41 Copper Street, The Ponds, NSW 2769
Office: 02 8806 3122 Mob 0439 999 974
Email: Sharda@p9re.com.au

TENANCY APPLICATION CHECKLIST

Please complete the Tenancy Application Checklist and submit it together with your Tenancy Application.

Before I submit this Application, I confirm I have…

- ☐ Attached photocopies of documents to meet 100 or more points of ID as listed on the Tenancy Application.
- ☐ Inspected the property both internally and externally.
- ☐ Completed all details in full on the Tenancy Application.
- ☐ Provided all contact details and documentation for confirmation of income source.
- ☐ Read and signed the Agency's Privacy and Notification of Data Collection Statement
- ☐ Read and signed Consent sections of the Tenancy Application.
- ☐ Been given a copy of the Tenancy Agreement Terms and any additional or special Terms that apply to the Property before submitting this Application for Tenancy.
- ☐ Been given a copy of other document or information for disclosure.

PROPERTY ADDRESS

APPLICANT NAME

Signature **Date**

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	***STAFF MEMBER***	***DATE***	***TIME***
Tenancy Application Checklist completed by Tenant			
Application received			am/pm
Checked original ID			am/pm
Compared signatures to original ID			am/pm
Checked Privacy Notification and ALL Consents signed			am/pm
Checked Application is completed in full			am/pm
Nominated Applicant to contact if shared Tenancy	Name		Phone

Tenancy Application Form

For your application to be processed you must answer all questions
(including the reverse side)

A. AGENT DETAILS

Principle 9 Real Estate

41 Copper Street, The Ponds NSW 2769

Phone: 02 8806 3122
Mobile: 0439 999 974
Email: sharda@p9re.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months

4. Property rental?

$ per week OR $ per month

5. How many people will normally occupy the property?

Adults Children, Ages: _____

C. PERSONAL DETAILS

6. Please give us your details.

Mr Ms Miss Mrs Other

Surname | Given name/s

Date of Birth | Driver's licence number

Driver's licence expiry date | Driver's licence state

Passport number | Passport country

Pension number (if applicable) | Pension type (if applicable)

7. Please provide your contact details.

Home phone number | Mobile phone number

Work phone number | Fax number

Email address

8. What is your current address?

Postcode

Application sent to YourPorter (if required)

D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) 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 personal information about me from:
(a) The owner or the Agent of my current or previous residences;
(b) My personal referees and employer/s
(c) Any record listing or database of defaults by tenants such as NDT, TICA or TRA for the purpose of checking your tenancy history;
I am aware that I may access my personal information by contacting;

NTD: 1300 563 826
TICA: 1902 220 346
TRA: (02) 9363 9244

If I default under the rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:
(a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow tradespeople or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a credit check with NTD (National Tenancies Database)

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, The Agent cannot provide me with the lease/ tenancy of the premises.

Signature X **Date**

E. UTILITY CONNECTIONS

YourPorter

Telephone: 1300 400 600
Fax: 1300 326 468
www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Electricity Telephone Pay TV
Gas Internet Health Insurance
Car Insurance Home Loans
Life Insurance Home & Contents Insurance

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/.YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature X **Date**

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years Months

Reason for leaving this address?

10. Please tell us about this rented property. Name of landlord or agent

Landlord/agent phone number Weekly rent paid

$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Years Months

13. Please give us further information about this rented property. Name of landlord or agent

Landlord/agent phone number Weekly rent paid

$

Was bond refunded in full? If NO, why not?

YES ☐ NO ☐

G. EMPLOYMENT HISTORY

14. Please provide your employment details. What is your occupation?

What is the nature of your employment?
(FULL-TIME / PART-TIME / CASUAL)

Employer's name *(inc. accountant if self-employed or institution if a student)*

Employer's address

Postcode

Contact name Phone number

Length of employment Net Income

Years Months $

H. PREVIOUS EMPLOYMENT DETAILS

15. Please provide your previous employment details.

Occupation?

Employer's name

Length of employment Phone number

Year Months

I. OTHER INFORMATION

16. Car Registration **Make/Type**

17. Please provide details of any pets.

Breed/Type Inside/Outside Council registration/number

Do you smoke? ☐ **Yes** ☐ **No**

J. CONTACTS / REFERENCES

18. Please provide a contact in case of emergency.

Surname Given name/s

Relationship to you Phone number

19. Please provide two personal references (not related to you).

1. Surname Given name/s

Relationship to you Phone number

2. Surname Given name/s

Relationship to you Phone number

L. PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Property Rental

$ Per Week

First payment of rent in advance	**$**
Rental Bond (4 weeks rent)	**$**
Sub Total	**$**
Less: Holding deposit (see below)	**$**
Amount payable on signing tenancy agreement (bank cheque or money order only)	**$**

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.
The holding fee (not exceeding 1 week's rent) of ……. keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement). In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;
And
(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;
And
(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
(v) The whole of the fee will be refunded to the prospective tenant if:
a) The entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work during the specified period.
b) The landlord / landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent Date

Signature of Applicant Date

How did you find out about this property?

☐ Newspaper ☐ The Internet ☐ Local Paper

☐ Office ☐ Office Window ☐ Sign Board at property

☐ Referral ☐ Other (Please specify) _____