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TENANCY APPLICATION FORM

Please ensure you complete this application thoroughly, including all contact numbers are correct.

All the following are required to process your application;

- o I have attached non-returnable copies of the documentation required for the 100 Point Check
- o Proof of identity (drivers Licence or passport or birth certificate and other photo ID)
- o Proof of Income (Last Pay Advice or Current Centrelink Statement or Current Bank Statement)
- o Supporting Documentation (40 Points from:- Current Rental Ledger [40], Last 2 Rent Receipts [20], Two Written References [20], Current Electricity or Phone Account [10], Rates Notice [30])
- o I have read and accept the terms and conditions (Section I)

PROPERTY ADDRESS:

PROPERTY ADDRESS:		
REQUIRED LEASE START DATE:		LEASE TERM IN MONTHS:
HOW DID YOU HEAR ABOUT THE PROPERTY:		WEEKLY RENT \$

PERSONAL DETAILS

Mr/Ms/Miss/Mrs		
Date of Birth:		Smoker / non -smoker
Driver's license no:		Centrelink number/type of payment:
Passport number/country:		

CONTACT DETAILS

Home phone		Mobile number:
Work number		Email address:

OTHER DETAILS

How many people to occupy property & ages		
Pets	Yes / No	Type:
Car Registration		Year & model

APPLICANT HISTORY

Current address		
Started living here		Length of occupancy:
Why are you leaving		
Agent/Landlords name:		
Their phone number:		Weekly rental amount:

PREVIOUS RENTAL HISTORY

Previous rental address:		
Agent/Landlords name		
Contact phone numbers		
Weekly rental amount:		Length of occupancy:
Was bond refunded in full		If not / why?

EMPLOYMENT *(inc. accountant if self-employed or institution if a student)*

Current employer		
Position/occupation		
Fulltime / Part time / casual		contact:
Employment address:		
Employer contact phone:		
Length of employment:		Net weekly income:

PREVIOUS EMPLOYMENT HISTORY

Current employer		
Position/occupation		
Fulltime / Part time / casual		contact:
Employment address:		
Employer contact phone:		
Length of employment:		Net weekly income:
Reason for leaving:		

EMERGENCY CONTACTS

Name:		
Relationship to you:		
Mobile number		Work phone
Home phone:		Email address:
	Please note: We may contact this person to assist you, should your rent fall into arrears.	

REFERENCES. Please provide two personal/business references (not related to you)

Name:		Phone number:
Relationship to you:		Email :
Name:		Phone number:
Relationship to you		Email :

PAYMENT DETAILS

Rental property rent is _____ per week

First payment of rent in advance of **2 weeks rent**Rental bond equivalent to **4 weeks rent**

Sub Total

Less: Optional Holding Deposit (see Section J)

Amount payable on signing tenancy agreement

*by Bank Cheque, Electronic Transfer [cleared funds only]

All cheques are to be made out to 'APH property services rental trust'. For security and insurance reasons we have a cash free policy.

Rent Payment Methods: I agree to pay my rent via one the following methods:

Bank Cheque

Automated Periodic Payment or direct deposit

(An automatic rent transfer from your financial institution or employer or via your internet banking facility)

100 POINT CHECKK LIST

Please ensure that you provide copies of the following required documents to support your application;

One of the following on each line

Drivers Licence / passport / birth certificate and other photo id (30 points each)

Last 2 pay slips / current centrelink statement / current bank statement (30 points each)

Then 40 points from the following list

Current Rental Ledger from a real estate agent 40 Points

Last 2 Rent Receipts 20 Points

Two Written References 20 Points

Recent Rates Notice 30 Points

Vehicle Registration Papers 10 Points

Current Electricity/Phone Account 10 Points

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

DECLARATION:	I have inspected the property I am applying for on this application	YES / NO
	During my inspection of this property I found it to be in a reasonably clean state	YES / NO

IF NO I believe that the following items should be attended to prior to the commencement of tenancy.
I understand that these items are subject to the Landlords approval.

HOLDING DEPOSIT:

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 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, and that it will continue to be marketed and offered to other prospective tenants.

HOLDING DEPOSIT One (1) weeks' rent

- Once the Holding Deposit has been paid, the Landlord undertakes not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
- **The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.**
- The holding must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- The Holding Deposit will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque

TERMS AND CONDITIONS:

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent.
I acknowledge that I will be required to pay the amounts as specified in the application above.
I acknowledge that this application is subject to the approval of the owner/landlord.
I declare that all information contained in this application is true and correct & given of my own free will.
I declare that I have inspected the premises and am not bankrupt.

I authorize the Agent to obtain personal information from:

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

If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I am aware that the Agent will use and disclose my personal information in order to

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organisations/tradespeople to contact me
- (d) facilitate the sale of the property should it be placed on the market
- (e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants name _____ Signature _____

Date ____/____/____ Agents Signature _____

APH PROPERTY SERVICES