



Tenant to retain

TENANT APPLICATION INFORMATION

APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED

OFFICE HOURS

Our office is open Monday to Friday 8.30am – 5.00pm.

PHOTO IDENTIFICATION

When returning your application, you **MUST** submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will also be required to submit supporting documents with your application. Your application **will not be processed** if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100-POINT IDENTIFICATION CHECK

Please speak with the Property Manager should you be unable to meet the 100-point check criteria

50 points	Previous Rent Ledgers	20 points	Min. 2 references from previous Agent/Lessor
30 points	Passport	20 points	Current Motor Vehicle Rego Papers
30 points	Driver's Licence	10 points	Copy of Telstra/Origin/Gas Account
20 points	Birth Certificate	10 points	Other Identification

- Photo Identification (18+ Card, Driver's Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter)
- Written References (Personal, Rental and Employment)

ACCEPTANCE OF RENT PAID BY CENTREPAY IS NOT GUARANTEED as it MUST BE APPROVED BY OWNER. You MUST advise whether you wish to pay rent via Centrepay, as not all landlords accept this method.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

TENANT DATABASE CHECKS

Our agency utilises **TICA** (a national tenant database agency) for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties. If you have any questions relating to this service or your personal information that may be held you can contact the company direct on **02 9743 1800**.

SECURING THE PROPERTY – PAYMENT OF HOLDING FEE

Once our office has communicated to you that the application has been approved, you will be required to pay a holding fee equal to one week's rent to secure the property. Please note that this must be paid in **cleared funds**. The property will not be secured for you until this money has been received.

UNSUCCESSFUL APPLICATIONS

If your application is unsuccessful, a member of our team will notify you. As you can appreciate we receive many applications on properties and the final decision is often determined by the owner of the property. If you are unsuccessful, our office will retain your application on file in the event of the successful applicant not proceeding.

APPROVAL OF APPLICATION INFORMATION

ONCE YOUR APPLICATION HAS BEEN APPROVED THE PROPERTY WILL NOT BE SECURED UNTIL THE APPLICANT HAS PAID A HOLDING FEE EQUAL TO ONE WEEK'S RENT IN CLEARED FUNDS

PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require two weeks' rent and four weeks' bond. **This office does not accept full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds prior to collecting the keys.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in our office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to three weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT DURING THE TENANCY

It is our company policy that all rental payments are to be made direct to our bank trust account. We offer three forms of banking methods. This will be discussed with you when signing your tenancy agreement.

- (1) Payment of rent at our office over the counter
- (2) Payment at any St George Bank Branch – using your unique tenant reference – Our Trust A/c details will be supplied
- (3) Direct bank transfer payments to our account – using your unique tenant reference – Our Trust A/c details will be supplied

SIGNING OF DOCUMENTS

All approved tenants listed on the Tenancy Agreement (excluding additional occupants not required to sign the Agreement) must be present to sign the Tenancy Agreement and other associated documents prior to collecting the keys. The keys will not be released unless all tenants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full. A member of our team will contact you to organise an appointment time to sign these documents. You should allow up to an hour for this appointment to enable the Property Manager to discuss all obligations associated with signing the agreement as well as our expectations during the tenancy. The documents that will be reviewed include: the Tenancy Agreement and any additional terms to the agreement, Tenant Information Statement, Condition Report, Bond Form, Body Corporate By-Laws (if applicable) and a Renting Guide booklet. It is important that you read and understand this documentation, including any additional terms prior to entering into the Tenancy Agreement.

PETS

If our office has approved pets at the property you will be required to sign a Pet Additional Terms Agreement.

COLLECTION OF KEYS

Our office is open Monday to Friday 8.30am – 5.00pm and Saturday 9.00 – 12.00. You will need to collect the keys, finalise the payment of monies and sign all documents in these hours ONLY.

SMOKING

It is our company policy that no smoking is permitted inside the property due to health and safety and fire risks.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility. ORIGIN (Electricity) 13 13 77 TELSTRA (Telephone) 13 22 00

CUSTOMER SERVICE STANDARDS

WE CARE FOR OUR TENANTS

Our philosophy is that tenants are our business! Without you we have no business. For this reason it is more important than ever that we value, respect and care for your needs. We don't want you to feel like outsiders, but part of our business. We understand that you deserve our immediate attention with requests and deserve to be greeted with a friendly, courteous smile at all times.

OUR CUSTOMER SERVICE STANDARDS ARE:

- ✓ To present to you well-maintained and clean properties
- ✓ To process tenancy applications within 48 hours
- ✓ To clearly explain your rights and obligations at the commencement of the tenancy
- ✓ To prepare all documentation in accordance with the *Residential Tenancies Act*
- ✓ To prepare a detailed condition report and inventory list if applicable
- ✓ To collect a full rental bond prior to the tenant receiving the keys
- ✓ To respond to your telephone calls within 24 hours
- ✓ To respond to fax and email requests within 48 hours
- ✓ To attend to complaints promptly and to listen and understand both sides' point of view
- ✓ To attend to maintenance promptly in accordance with priority
- ✓ To keep all appointments and turn up on time (extreme circumstances prevailing)
- ✓ To carry out regular property inspections and forward a detailed report to our lessor
- ✓ To protect your privacy in accordance with legislation requirements
- ✓ To ensure that you have quiet enjoyment of your home
- ✓ To provide you with a quality service based on honesty, integrity and professionalism
- ✓ To not make excuses, but provide solutions

WE WANT TO DELIGHT YOU WITH OUR SERVICE

If you have any questions relating to the application or sign up process, please feel welcome to contact our office.

Office use only
START DATE _____ **TERM** _____ **TENANT REF #** _____

Date received ____/____/____ Time ____am/pm

TENANT INFORMATION

Below is a summary of the money required **in cleared funds** prior to taking possession of the property
 Four weeks' bond & two weeks' rent (less holding fee)
 RENT \$ _____ + BOND \$ _____
 Bond transfer requested Yes No

OFFICE USE ONLY

Application signed and all details complete
 Photocopy Tenant's ID 100-point check
 Tenant Database Check: Listed Yes No
 (Advised tenant of listing **TEN 8J**)
 Process Application – Attach **F1A/B/C**
 Owner Approved Yes No / Contact Tenant
 Holding Fee paid Yes Date Paid: ____/____/____

APPLICATION FOR TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY ALL APPLICANTS TO BE PROCESSED

RENTAL PROPERTY: _____

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY? To Let Sign Rental List Telephoned
Newspaper _____ Window Card Internet Site _____

GENERAL INFORMATION

Are there additional Applications for Tenancy forms being submitted for this tenancy? Yes (please attach) No
 How many tenants wish to reside in the property? _____ Adults _____ Children
 List the names of the tenants to be the applicants (Signing Agreement)

 List names of requested approved applicants wishing to reside at the property & ages of children (if applicable)

 How many cars will be kept at the property? _____ Are all the cars registered Yes No
 Will a Boat Trailer Caravan Motor Home Motorbike be kept at the property? Yes No
 Do any applicants have pets? (Check with agent for approval) Yes No
Cats No. _____ Dogs No. _____ Breed/Type _____
Birds No. _____ Breed/Type _____ No. of Cages _____ Fish No. of tanks _____
 Other _____ (List No. & Breed/Type)
 Are the pets (if applicable) registered with the council? Yes No
 Do any applicants smoke? Yes No
 Do you have contents insurance? Yes No
 If the property has a pool – Have any of the applicants cared for a pool previously? Yes No
 Do you want to do a bond transfer? Yes No (this must be approved by owner/agent)
 Have any of the applicants wishing to reside in the property been evicted or are in debt to another owner or agent?
No Yes – If yes, give details: _____

APPLICANT ONE DETAILS

Name	D.O.B. / /	
Are you known by another name		
Contact No. Home	Work	Mobile
Email Address		Fax No
Car Registration	Driver's Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID

FORM 1 – CL8

APPLICANT ONE CURRENT ACCOMMODATION DETAILS

Address		<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent (if property sold)				
Address of Agent:		Fax:	Phone	
Period of occupancy / / to / / [] years [] months				
Reason for leaving				
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why				

APPLICANT ONE PREVIOUS ACCOMMODATION DETAILS

Address		<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent (if property sold)				
Address of above		Fax:	Phone	
Period of occupancy / / to / / [] years [] months				
Reason for leaving				
Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why				

APPLICANT ONE INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
If less than six months list Previous Employer	
Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment Benefit	Allowance \$
<input type="checkbox"/> Self-Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income \$

APPLICANT ONE PERSONAL REFERENCES – Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of kin or other person to contact in case of an emergency _____

Address _____ Phone _____

FORM 1 – CL8

APPLICANT TWO DETAILS

Name	D.O.B. / /	
Are you known by another name		
Contact No. Home	Work	Mobile
Email Address	Fax No	
Car Registration	Driver's Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID

APPLICANT TWO CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent (if property sold)		
Address of above	Fax:	Phone
Period of occupancy / / to / /	[] years	[] months
Reason for leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

APPLICANT TWO PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ per week	<input type="checkbox"/> Owned
Name of Real Estate, Owner or Agent (if property sold)		
Address of above	Fax:	Phone
Period of occupancy / / to / /	[] years	[] months
Reason for leaving		
Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why		

APPLICANT TWO INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
If less than six months list Previous Employer	
Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual [] hours per week	
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment Benefit	Allowance \$
<input type="checkbox"/> Self-Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income \$

FORM 1 – CL8

APPLICANT TWO PERSONAL REFERENCES – Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of kin or other person to contact in case of an emergency _____

Address _____ Phone _____

CONDITION OF PROPERTY

I, the applicant/s, accept the property in its present condition Yes No

(A detailed Condition Report will be completed prior to you taking possession)

If no, please provide details _____

Please list any other information about your application:

If you require further assistance or information prior to moving into your property, please feel free to contact our office.

TERMS, CONDITIONS, AUTHORITY & PRIVACY DISCLAIMER

A full copy of our Privacy Policy can be accessed at Higgins Real Estate.

Applicant's Name/s: _____ PROPERTY: _____

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from _____/_____/_____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____. I/we agree that once the application has been approved I agree to pay \$_____ to secure the property. In this instance that being \$_____. I agree that the property will be advertised and marketed until the requested rent has been paid and the Tenancy Agreement has been signed by all parties.

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises (ii) the tenancy agreement is signed by the applicant/s; and
- (ii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for 12 months. Following this period all details held will be disposed of. I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

PRIVACY TERMS AND CONDITIONS

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, **authorise** the agent to collect, use and disclose personal information to:

- (a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) prepare agreements and tenancy documents (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge, claim or transfer (to or from) a Bond Authority (e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) refer to Collection Agents and Lawyers (where applicable) (g) lodge Insurance claims (where applicable)
- (h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) utility connection providers, where the applicant has opted for such a service
- (i) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements. I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorise the agent to send information to our contact details to promote, market or sell rental properties, sale properties or information in general that relates to the real estate industry. Tick here if you do not wish to receive this information.

[Each applicant must read and initial every page of this application as acceptance of the information provided]

Applicant 1 Signature: _____

Date: ____/____/____

Applicant 2 Signature: _____

Date: ____/____/____

Agent to Witness: _____

Date: ____/____/____