

TENANCY APPLICATION

347 Main Road, Cardiff NSW 2285
P: 02 4954 7447 F: 02 4954 2226
E: admin@meeksrealestate.com.au
www.meeksrealestate.com.au

We aim to process your application within 48 hours (not including weekends). To assist us in doing this, please make sure the following has been completed:

- Each person over 18 years of age has completed an application form
- You have inspected the property
- You have included all the identification and proof of address required – any missing information will delay processing
- You have provided proof of income
- You have included your rental history including ledgers
- Have you signed the Privacy Statement & Conditions for Approval of Tenancy?
- Have you completed the Tenant Reference Check?

NB: Only signed and completed applications will be processed. All applicants will also be checked through TICA tenancy database.

If your application is successful, you will be required to pay a HOLDING DEPOSIT of one weeks rent. This must be paid within 24 hours of acceptance to secure the property. The property will remain on all advertising platforms until this deposit is received.

BEFORE AN APPLICATION CAN BE PROCESSED THE FOLLOWING DOCUMENTS ARE TO BE PROVIDED:

- | | |
|---|--|
| <input type="checkbox"/> Drivers License, Passport or Proof of Age Card | <input type="checkbox"/> Proof of address ie. Electricity/Phone Bill |
| <input type="checkbox"/> Proof of Employment – 3 x Pay Slips / Offer of Employment | <input type="checkbox"/> Bank Statements |
| <input type="checkbox"/> Rental Ledger from Current Real Estate Agent / 3 x Rent Receipts | <input type="checkbox"/> Medicare card, bankcard etc. |

PROPERTY DETAILS

Property Address: _____
 Length of lease required: _____ weeks/months When are you wanting to move in?: _____
 Rent per week: \$ _____ Name and ages of other applicants: _____

 Children (names and ages): _____
 Do you have any pets: YES/NO: Please Specify: _____
 How did you hear about our agency?
 Newspaper Internet Word of mouth Other (please specify): _____

APPLICANT DETAILS

Full Name: _____
 Full Address: _____

 Date of Birth: ____ / ____ / ____
 Mobile: _____ Phone (Home): _____ Work: _____
 Email: _____
 Drivers Licence No: _____
 Drivers Licence expiry date: ____ / ____ / ____ Drivers Licence state: _____
 Passport No & Country: _____
 Next of Kin*: _____
 *Relationship to you: _____ Contact No: _____
 Do you smoke? Yes No

CURRENT RENTAL PROPERTY

Address: _____
 Tenant Owner
 Renting Amount: \$ _____ weekly/fortnightly
 Landlord/Agent: _____
 Phone: _____
 Period of rental: From _____ to _____
 Number of occupants: _____
 Reason for leaving: _____

PREVIOUS RENTAL PROPERTY

Previous Address: _____
Renting Amount: \$ _____ weekly/fortnightly
Previous Landlord/Agent: _____
Phone: _____
Period of rental: From _____ to _____
Number of occupants: _____
Reason for leaving: _____

CURRENT EMPLOYMENT DETAILS (also if relocating)

Employer Name: _____
Address: _____
Your Job Title: _____
Contact Person: _____
Contact Person Job Title: _____
Phone: _____ Mobile: _____
Period of Employment: _____
 Full time Part time Casual
Income: \$ _____ per week/fortnight/month
Additional income: \$ _____ Please specify: _____

PREVIOUS EMPLOYMENT DETAILS (within 2 years)

Previous Employer Name: _____
Address: _____
Your Job Title: _____
Contact Person: _____
Contact Person Job Title: _____
Phone: _____ Mobile: _____
Period of Employment: _____
 Full time Part time Casual
Reason for leaving: _____

REFERENCES (NOT FAMILY)

Reference 1: _____ Relationship to you: _____
Phone: (H) _____ (W) _____ (M) _____
Reference 2: _____ Relationship to you: _____
Phone: (H) _____ (W) _____ (M) _____
Reference 3: _____ Relationship to you: _____
Phone: (H) _____ (W) _____ (M) _____

The applicant confirms and acknowledges the following:

1. Have you previously had your lease terminated by agent or landlord? Yes No
 If yes, please provide details _____

2. Do you have any outstanding debts from previous tenancies? Yes No
 If yes, please provide details _____

3. Is there any known reason that may effect your ability to make rental payments? Yes No
 If yes, please provide details _____

4. To your knowledge, are you listed on, or have you previously been listed, on a tenancy default database? Yes No
 If yes, please provide details _____

INSPECTION OF PREMISES

I have inspected the property on: _____
 I found the property to be in satisfactory and reasonably clean condition

YES

NO, I would like the following items attended to prior to commencement of tenancy should my application be successful. I am aware that these items are subject to the landlord's approval.

CONDITIONS FOR APPROVAL OF TENANCY

- I am aware that should my application be successful and I am approved for the property, I will be required to enter into a Residential Tenancy Agreement on a lease term as agreed upon with the landlord.
- A holding deposit of one weeks rent must be paid within 24 hours of the application being accepted by the landlord. Once the deposit is received, the property will be withdrawn from the market.
- Should the approved applicant not proceed with the tenancy, the Landlord will retain the full holding deposit amount.

X	
Applicant Signature	Date

PRIVACY ACT 1988 ACKNOWLEDGMENT / DECLARATION

In accordance with the Privacy Principle 1.3 of the Privacy Act we require you to read this acknowledgment. In order to process a tenancy application the applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent. In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents. Your contact details may also be given to tradespeople as required during the tenancy.

I, the said applicant declare that I give permission to the agent to collect my information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my/our tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application. I agree and understand that once a tenancy application has been lodged with the member of the tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry.

I agree that in this even of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members to access to information accumulated from members about tenants who have breached their tenancy agreement.

I agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I understand that phone calls to TICA Default tenancy Control Ltd are charged at \$5.45per minute exclusive of GST.

CONDITIONS OF APPLICATION AND DECLARATION

In applying for this property and signing the application, I declare that:

- The information provided in this form are true and correct

- I am financially able to meet my commitments under the Residential Tenancy Agreement
- I am able to uphold my obligations as required by the Residential Tenancy Act 1987 (as amended)
- I am not bankrupt and I am not insolvent
- I have asked for and received a photocopy of this application for my retention.
- I understand that all references will be checked and that my employment or studies will be confirmed with my employer or course supervisor. I understand that my credit references will be checked.
- I understand that this application may be disqualified if I refuse to complete any section on this application.
- I understand that in the event this application is approved and a tenancy agreement is entered into that any person listed on this form may be contacted for any reason, including but not limited to non payment of rental and breaches of the Tenancy Agreement.
- I acknowledge and understand that Meeks Real Estate acts as the agent on behalf of the owner or owners of the property.

PRIVACY ACT CONTINUED

- I understand that this application is subject to the owners' approval. Meeks Real Estate does not ask the owner for reasons an application has been unsuccessful. I understand that in the event that this application is not approved that the agent is unaware of any reason for it not being approved and that the owner is not required to give any reason for refusing this application.
- I declare that I have physically inspected the property applied for in this application. I accept the current condition of the property as inspected and in the event this application is approved will not make any request for maintenance to the property other than that required to keep or make this premises safe, secure and habitable, considering the age of the property and the rental paid.
- I declare that I have not relied upon any representation by the owner or agent regarding this property and that I have made my own inquiries as to the suitability of the property for my requirements.
- I, (the applicant) give permission for MEEKS REAL ESTATE to obtain any details required regarding my education/employment to obtain tenancy.
- I have read, understand and agree with the privacy Act Acknowledgment of this application.

X

Applicant Signature

Date

FREE UTILITY CONNECTION SERVICE

myconnect

myconnect is a FREE and easy to use utility connection service



Yes, Please Contact Me

Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

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

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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.

Tick here to opt out



REFERENCE CHECK - Please fill in and sign top section of form and return with your application.

In accordance with Privacy Act on your application form I/We the undersigned authorise the recipient of this fax to give information to Meeks Real Estate regarding my/our rental history.

Applicants Name: _____

Property Address: _____

Period of tenancy: _____ Rent paid p/wk: \$ _____

Managing Agent: _____

Contact Name: _____ Fax Number of Agent: _____

X

Applicant Signature

Date

REFERRED AGENT TO COMPLETE

Would you rent to these tenants again? Yes No

Did tenant always pay rent on time? Yes No

Was a termination notice ever issued? Yes No

Did the tenants ever breach their agreement? Yes No

If YES what was the breach and was it resolved? _____

Were routine inspections carried out? Yes No

If YES what was the condition of the property? _____

Were lawns and gardens kept in good condition? Yes No

Did the tenants have pets? Yes No

If YES what kind and did they cause any damage? _____

Have the tenants given the required notice? Yes No

If vacated, was the property left in good condition? Yes No

If vacated, was the bond returned in full? Yes No

ANY ADDITIONAL COMMENTS: _____

Agent's Signature

Position held

Please attach a tenant ledger when faxing to our office on 02 4954 2226.

If you have any further information, please call us on 02 4954 7447.

Thank you for your assistance.

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Applicants Name: _____
 Property Address: _____
 Period of tenancy: _____ Rent paid p/wk: \$ _____
 Managing Agent: _____
 Contact Name: _____ Fax Number of Agent: _____

X

Applicant Signature

Date

REFERRED AGENT TO COMPLETE

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- Did tenant always pay rent on time? Yes No
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