

Tenancy Application Form

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



A. AGENT DETAILS

Western Plains Real Estate

2/45 Wingewarra Street
Dubbo NSW 2830

Phone: 02 6881 8333
Fax: 02 6884 9505
Website: www.wpre.com.au

B. PROPERTY DETAILS

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

Postcode

2. Preferred move in date?

Day Month Year

3. Lease term?

Years Months

4. Property rental?

\$ per week OR \$ per month

5. How many people will normally occupy the property?

Adults Children, Ages:

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 number Passport country

Pension number (if applicable) Pension type (if applicable)

7. Please provide your contact details.

Home phone number Mobile phone number

Work phone number Fax number

Email address

8. What is your current address?

Postcode

D. UTILITY CONNECTIONS

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm!

Ph: 1300 850 360 Fax: 1300 661 160
Email: sales@onthemove.com.au

ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL, TENANTS INSURANCE

YES!! I would like On The Move to contact me.

By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au.

On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

E. DECLARATION

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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.

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 authorise the Agent to obtain personal information from:

- the owner or the Agent of my current or previous residence;
- my personal referees and employer/s;
- 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 a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow organizations/tradespeople to contact me
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

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 consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection services to me. Where **On The Move** is requested to arrange for the provision of the services, I consent to **On The Move** disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither **On The Move** nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature Date

X

Property Manager:

If Interpreter required, language:

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years Months

Reason for leaving this address?

10. Please tell us about this rented property.

Name of landlord or agent

Landlord/agent phone number Weekly rent paid

\$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Years Months

13. Please give us further information about this rented property.

Name of landlord or agent

Landlord/agent phone number Weekly rent paid

\$

Was bond refunded in full? If NO, why not?

YES NO

G. EMPLOYMENT HISTORY

14. Please provide your employment details.

What is your occupation?

What is the nature of your employment?
(FULL-TIME / PART-TIME / CASUAL)

Employer's name (inc. accountant if self-employed or institution if a student)

Employer's address

Postcode

Contact name

Phone number

Length of employment

Net Income

Years Months \$

You must answer the following questions:

Have you ever been evicted from a property?

YES NO

Are you in debt to another landlord or agent?

YES NO

H. PREVIOUS EMPLOYMENT DETAILS

15. Please provide your previous employment details.

Occupation?

Employer's name

Length of employment

Phone number

Year Months

I. OTHER INFORMATION

16. Car Registration

Make/Type

17. Please provide details of any pets.

Breed/Type Inside/Outside Council registration/number

J. CONTACTS / REFERENCES

18. Please provide a contact in case of emergency.

Surname

Given name/s

Relationship to you

Phone number

19. Please provide two personal references (not related to you).

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

K. PAYMENT DETAILS

First payment of rent in advance

\$

Rental Bond (4 weeks rent)

\$

Sub Total

\$

Less: Deduct Reservation Fee (see below)

\$

Amount payable on signing tenancy agreement

\$

L. RESERVATION FEE

Reservation Fee \$

Reservation Period

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED.

The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days.

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- i. The application for tenancy has been approved by the landlord; and
- ii. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- iii. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- iv. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- v. 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
 - b) The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature

Date

X

M. 100 POINTS OF ID REQUIRED

A minimum of 100 points is required for each applicant.

-Points must be made up from each section A, B and C as shown

A) Proof of Identity (30 Points)

You must provide one of the following:

- Drivers Licence
- Passport
- Birth Certificate + Photo ID

B) Proof of Income (30 Points)

You must provide one of the following:

- Last Pay Advice
- Current Centerlink Statement
- Current Bank Statement (must show sufficient funds to meet rental payments)

C) Supporting Documentation (40 Points)

You must provide at least 40 points of the following documentation:

- Current Rental Ledger (from 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

(Minimum of 40 points required)

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 points, please call us to discuss.

Signature of Landlord's Agent

Date

X