



Professionals

Wagga Wagga



Tenancy Application

182C Baylis Street Wagga Wagga NSW 2650

P 02 6923 9900

E leasing@professionalswagga.com.au

W www.professionalswagga.com.au

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS

Professionals Wagga Wagga

Address: 182C Baylis Street Wagga Wagga NSW 2650
Phone Number: (02) 6923 9900
Email Address: leasing@professionalswagga.com.au
Web: www.professionalswagga.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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5. Names of all other occupants for the property

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C. PERSONAL DETAILS

6. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname	Given Name/s

Date of Birth	Driver's licence number

Driver's licence expiry date	Driver's licence state

Passport no.	Passport country

Pension no. (if applicable)	Pension type (if applicable)

7. Please provide your contact details

Home phone no.	Mobile phone no.

Email address

8. What is your current address?

Postcode

D. UTILITY CONNECTIONS

myconnect[®]
a really smart move

MyConnect will call you to arrange free connection of your required utilities

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au



Yes, Please Contact Me



Interpreter service
(tick if required)

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.



OR Tick here to opt out



E. DISCLAIMER/AUTHORITY

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;
- (c) Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:
TICA 1902 220 346 | NTD 1300 563 826 | TRA (02) 9363 9244

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a check with Tenancy Databases

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 cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature

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Date

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F. APPLICANT HISTORY	
9. Time at current address? Renting or Home Owner? (tick) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="display: flex; align-items: center;"> <input style="width: 40px; height: 25px; margin-right: 5px;" type="text"/> Years <input style="width: 40px; height: 25px; margin-right: 5px;" type="text"/> Months </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Renter <input type="checkbox"/> Owner </div> </div>	
10. Why are you leaving this address? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
11. Landlord/Agent details of this property (if applicable) Name of landlord or agent <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Landlord/agent's phone no. <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Weekly Rent Paid <div style="display: flex; align-items: center;"> \$ <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> </div> </div> <div style="margin-top: 10px;"> Email address <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>	
12. What was your previous residential address? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
13. Time at previous address? <div style="display: flex; align-items: center;"> <input style="width: 40px; height: 25px; margin-right: 5px;" type="text"/> Years <input style="width: 40px; height: 25px; margin-right: 5px;" type="text"/> Months </div>	
14. Landlord/Agent details of this property (if applicable) Name of landlord or agent <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Landlord/agent's phone no. <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Weekly Rent Paid <div style="display: flex; align-items: center;"> \$ <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> </div> </div> <div style="margin-top: 10px;"> Email address <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Was bond refunded in full? <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> If no, why? <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div>	
G. EMPLOYMENT HISTORY	
15. Please provide your employment details What is your occupation? <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="margin-top: 10px;"> What is the nature of your employment? (FULL TIME/PART TIME/CASUAL) <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <div style="margin-top: 10px;"> Employer's name (inc. accountant if self employed or institution if student) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="margin-top: 10px;"> Employer's address <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Contact name <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Phone no. <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="margin-top: 10px;"> Email address <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Length of employment <div style="display: flex; align-items: center;"> <input style="width: 40px; height: 25px; margin-right: 5px;" type="text"/> Years <input style="width: 40px; height: 25px; margin-right: 5px;" type="text"/> Months </div> </div> <div style="width: 45%;"> Net Income <div style="display: flex; align-items: center;"> \$ <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="margin-left: 10px;"> <input type="checkbox"/> p/w <input type="checkbox"/> p/f </div> </div> </div> </div>	
16. Please provide your previous employment details Occupation Employer's name <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Contact name <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Phone no. <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="margin-top: 10px;"> Email address <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Length of employment <div style="display: flex; align-items: center;"> <input style="width: 40px; height: 25px; margin-right: 5px;" type="text"/> Years <input style="width: 40px; height: 25px; margin-right: 5px;" type="text"/> Months </div> </div> <div style="width: 45%;"> Net Income <div style="display: flex; align-items: center;"> \$ <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="margin-left: 10px;"> <input type="checkbox"/> p/w <input type="checkbox"/> p/f </div> </div> </div> </div>	

F. CONTACTS/REFERENCES										
17. Please provide a contact in case of emergency <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Surname <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Given name/s <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Relationship to you <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Phone no. <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div>										
18. Please provide 2 personal references (not related to you) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. Surname <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Given name/s <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Relationship to you <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Phone no. <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> 2. Surname <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Given name/s <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Relationship to you <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Phone no. <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div>										
I. PET INFORMATION										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Breed/type</th> <th style="width: 15%;">Inside/Outside</th> <th style="width: 15%;">Age of Pet</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> </tbody> </table>		Breed/type	Inside/Outside	Age of Pet	1.			2.		
Breed/type	Inside/Outside	Age of Pet								
1.										
2.										
J. OTHER INFORMATION										
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No I agree that I have inspected the property and the landlord is not obliged to make any improvements. <input type="checkbox"/> Yes <input type="checkbox"/> No Items you believe need attending to prior to signing the lease (pending owner's approval): <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>										
K. DEPOSITS & INITIAL PAYMENTS										
In accordance with the Residential Tenancy Act 2010, I acknowledge that the reservation fee referred to in this application is subject to the following conditions: <ol style="list-style-type: none"> The applicant is required to pay a reservation fee equivalent to one week's rent to reserve the premises in favour of the applicant for a period of one week. The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement. If the Landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee should be refunded. Should the applicant advise they will not be going ahead, then the owner may keep the whole of the fee. During the reservation period, no fee will be taken from another applicant nor will the premises be reserved to another's favour. Upon signing of the lease, the following amounts will be due and payable in the form of a cheque, money order or Electronic Funds Transfer (EFT). The tenant agrees to pay the charges before possession of the premises is granted. <div style="margin-top: 10px;"> Initial Holding Deposit (as at point 1): 1 week's rent Bond: 4 week's rent Advance Rent: 1 week's rent Total: 6 week's rent </div>										
Signature of Landlords agent <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	Date <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>									
Signature of Applicant <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	Date <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>									

Please provide a separate application form for each applicant over the age of 18.

To ensure your application is processed quickly we require the following information (equalling 100 points):

(Please be aware that the wrong documentation will prevent your application from being processed).

Photo Identification (<u>COMPULSORY</u>) Eg: Driver's Licence, Passport, Photo ID	30 Points
Form of Income (<u>COMPULSORY</u>) 2 x most recent Payslips or Centrelink Statement	20 Points
Bank Statement (<u>COMPULSORY</u>)	20 Points
Motor Vehicle Registration	20 Points
Debit/Credit Card	20 Points
Birth Certificate	20 Points
Medicare Card	20 Points
Electricity or Gas bill	20 Points
Rental Ledger	20 Points
TOTAL POINTS	

When an application is approved we require the following:

Holding deposit:

2 x Weekly rent (1 Week being a holding deposit that is forfeited if you withdraw your application)

Bond:

4 x Weekly rent

Rent:

Rent is to be direct deposited into our nominated bank account or cash in the office.