



**HINDMARSH
+ WALSH**

Application for Tenancy Form

Thank you for choosing Hindmarsh & Walsh Property Management. Please complete all relevant sections of this form and provide copies of **all** supporting documentation as requested so that we may process this application as soon as possible. Please note that incomplete applications will **NOT** be processed.

Each person over 18 years of age who will be residing at the property must complete a separate application form.

If your application is approved, you must pay a holding deposit equal to 1 week rent to secure the property while your lease and the property are prepared for you.

Upon signing of your lease, a Rental Bond equal to 4 weeks rent, plus your first rent payment 2 weeks, less your holding deposit, must be paid by money order, bank cheque or cheque 4 business days prior to pickup of keys.

Hindmarsh & Walsh Property Moss Vale

322 Argyle Street,

Moss Vale NSW 2577

Phone: (02) 4868 3236 Fax: (02) 4813 7407

Email: yvonne@hindmarshwalsh.com.au

Website: www.hindmarshwalsh.com.au

Hindmarsh & Walsh Property Bundanoon

9 Railway Avenue

Bundanoon NSW 2578

Phone: (02) 4883 6744 Fax: (02) 4883 6245

Email: elaine@hindmarshwalsh.com.au

Website: www.hindmarshwalsh.com.au

Property Details

Property under application

Address: _____

Suburb: _____

Lease Term: _____

Inspection Date: _____

Rent (per week): _____

Lease commencement date: _____

FREE UTILITY CONNECTION SERVICE

myconnect[®]
a really smart move

**MyConnect offer a completely
FREE service for home movers.**

MyConnect will call you to arrange the connection of your required utilities at your new property.



Yes, please contact me



Interpreter required

☐ OR Tick here to opt out

We connect



Electricity



Gas



Phone



Internet



Pay TV



Plus more...

Our retailers



Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au

Applicants Details

Personal Information:

Name: _____

DOB: _____

Phone: _____

Email: _____

Age Card # _____

Drivers Licence # _____ State: _____

Passport # _____ Country: _____

Current Address:

Address: _____

Period of Occupancy _____

Rent paid: \$ _____ Bond \$ _____

Are you renting/owner/sold/never rented: _____

Landlords/Agents Name: _____

Agency: _____

Phone: _____

Reason for leaving: _____

Previous address:

Address: _____

Period of Occupancy: _____

Rent paid: \$ _____ Bond: \$ _____

Landlords/Agents Name: _____

Agency: _____

Phone: _____

Reason for leaving: _____

Employment

If you are self-employed, please provide a statement of income your accountant or most recent tax return.

Current employment: Occupation: _____
Weekly Income: _____ Duration: _____
Employer: _____
Contact Name: _____
Phone: _____

Previous employment: Occupation: _____
Weekly Income: _____ Duration: _____
Employer: _____
Contact Name: _____
Phone: _____

Self-employed/Company/Business: Company or Business Name: _____
Address: _____
Lessor/Agent: _____
ACN/ABN: _____
Date formed: _____
Accountant: _____
Contact: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

If self-employed evidence will be required such as Tax or Annual Returns, please supply copies of details.

Other Income: Additional income or Benefits received: _____

Amount: \$_____ (per week/fortnight/month)

Proposed Occupancy

Number of occupant's:	# of Adults: _____ Dependents: _____ Age: _____
Proposed pets:	# of Pets: _____
	Type: _____ Breed: _____
	Type: _____ Breed: _____
	Registered: _____
Vehicle/s:	# of Vehicles: _____
	Type: _____ Rego: _____
	Owned or Financed: _____
	Type: _____ Rego: _____
	Owned or Financed: _____
Property Usage:	Will this property be used for business purposes: YES / NO

References (cannot be a partner or relative)

Income:	Name: _____
	Phone: _____
	Relationship: _____
Personal:	Name: _____
	Phone: _____
	Relationship: _____

EMERGENCY CONTACT – Required to contact in case of emergency

Next of kin:	Name: _____
	Phone: _____
	Relationship: _____
	Address: _____
Nearest relative not living with you:	Name: _____
	Phone: _____
	Relationship: _____
	Address: _____

The following questions must be answered:

- | | |
|---|--------|
| 1) Has your tenancy ever been terminated by a landlord or agent | Yes/No |
| If yes, give details _____ | |
| 2) Have you ever been refused a property by any landlord or agent | Yes/No |
| If yes, give details _____ | |
| 3) Are you in debt to another landlord or agent | Yes/No |
| If yes, give details _____ | |
| 4) Have any deductions ever been made from your rental bond | Yes/No |
| If yes, give details _____ | |
| 5) Is there any reason known to you that would affect your future rental payments | Yes/No |
| If yes, give details _____ | |
| 6) I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy. | Yes/No |
| 7) Do you smoke? | Yes/No |

Documentation Checklist

Identification (100 point minimum must be provided)

- | | |
|---|---|
| <input type="checkbox"/> Current drivers' licence (40 points) | <input type="checkbox"/> Medicare card (20 points) |
| <input type="checkbox"/> Passport (40 points) | <input type="checkbox"/> Utilities statement (10 points) |
| <input type="checkbox"/> Birth certificate (30 points) | <input type="checkbox"/> Motor vehicle registration (10 points) |
| <input type="checkbox"/> Proof of age card (30 points) | <input type="checkbox"/> Bank statement (10 points) |

Supporting documentation

Proof of rental history

- ☐ Last 3 rental receipts
- ☐ Printout of tenancy history

Proof of income

- ☐ 3 previous pay slips; or
- ☐ Bank statement; or
- ☐ If self-employed – tax assessment

Proof of current address

- ☐ Utility statements (current)
- ☐ Council rates notice

Financials

Tenant agrees to pay:

Method of Payment

- ☐ Direct Debit ☐ EFT ☐ Money Order ☐ Cheque

Payment Summary

Rental Bond: \$ _____ (4 weeks)

Rent in Advance: \$ _____ (2 weeks)

Total: \$ _____

Terms of Application

Applicants Authority & Declaration

- 1 I/We authorise the agent to check with my previous or current employer, my previous or current landlord/agent, and my referees named as my suitability as a tenant;
- 2 I/We authorise the agent to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies;
- 3 I/We agree to the agent to reporting any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
- 4 I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and other tenancy database which may be available.
- 5 I/We declare that I/We/are not bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct. I/We further declare that I/we am/are not paying off any rental debt.
- 6 I/We understand that the Landlord/Agent is not required to give an explanation for any application which is not approved. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of the application.
- 7 I/We/The applicants will sign the Tenancy Agreement upon being notified of acceptance of this application by the agent.
- 8 I/We have inspected the above premises and accept them as the inspected condition.
- 9 I/We declare that I/we can afford the advertised rental payments.
- 10 I/We declare that I/We will always pay rent in advance by a method acceptable to us.
- 11 I/We agree and understand that in the event of the application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
- 12 I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by cash or EFT.
- 13 I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above and a Tenancy Agreement is signed.
- 14 I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
- 15 I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
- 16 I/We agree that upon communication of acceptance of the application by the landlord or agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.
- 17 I/We the Applicant/s, have read and agree to the information provided in the Application for Tenancy Form and agree to be bound by the Terms of Application detailed in the Application for Tenancy Form.

Holding Fee (if applicable)

1. The holding fee can only be accepted after the application for tenancy is approved.
2. The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).
3. In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:
 - a. The application for tenancy has been approved by the landlord.
 - b. The premises will not be let during the above period, pending the making of a residential tenancy agreement.
 - c. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee.
 - d. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
4. 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 and the landlord does not carry out the repairs or other work during the specified period.
5. The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Privacy Statement

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship. The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy. The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right of correction to the information if it is not accurate, up-to-date and complete.

Additional items

1. Each applicant must read and initial every page as acceptance of the information provided.
2. For the purpose of service of notice, service on any one Applicant shall be deemed to be served to all Applicants.
3. Any other annexure and/or special condition provided by the Agent form part of this application.

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager, we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted, we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients. The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners. In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenant's personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80. Full details about TICA's Privacy Policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies.

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows: Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed by the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Signed by Agent

Name: _____ Signature: _____ Date: _____