

ONE APPLICATION PER PERSON – PLEASE REFER TO THE TERMS AND CONDITIONS PRIOR TO SUBMITTING AN APPLICATION

PROPERTY DETAILS
Property Address:
Requested Lease Length:
Requested Commencement Date:
Rental Offer (weekly):

APPLICANT DETAILS
Full Name of Applicant:
Mobile: Work: Home:
Email:
Date Of Birth:
Driver's License Number:
Smoker: Yes / No
Other Occupants/Dependants: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

NEXT OF KIN
Next Of Kin (Emergency Contact):
Phone/Mobile:
Email:

PETS <input type="checkbox"/>
Type/Breed:
Registered with Council: Yes / No
Registration Number:

RESIDENTIAL HISTORY
Current Residential Address:
Agent/Private Rental/Other
Name/Agency:
Phone/Mobile:
Email:
Previous Residential Address:
Agent/Private Rental/Other
Name/Agency:
Phone/Mobile:
Email:

RESIDENTIAL HISTORY

Previous Residential Address:

Agent/Private Rental/Other

Name/Agency:

Phone/Mobile:

Email:

PERSONAL REFERENCES

Name:

Phone Number:

Occupation/Relationship:

Email:

Name:

Phone Number:

Occupation/Relationship:

Email:

EMPLOYMENT AND INCOME DETAILS

Business Name:

Position:

Part Time / Full Time / Casual / Contractor / Self-Employed / Not Employed / Student

Employer Name:

Position:

Contact Number:

Length of Employment:

Income:

Weekly / Fortnightly / Monthly / Annually

Any other income?

Child Support / Centrelink / Other:

Any deductions? Please include current loans and debts like, car loans, student loans credit card loans.

100 POINTS OF IDENTIFICATION REQUIRED

Driver License (Back and Front)	60 points	Student Visa	30 points
Credit Card (with signature)	20 points	Birth Certificate	20 points
Passport	60 points	Bank Card (with signature)	20 points
Medicare Card	10 points	Student Identification	20 points
Recent Utilities Bill	30 points	Previous Rent Receipts (recent)	40 points

If you are unable to meet the 100 point criterion listed above, please speak with the Property Manager

TERMS AND CONDITIONS

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time.

(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date).

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff).

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all

standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken).

The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).



TERMS AND CONDITIONS

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application and information provided. And understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, Moving Hub utilities facility, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy. Sutton Nationwide Realty PTY LTD will provide approved applicants with an introduction video by email outlining all Tenancy Agreement Obligations which requires confirmation before the agreement commences.

By signing this form, I have read and understood clearly all of the information outlined above.

Name of Applicant: _____

Signature: _____ Date: _____

Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome.

Please ensure your best contact details are noted on page 1 of this application as contact by our Agency may be made via phone, SMS or email.

RENTAL TENANCY REFERENCE

This document will be sent to you current and or previous agency.

Name of Rental Agency:

Email Address:

Name of Applicant:

Property Address:

PLEASE TICK:

YES NO

Please confirm that the Applicant named above was a named tenant on the lease

If no, please confirm that they were an approved occupant?

Period of time rented:

Would you rent to this tenant again?

Were inspections carried out regularly?

Date of the last routine inspection:

Were inspections satisfactory?

Were Notice to Remedy Breaches issued during tenancy?

If yes, were they for rent?

If Yes, and not issued for rent, what were Notice to Remedy Breach/es issued for:

Was there a pet kept on the premises?

If yes, were there any concerns or problems in relation to the pet kept?

If a final inspection has been carried out, was the property returned satisfactorily?

If no, please provide details:

Was the bond refund in full?

If no, please provide details:

How would you rate your overall experience with the tenant?

Please provide a copy of the tenant ledger.

CONSENT

I provide consent for the Agency as part of application processing to contact all necessary people (including previous or current Agents) to verify the application and understand that all Privacy Act requirements will be adhered to by Agency.

Signature: _____ Date: _____

This form can be returned to: admin@suttonnationwiderealty.com.au