



My Place
Real Estate

INNOVATE | EDUCATE | EMPOWER

TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied
Each applicant must complete a separate Application

Tenant
to Retain

APPLICATION SUBMISSION – Send Completed Tenant Application Form, along with forms of ID to agnes@myplacerealestate.com.au

PHOTO IDENTIFICATION

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

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application: **Bank Statements, Utility Accounts, Payslips, Medicare Card etc.** Your application will not be processed if all documents are not given.

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.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Information for Tenant, Condition Report and Strata By Laws (if applicable). It is important that you carefully read these documents prior to taking up tenancy.

TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement and special conditions, information for tenant and strata corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions prior to entering into the tenancy agreement.

GENERAL INFORMATION PRIOR

TO TAKING UP TENANCY

COLLECTION OF KEYS

Our office is open Monday to Friday 9.00am - 5:00pm.

You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.



PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. If the property has been the owners principal place of residence for the previous 3 months or the weekly rent exceeds \$500 there may be no limit on the bond requirement. **This office does not except full bond transfers and does not transfer Ministry 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 banked directly into My Place Real Estate Trust Account (Keys not issued, until funds have cleared)

BOND LODGEMENT

It is important to know that all parties signing the Lodgement of Security Bond Form at the commencement of the tenancy must be present in the office to sign. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT

It is our company policy that all rental payments are to be made direct to the Bank. We offer DEFT payment options. This will be discussed with you upon being approved. Strictly no cash accepted.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Property Condition Report to our office within seven working days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating.

TENANT DEFAULT AGENCY

Our office is a member of TICA & NTD, which are tenant default agencies. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

APPLICATION SUBMISSION – Send Completed Tenant Application Form, along with forms of ID to agnes@myplacerealestate.com.au

APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full & signed or your application will not be processed

RENTAL PROPERTY: _____

1st APPLICANT DETAILS

Name	D.O.B.		/	/
Are you known by another name				
Contact No. Home	Work	Mobile		
Email Address		Fax No		
Number of dependants to reside in property		Total occupants		
Age of dependants		<i>(You must list ALL occupants names below)</i>		
Car Registration	Drivers Licence No.	Licensed State		
Passport No.	18+ Card No.	Other ID		
No. of cars to be kept at property	Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No				
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number	Type & Breed	
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have or will you be obtaining contents insurance		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Full name of all persons other than applicant wishing to occupy the premises

CURRENT RENTAL DETAILS

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

PREVIOUS RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold			
Address	Phone		
Period of occupancy	/ / to / /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?			

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 _____

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 6 months Previous Employer	
Occupation	Period of employment
Address	Phone Weekly wage \$
<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 (ie. Savings or Investments)	Other Income \$



2nd APPLICANTS DETAILS

Name	D.O.B. / /	
Are you known by another name		
Contact No. Home	Work	Mobile
Email Address	Fax No	
Number of dependants to reside in property	Total occupants	
Age of dependants	<i>(You must list ALL occupants names below)</i>	
Car Registration	Drivers Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID
No. of cars to be kept at property	Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No		
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have or will you be obtaining contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		

Full name of all persons other than applicant wishing to occupy the premises

CURRENT RENTAL DETAILS

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

PREVIOUS RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold			
Address	Phone		
Period of occupancy / / to / /	Reason for leaving		
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

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 _____

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 6 months Previous Employer	
Occupation	Period of employment
Address	Phone Weekly wage \$
<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 \$

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

QUESTIONS

Have you ever been evicted or are you in debt to another Lessor or Agent Yes No

If yes, give details _____

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

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

If no, give details _____

AUTHORITY & PRIVACY DISCLAIMER

TERMS & CONDITIONS IN MAKING AN APPLICATION AND OFFER

Applicant's Name: _____

The applicant makes this application and offer jointly and severally. Service of any notice to any one applicant shall be deemed to be service on them all.

The applicant agrees that they will not be entitled to occupation of the premises until:

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

The applicant acknowledges that a copy of the tenancy agreement and special conditions that will apply to the tenancy have been made available for the applicant to read.

I, the applicant, agree that I have inspected the rental property and once acceptance of the application is communicated the applicant accepts possession of the premises in the condition as at the date of inspection.

I, the applicant, do solemnly and sincerely declare that I am over the age of 18 years, am not bankrupt and the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting our office. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the agent may not be able to process the application and manage the tenancy.

I, the applicant, 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, the applicant, agree that once the application has been approved and acceptance has been communicated and the option fee has been paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

Signature of Applicant: Dated:/...../..... Witnessed: