

# TENANCY APPLICATION

## Realty Pacific Real Estate

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Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

### Please read prior to completing your Application

- One Application is to be completed per person.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following:	
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card	40
<input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear:	
<input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account	25
<input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>	

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.

### **Applicant Checklist - Before I submit this Application, I have ... (Please circle Yes or No)**

- Yes/No** Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Yes/No** Inspected the Property both internally and externally
- Yes/No** Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
- Yes/No** Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Yes/No** Completed the Pet Application & Agreement form if pets are to reside at the Property

### OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm

### NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name

Phone

**Property Address for this application:**

**Suburb**

### **Applicant's Details**

Name

Current Address

☎ Mobile

☎ Business

☎ Other

Email

Date of Birth     /     /

Place of Birth

Drivers Licence No.

Expiry     /     /

Passport No

Expiry     /     /

Australian Citizen     ☐ Yes

No: Refer to copies of Passport and Visa attached     Visa Expiry     /     /

### **Current Tenancy Details**

Rent per week     \$

Period of occupancy

Years

Months

Agent/Landlord

☎ Business

☎ Fax

Email

Do you expect the Bond to be refunded in full     ☐ Yes     ☐ No     *Why:*

*Why are you leaving this property?*

### **Previous Address**

Address

Rent per week     \$

Period of occupancy

Years

Months

Agent/Landlord

☎ Business

☎ Fax

Email

*Why did you leave this property?*

### **Employment**

Current Employer

Your Position

Length of Employment     Years     Months

Pay day is     of each: week / fortnight / month

Payroll / Manager's Name

☎ Fax

☎ Business

Email

☐ Full Time     ☐ Part Time     ☐ Casual     ☐ Contract

*\$ Income Per week or per year salary*

### **If Self Employed**

Company Name

Trading As

Address

ABN

Period self employed     Years     Months

Industry/ Nature of Business

Accountant Details     ☎ Business

Creditor Referee     ☎ Business

☐ Full Time     ☐ Part Time     ☐ Casual     ☐ Contract

*Income Per week or per year salary \$*

### **Other source of income**

\$Gross per annum (Verification required)

• Self Employment

\$

• Centrelink

\$

• Other:

\$

### **TOTAL INCOME-**

\$

*per week/per annum*

### ***If a Student or Not Currently Employed***

Student ID #                      Institution                      Course                      Duration

Refer to the following selected documents attached to Application to verify my source of income:

☐ Parent/Guardian Letter                      ☐ Centerlink Document                      ☐ Bank Statements                      ☐ Austudy Document                      ☐ Other

### ***Details of all Vehicles to be kept at Property***

Registration No                      Make                      Model                      Owned / Hire Purchase

Registration No                      Make                      Model                      Owned / Hire Purchase

### ***Occupancy Details of all Persons to Reside at Property, including Children***

Name	Current Address	Age
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**Pets**                      ☐ No                      ☐ Yes: Refer to attached Pet Application and Agreement to be completed

### ***Emergency Contact Details of Closest Relatives who will not be Residing with You***

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

### ***Personal Referees who are not Relatives or will not be Residing with You***

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.	<input type="checkbox"/> Mob	<input type="checkbox"/> Work
2.	<input type="checkbox"/> Mob	<input type="checkbox"/> Work

### ***Declarations – Applicant to Complete and Provide Details as Required***

Have you ever been evicted by any Lessor or Agent?                      Yes / No

Are you in debt to another Lessor or Agent?                      Yes / No

Is there any reason known to you that would affect your ability to pay rent when due?                      Yes / No

Was your Bond at your last address refunded in full?                      Yes / No

Was the Property in a satisfactory condition when you inspected it? If not, list requests.                      Yes / No

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses DEFT for rent payments and if used the Tenant will incur a fee of \$0.85 per transaction for direct debit from a savings account.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to REALTY PACIFIC REAL ESTATE**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
NB: If rent is over \$700pw, Bond is as specified on Rent List			
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Total to be paid BEFORE lease commences

**APPLICANT'S SIGNATURE**

**Date**



# Moving home has never been easier.

Whether you've just bought, sold, rented or are renting your home, we can help make the moving process as smooth as possible.

## FREE\* service.

We offer a comprehensive moving home service throughout Australia and get things sorted so you can make the most of your time.









## Your move.

Complete the below referral form and hand back to your Property Manager / Sales Agent to submit on your behalf.



## Your choice.

We offer a large range of moving services

-  ELECTRICITY
-  GAS
-  TELEPHONE
-  INTERNET
-  PAY TV
-  TRUCK & CAR HIRE
-  INSURANCE REFERRALS
-  GROCERY

## YOUR DETAILS

SURNAME			GIVEN NAME/S				
CONNECTION ADDRESS			SUBURB		P/CODE		STATE
DISCONNECTION ADDRESS			SUBURB		P/CODE		STATE
HOME PHONE		WORK PHONE			MOBILE PHONE		
EMAIL					CONNECTION DATE	/	/
APPLICANT SIGNATURE					DATE	/	/

PLEASE CALL ME TO MOVE MY HOME SERVICES AND OFFER PRODUCTS TO SUIT MY NEEDS



We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**PRIVACY CONSENT AND TERMS:** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

## OFFICE USE ONLY

REFERRING AGENT:

7969

OFFICE BRANCH:



CONNECTNOW ID:

7969

\* Our services are free to you. Standard connection fees from service providers may apply. Service availability and supplier choice may vary depending on location. \*\* Connectnow does not provide any form of insurance advice and acts only in a referral capacity only. Please seek your own advice before deciding to take up an insurance product. Note: Connectnow may receive commissions or fees for referrals to an insurance provider.

**connectnow.**  
We get things sorted.





**easyBondpay™**

makes renting easier for you

 **we make  
renting easy  
for you** 

## paying your bond by the month is easy

### What is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront. With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 monthly instalments.

Applying is easy and no credit rating is required. Simply tell your property manager you would like to pay your bond by easyBondpay and they will do the rest.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

#### 6 month lease **example repayments:**

\$1,500.00 rental bond =

6 equal monthly payments of \$273.25\*

\* Total payable \$1639.50 including interest and charges over the 6 month term.

### How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.

### Make bond payments **EASY** with easyBondpay.



**NO SUPPORTING DOCUMENTS REQUIRED**



**INSTANT APPROVAL**



**6 OR 12 MONTH EASY PAYMENT OPTIONS**



**NO MINIMUM OR MAXIMUM BOND VALUE**



**SAME DAY, FULL BOND PAYMENT**

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

**www.easybondpay.com.au or call us on 1300 022 663 (1300 02 BOND)**