an itemised account may be made to the Real Estate Services Council within 28 days of the itemised account being served on you.

RESERVATION FEE AND ACKNOWLEDGEMENT OF RESERVATION CONDITIONS

If your application is approved it is hereby acknowledged that, upon a reservation fee being paid for the property:

- 1) Should the owner decline the application, the reservation fee will be refunded to the applicant in full.
- 2) Should the owner accept this application, the reservation fee will be paid towards the rent for the premises.
- 3) Should the applicant decide not to proceed, the owner may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved, or equivalent to one week rent, but shall refund the remainder (if any) of the reservation fee to the applicant.

DISCLAIMER / AUTHORITY

(Initial each point & fill in necessary blank areas before submitting application)

1. I, the said applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information provided by myself is true and correct. I or my representative has physically inspected the property, and I agree to you phoning & checking my above details. I also agree to provide an update of my information by filling in future forms at the agent's discretion.
2. I, the said applicant, understand the contents of this agreement and have the competence and capacity to enter into this agreement.
3. I have inspected the premises located at _____
4. I have of my own accord decided that I wish to rent the aforementioned property commencing _____ for a period of _____
5. I have been informed, understand and agree that the rental for the said property is to be \$_____ per week and is within my means of support.
6. I have been informed, understand and agree the rental for the said property is to be paid every week and is to be paid by the due date at all times.
7. I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property and I further warrant that I will cooperate fully to allow this inspection to be carried out when advised from agent.
8. I have been informed, understand and agree that the bond for the aforesaid property will be \$_____ and I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
9. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries to process my application for tenancy, which will include the requesting of my tenancy history ledger from my current real estate agent.

- 10. I have been informed, understand, and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered from me.

- 11. I further consent to the agent disclosing all/any personal information that they may hold for the purpose of listing my name with a data base as a result of a tribunal order or multiple breach notices,
 - a) enforcing a tribunal order,
 - b) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.

- 12. I have been informed and understand that this property may be covered by a Landlord Insurance Plan and in this case, I further consent to the agent supplying my personal information to any insurance companies for the purposes of debt recovery if required.

- 13. I have been informed and understand that the letting agent uses the services of TICA and in this case, I further consent to the agent supplying my personal information to TICA.

- 14. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.

- 15. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Privacy Act.

- 16. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should I request the contact details.

- 17. I acknowledge and consent to my current agent providing tenancy history ledger to WilsonBritten if requested by the said agent.

APPLICANTS NAME _____

APPLICANT'S SIGNATURE _____ **DATE:** / /

OFFICE USE ONLY -

RENT PER WEEK \$ _____

TERM OF TENANCY **3MONTH** **6MONTH** **12MONTH**

RESERVATION FEE PAID \$ _____

PETS _____

APPROVED / REJECTED **CHECKED BY** _____

STATEMENT OF AFFORDABILITY

We require you to complete this form in order for us to consider your tenancy application. We need to be certain that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

Applicants name: _____

Address of property: _____

Weekly rent: _____ Rental bond: _____

INCOME

Applicants income per week \$ _____

Government benefits \$ _____

Total income \$ _____

LIABILITIES

Car payment \$ _____

Outstanding rental debt \$ _____

Credit card/store card payments \$ _____

Personal loans \$ _____

Taxation \$ _____

School fees \$ _____

Total liabilities \$ _____

LIVING EXPENSES

Phone/mobile \$ _____

Health insurance \$ _____

Rent \$ _____

Fuel, power, gas, etc. \$ _____

Car (Registration & running expenses) \$ _____

Day to day living (food, clothing & personal) \$ _____

Insurance (car, life, contents, etc) \$ _____

Total living expenses \$ _____

Total income \$ _____

Less liabilities \$ _____

Sub-total \$ _____

Less living expenses \$ _____

Balance \$ _____

Signed by applicant _____

Date _____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenant applicant if 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 onto an agent.

In accordance with the National Privacy Principals 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.

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 Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees by me/us 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 inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that 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.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. 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 acknowledge and understand that TICA Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name

Signed by applicant

Date

Signed by member

Date
