

Return via : E: info@portstephensrentals.com or By hand: 65 Stockton St, Nelson Bay Ph: 02 4984 4987

APPLICATION FOR TENANCY

Thank you for applying for a property with Port Stephens Rentals.

Please read the following to ensure a smooth process:

- Please complete the application form thoroughly so it can be processed as quickly as possible, as incomplete documentation will not be processed;
- A separate application form for each adult applicant (over 18) must be submitted;
- **Please provide the following documentation to support your application:**
 1. Colour photo ID – either a Drivers license, photo ID card or a Passport;
 2. Colour copy of Medicare Card;
 3. 3 most recent payslips &/or Centrelink Statement or Contract of Employment;
 4. If Self Employed – your accountant details, along with the most recent Tax Return;
 5. If a home owner (& not rented before), a copy of your Council Rates;
- Once your application has been processed, (subject to references), you shall be notified of the owner's decision within 48 hours;
- If your application is successful:
 1. you will be asked to pay a holding deposit, equivalent to one weeks rent;
 2. you will be forwarded a Welcome Congratulations email, advising how you pay your holding deposit and future rent;
 3. you will be asked to pay your rental bond direct to Bonds Online (equivalent to 4 weeks rent);
 4. you will be asked to sign the tenancy agreement electronically, using FLKITOVER;
 5. you will be asked to make a time to come in to the office to finalise your tenancy induction & to collect keys on the tenancy start date;

HOLDING DEPOSIT: \$

equivalent to one weeks rent

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 48 hours of my application being approved.

Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, & that it will continue to be marketed & offered to other prospective tenants.

I acknowledge the following:

- a) Once the holding deposit has been paid, the landlord undertakes not to enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless I, the applicant, notify the landlord that I no longer wish to enter into the residential tenancy agreement;
- b) The holding fee will be retained by the landlord if I enter into the residential tenancy agreement, in which case it will be paid towards the first weeks rent;
- c) The holding fee will also be retained by the landlord if I, the applicant, decline to enter into the residential tenancy agreement. In this instance, the entire holding fee will be retained by the landlord irrespective of when I provide notice that I will not be entering into the agreement.

APPLICATION FOR TENANCY

AGENT DETAILS:

Port Stephens Rentals
65 Stockton St, Nelson Bay 2315
Ph: 02 4984 4987 E: info@portstephensrentals.com

PROPERTY DETAILS:

Address of Rental Property:

RENT: \$ _____ per week \$ _____ per month

\$ _____ Bond

DATES:

Inspected: _____ Start: _____

LEASE TERM:

PEOPLE TO OCCUPY PROPERTY:

Adults: _____ Children: _____
Names: _____ Ages: _____

PETS:

YES / NO Breed?
Number: _____ Registered?

PERSONAL DETAILS:

Name: _____

Have you been known by another name?:

Email: _____

Mobile: _____ Work Ph: _____

Drivers Lic#: _____ State of Issue: _____

Passport#: _____ Country: _____

RENTAL HISTORY:

Current Address: _____

Why are you leaving: _____

How long have you lived there? _____

Landlord / Agent Name: _____

Contact #: _____

Weekly Rent : _____

Previous Address:

How long did you live there? _____

Landlord / Agent Name: _____

Contact #: _____

Weekly Rent: _____

Was Bond Refunded? _____

If not, why? _____

EMPLOYMENT HISTORY:

What is your current occupation?
(if you are not working please attach your current Centrelink statement)

Full Time / Part time / Casual / Centrelink

Employers Name: _____

Contact Name: _____

Contact #: _____

Length of employment: _____

Net Weekly Income: _____

If self-employed, Accountant name & contact details:

If employed for less than two years, previous employer & #:

CONTACT / REFERENCES:

Emergency Contact - Name & Ph: (not living with you)

Personal Referee - Name, Ph & Relationship:

DECLARATION:

I confirm the following:

YES NO

I have inspected the property that I am applying for OR signed a Waiver;

YES NO

I have been listed on TICA or another default database;
If yes, what for?

YES NO

I have been issued a Termination notice;
If yes, what for? _____

1. I confirm that the property shall not be used for any illegal purposes.
2. I acknowledge that this application is subject to the approval of the owner/landlord;
3. I declare that all information contained in this application is true & correct & given of my own free will; I declare that I have inspected the premises or signed a waiver & accept the property in its current condition;
4. I acknowledge & understand that the Agent/Landlord is not required to provide an explanation to me should the application not be approved;
5. I acknowledge that it is my responsibility to check if a phone line is connected to the property & if one is required, it shall be at my expense to have one connected, should my application be approved;
6. I acknowledge that the agency is a cashless office & should my application be successful, I agree to pay my rent via one of the following methods:
 - a) BPay or automated periodic payment from my financial institution;
 - b) Credit transfer into the agency's Rent Trust Account;
 - c) Eftpos;
 - d) Credit Card & whereby, I understand there shall be a transaction fee charged.

I authorise the agent to obtain personal information from:

- a) The owner or the agent of my current or previous residence;
- b) My personal referees & employer/s;
- c) My accountant;
- d) Any record, listing or database of defaults by tenants;

I acknowledge that if I default on my tenancy or rental obligations, the agent may disclose details of any such default to tenancy default databases & to agents/landlords of properties that I may apply for in the future.

I acknowledge that the personal information provided in this application is necessary for the agent to verify my identity & process & evaluate my application and to manage the tenancy if successful; and if my application is successful, my information may be disclosed for the purpose for which it was collected to other parties, including the landlord, other agents & third party operators of tenancy reference databases.

Applicants Signature

Print Name

Date

RENTAL REFERENCE REQUEST

Applicant Name: _____

Address Currently/Previously rented: _____

I consent to the following reference questions being completed honestly & then returned to Port Stephens Rentals, along with a copy of my Tenancy ledger:

Applicants Signature: _____ Date: _____

****CURRENT OR FORMER AGENT/LANDLORD TO COMPLETE BELOW****

Was the above applicant a leaseholder? _____

Period of occupancy: _____ Weekly Rent: _____

Is / Was rent paid on time? _____

Was a Termination Notice ever issued for Rent Arrears or breaches? ___ YES / NO _____

Added Comments: _____

Does / Did the tenant look after the property:

Internally? _____

Externally? (grounds/lawns) _____

Comments from Routine inspections: _____

Was the tenant: Co-operative YES / NO Considerate of neighbours YES / NO

Added Comments: _____

Did the tenant have Pets?: YES / NO Approved?: YES / NO How many?: _____

Has / Was any damage caused by the pet/s? _____

Who ended the tenancy? Tenant / Landlord/Agent / Notice not yet given

Added Comments: _____

Was the premises left clean/tidy & undamaged? YES / NO / Not yet vacated

Added Comments: _____

Was the Rental Bond Refunded in full? YES / NO / Not yet vacated / Any money owing?

Added Comments: _____

Would you rent to this tenant again? _____

Additional overall comments: _____

Name & Position of person completing reference: _____