

Kirkland Real Estate Urunga

TENANCY APPLICATION FORM

Thank you for your Application for Tenancy

We will endeavour to process this application immediately because we know that you will be waiting on an answer. It is our goal to obtain a definite answer for you within 24-48 hours of receipt of application. If the process is slower, it is generally because we have not received all information requested or we are waiting on answers from referees or owners. In any event, we will keep you posted.

Notification of Results

You will be notified of the result of your application immediately a decision is made and we have confirmed the lessor's inspections. Please ensure we have a day time contact number for you.

Securing Your Tenancy

Once the application has been approved you will be required to pay one week's rent (as the first week's rent) to secure the property in your name. Please note: this is not a deposit and is non-refundable. This payment is required to be paid within 24 hours of your notification of acceptance. Once this process is complete, you may go ahead and arrange the connection of services to the property.

Signing your Tenancy Agreement

An appointment will be made at the time of paying the first week's rent. Please allow approximately 30 minutes for this appointment. All tenants are to attend the office for this process - please be aware, we DO NOT sign up tenants on Saturdays. You will be given a copy of the Tenancy Agreement to read before signing. We consider this to be a vital document and want to ensure that you are aware of all your obligations before making a commitment.

Bond & Rent

Prior to moving in you will be required to pay the second week's rent, the full bond, plus \$15.00 for the lease documents. This is not negotiable. Bond transfers are NOT accepted. Payment of this money must be in cleared funds – bank cheque only. No person cheques can be accepted.

Keys

Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties, and the lease start date has commenced.

THIS OFFICE IS A MEMBER OF THE TENANCY INFORMATION CENTRE OF AUSTRALIA PTY LTD

All applications for tenancy in this office are processed through TICA. Should a positive ID be received from TICA, the application will be rejected. Should there be any discrepancy in your application, your application will be refused.

Before any application is considered, each applicant must supply the following

- Documentary evidence of:
 - Income
 - Benefits
- References from previous landlord/agent (minimum of 2)
- Current tenant ledger (or rent receipts)
- Drivers license/passport/photo ID
- Proof of last residential address
- Copy of birth certificate (if available)

ALL DOCUMENTARY EVIDENCE MUST BE PHOTOCOPIED PRIOR TO COMING INTO THE OFFICE
WE WILL NOT PHOTOCOPY YOUR INFORMATION FOR YOU.

Acceptance of this Tenancy Application will not be acknowledged until all pages are completed and signed.

APPLICATION FOR RESIDENTIAL TENANCY (Applicant 2)

1. PROPERTY APPLYING FOR

Address:	Length of Tenancy:
Tenancy Commencement Date:	Rent Per Week: \$

2. PERSONAL DETAILS

Full Name:	Date of Birth:
Contact Numbers: H: W: Mob:	
Email:	
Drivers License No:	State of Issue:
No. Of People To Occupy Premises: Adults: Children: Ages:	
Alternate ID No. : (eg Passport)	Pension Type:
Pets owned: Yes/No Type: Breed:	

3. CURRENT SITUATION

Are You: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Duration at Address:
Address:	Rent Per Week: \$
Name of Landlord/Agent:	Phone:
Reason for Leaving:	
Was Bond Repaid In Full? Yes/No	
If No, please specify:	

4. PREVIOUS SITUATION

Were You: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Duration at Address:
Address:	Rent Per Week: \$
Name of Landlord/Agent:	Phone:
Reason for Leaving:	
Was Bond Repaid In Full? Yes/No	
If No, please specify:	

5. CURRENT EMPLOYMENT

Current Occupation:	Income:
Employer:	
Period Of Employment:	Phone:
Student: Yes/No Course: Duration:	

6. PREVIOUS EMPLOYMENT

Previous Occupation:	Income:
Employer:	
Period Of Employment:	Phone:
Student: Yes/No Course: Duration:	

7. NEXT OF KIN (person not residing in premises)

Name:	
Address:	
Relationship:	Phone:

8. PERSONAL REFERENCES (No relatives. Names given must be contactable during business hours)

1.	Phone:
2.	Phone:
3.	Phone:

9. DECLARATION

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that ALL information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain details of my credit worthiness from the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. As per the new regulations of the Property Stock & Business Agents Amendment (tenant Database), I/we acknowledge Kirkland Real Estate have notified me/us that if I/we breach the Residential Tenancy agreement my/our personal information could be listed on a tenant database.

Signed 1: _____ Signed 2: _____ Date: _____

ANNEXURE TO TENANCY APPLICATION

Part A

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this annexure may be passed onto the Tenancy Information Centre Australia in the event of a default occurring.
4. Upon approval and acceptance of your application, all monies must be paid in full by cash, bank/building society cheque or Australia Post Money Order.

Part B

1. a) Have you ever been evicted by any landlord/agent? Yes / No
If yes, give details _____
- b) Have you been refused another property by any landlord/agent? Yes / No
If yes, give details _____
- c) Are you in debt to another landlord/agent? Yes / No
If yes, give details _____
- d) Is there any reason known to you that would affect your rental payments? Yes / No
If yes, give details _____
- e) Were any deductions made from your Rental Bond at your last address? Yes / No
If yes, give details _____
2. I/we the applicant/s hereby authorise you, as the agent to conduct an enquiry with the Tenancy Information Centre Australia Pty Ltd and or any other searches which may verify the information provided by me/us.

Signed 1: _____ Signed 2: _____ Date: _____

PRIVACY DISCLOSURE STATEMENT FOR KIRKLAND REAL ESTATE URUNGA
9/8 Bowra Street, Urunga, NSW, 2455 Ph: 02 6655 6167 Fax: 02 6655 5998

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy Laws, from 21st December 2001 all real estate agencies must ensure that you fully understand the National Privacy Principals and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your Tenancy Application.

As professional property managers, Kirkland Real Estate collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

- Telephone: 02 6655 6167 Facsimile: 02 6655 5998
- Email: anita@kirklandrealestate.com.au or amelia@kirklandrealestate.com.au
- In Person: 9/8 Bowra Street, Urunga

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organizations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

Please Note:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of cash, a bank cheque or money order (personal cheques will not be accepted).
4. Initial rental payments must be paid in cash, a bank cheque or money order to Kirkland Real Estate (and bank deposit thereafter).
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us, please fill out ALL required details on the application.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATION

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the Tenancy Agreement, Bond Lodgement Form, all monies have been paid, and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of Tenancy Agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Kirkland Real Estate that all rental payments are made via cheque or direct debit.

Signed by Applicant 1 & 2: _____

Print Names: _____

Witness: _____

Date: _____