



PRE-APPLICATION CHECKLIST

Thank you for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our agency, we provide the following information:

APPLICATION PROCESS

- Complete an Application Form – one per person over 18 years of age
- Include evidence of your income eg.
 - Pay slip
 - Accountant letter
 - Centerlink documents +- 3 months of bank statements showing regular deposits
 - Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this agency cannot provide photocopying services.

100 POINTS – OPTION LIST

Drivers Licence	40 points	Previous Tenancy Reference	20 points
Passport	40 points	Previous two rent receipts	20 points
18+ Card	40 points	Motor vehicle registration	10 points
Birth Certificate	30 points	Bank Statement	10 points
Other Photo ID	30 points	Telephone Account	10 points
Current Wage Advice	30 points	Electricity Account/ Gas Account	10 points

Please be aware that Bond Transfers are NOT an option

Applications that are not complete cannot be processed.

If you require assistance to complete the form, please ask as we are here to help.

AGENCY PROCESS

As your application is a high priority, we will endeavour to have an answer to you within 24-48 hours, but will advise you if it will be longer due to delays in reaching your contacts.

Information verification by our agency

To verify your application information we contact National Tenancy Databases (TICA & NTD). If you have had a problem with a previous tenancy, please discuss the circumstances with us.

We also contact your employer/HR Manager, current & previous Agent/Lessor and personal referees.

If Application is not accepted

If your application is not accepted by the Lessor, it will be retained for 48 hours and then destroyed securely, to comply with Privacy Legislation.

Rent payment method options

Bank Cheque & Bpay facilities are accepted as rent payment methods.

CASH IS NOT AN OPTION.

IF APPROVED, ARRANGE THE FOLLOWING SERVICES

Either complete our Agency Utility Connection Form available from Reception or arrange personally the following services as applicable:

- Power Connection
 - Gas Connection (if applicable)
 - Phone Connection
 - Contents Insurance
 - Change address
- Arrange personally
For existing accounts and services

We look forward to receiving your application.

Application for Tenancy

(to be completed by all adult applicants and unaccompanied minors over 16 years of age)

PREMISES DETAILS	Address: Postcode: Lease commencement date:/...../..... Lease Term: Months Rent: \$ per week Bond: \$	
APPLICANT'S DETAILS	Name: Phone (H): Previous Name (if applicable): Phone (W): Email: Mobile: Car Registration Number: Date of Birth:/...../..... <small>(NB no unregistered vehicles may be kept on the premises)</small> Passport Number: Driver's License/18+ card Number: Passport Country: Driver's License/18+ card State: Are you a smoker? Yes / No (circle)	
LANDLORD / AGENT	Name: Rent my Property ABN: 63 105 368 072 Email: applications@rentmyproperty.com.au Website: www.rentmyproperty.com.au	
APPLICANT HISTORY	Current Address: Situation: Renting/Owned Other Situation: Period of Occupancy/Tenancy: Landlord/Agent Details of this Property (if applicable) Name: Phone: Rent: Payment Period: Wkly/Fortnightly/Mthly Reason for Leaving: Previous Agent's fax:	
	Previous Address (if applicable): Situation: Renting/Owned Other Situation: Period of Occupancy/Tenancy: Landlord/Agent Details of this Property (if applicable) Name: Phone: Rent: Payment Period: Wkly/Fortnightly/Mthly Reason for Leaving: Previous Agent's fax:	
	Have you ever been evicted from a premises? Yes / No Are you currently in debt to any landlord or agent? Yes / No Is there any reason known to you that would affect your ability to pay rent? Yes / No Was bond refunded in full at your last premises? Yes / No Are you listed on TICA? Yes / No	
	APPLICANT'S EMPLOYMENT (NOTE: If either occupation is self employment please provide a statement of income from your accountant or tax returns) Current Occupation: Full time/Casual/Part time/Centrelink/Other (circle) Employer/Business Name & ABN/Centrelink Details Contact: Phone: Employment type: Address: Duration: Wkly Income: \$.....Net	
APPLICANT'S EMPLOYMENT	Previous Occupation: Full time/Casual/Part time/Centrelink/Other (circle) Employer/Business Name & ABN/Centrelink Details Contact: Phone: Employment type: Address: Duration: Wkly Income: \$.....Net	
	Are you a student? Yes / No If yes, course name: Duration:	
REFEREES	Business Referee 1: Phone: Relationship: Personal Referee 1: Phone: Relationship:	
	Business Referee 2: Phone: Relationship: Personal Referee 2: Phone: Relationship:	

EMERGENCY CONTACT (NOTE This contact must reside at an address other than the Applicant)	Next of Kin: Phone (H) Address: Phone (W): Mobile: Other: Phone (H): Address: Phone (W): Mobile: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.
OCCUPANTS	Number of Adults: (As per completed Application forms) Number of Children & Ages (under 18 yrs): Full name/s of adults and unaccompanied minor/s to reside on the Premises: 1. 3. 2. 4.
PETS	Attach photograph with application Type/Breed: Number: Type/Breed: Number:
USE OF PREMISES	1. Will the premises be used for business purposes? Yes / No 2. Will waterbed/s be installed in the premises? Yes / No
MISC. (If additional terms and conditions are being requested via this application please use space provided)	<p><i>BY SIGNING BELOW I CONFIRM THAT I HAVE PERSONALLY VIEWED THE PROPERTY</i></p> <div style="border: 1px solid black; width: 100px; height: 30px; float: right; text-align: center;">Office Use Only</div>
SIGNATURES	<p>Applicant's Signature: Applicant's Signature:</p> <p>Date:/...../..... Date:/...../.....</p> <p><i>NB Upon acceptance of this application bond of 4 weeks rent is to be paid IN FULL within 24 hours in order that the premises is removed from advertisement to other prospective Tenants. 2 weeks rent to be paid at the time that the keys are collected</i></p>
TERMS OF APPLICATION	<p>The Applicant declares:</p> <ol style="list-style-type: none"> that all the above details are true and correct that the Agent 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 not to be bankrupt or insolvent <p>I/We the Applicant/s offer to rent the Premises from the owner under a Residential Tenancy Agreement drawn up by the Agent, and pay the amount listed on Application for Tenancy upon the signing of a Residential Tenancy Agreement by Bank Cheque. Such funds to be cleared funds prior to occupancy.</p> <p>Privacy Amendment (Private Sector) Act 2000 - COLLECTION NOTICE</p> <p>The Agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify the Applicant's identity, and to process and evaluate the application. As part of the verification process the Agent, without limitation, may: disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant for the purpose of searching those databases for details about the Applicant.</p> <p>If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, valuers requiring access to the premises for inspection, government and statutory bodies, insurance companies, body corporates, furniture rental companies and to trades people maintaining and repairing the tenant property) as necessary to manage the tenancy relationship and tenanted property.</p> <p>If the Applicant enters into the tenancy agreement, but fails to comply with its obligations under that agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the landlord, third party operators of tenancy reference databases, insurance companies, debt collectors and/or other agents.</p> <p>If the Applicant has their application declined all relevant supporting documents and the said application will be destroyed within 48 hours if not collected in person by the Applicant.</p> <p>If the Applicant would like to access any personal information which the Agent holds about the Applicant, it can do so by contacting our office at applications@rentmyproperty.com.au. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent will charge the Applicant a fee of \$50.00 to provide the requested access.</p> <p>The Agent will take all reasonable steps to correct any personal information held by the Agent about the Applicant which the Applicant shows to be inaccurate, incomplete or out-of-date. If the information described in the tenancy application is not provided, the Agent may refuse to accept and process the application.</p>