

## Tenancy Application Form

First Floor 444a High Street, Maitland NSW 2320

t 4934 1901 f 4027 5071 e rentals@valleystateagents.com.au w valleystateagents.com.au



Thank you for choosing Valley Estate Agents. Please complete this application thoroughly so we can process it as quickly as possible.

Please read carefully the Valley Estate Agents Application processing sheet to make this process a smoother transition for all parties involved.

**When this form has been completed please fax, email or hand deliver back to Valley Estate Agents.**

### Rental Property:

property address
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### Tenancy Requirements:

length of tenancy (months)	rent \$	per week	commencement date
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### Occupancy Details:

no of occupants who will live in this property	no. and ages of children (if any)	no. and type of pets
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### Applicant's details:

full name	email	
address		
home phone	work phone	mobile phone

### Personal details:

date of birth	drivers licence number	car rego
owned/financed	have you ever been bankrupt yes / no	Do you own an investment property yes / no

### Current rental details:

address		
current rent \$	per week	how long have you lived there? months
agent / landlord		work phone or mobile
reason for leaving		

### Previous rental details:

Previous property address		
current rent \$	per week	how long did you live there? months
agent / landlord		work phone or mobile
reason for leaving		

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## Current employment:

Current employer (company)		Contact name (manager)
contact's email address	contact's work phone	your position
length of employment <small>(if less than 6mths complete previous Employment Details)</small>	Net income \$  per week	Full time, part time, casual or permanent part time

## Previous employment:

previous employer (company)		
contact name (manager)	contact's work phone	your position
length of employment	net income \$  per week	full time or part time?

## If unemployed please complete the below:

Centrelink Benefits: YES NO	net income \$  weekly OR fortnightly	
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## Emergency contact details:

name	relationship	contact phone
address		

## Personal/business references: (not relatives or friends.)

name	relationship	contact phone
address		
name	relationship	contact phone
address		

## Confirmation

1. I acknowledge that my application is subject to the Landlords approval and if approved a Residential Tenancy Agreement will be prepared.
2. I consent to the information provided in this application being certified and a reference check on Trading Reference Australia (TRA) being undertaken
3. I declare that I am not bankrupt and that the information provided by me is true and correct.

<b>Statement of costs:</b>	Rental Bond (equivalent to 4weeks rent)	\$
	First two weeks rent	\$
	<b>TOTAL</b>	<b>\$</b>

**If a holding fee is being paid on the property, the following conditions will apply:**

1. A holding Fee will only be accepted once an application has been approved by the landlord
2. The holding fee of one weeks rent is to reserve the premises in favour of you for the period of seven (7) days and the premises will not be reserved for any other applicant.
3. The holding fee will be paid towards the initial rent for the premises and if you decide not to proceed the landlord may not return the full amount of this holding fee which will be refunded by way of EFT.

**THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:**

Identification (at least 100 points must be provided)

- |   |   |
|---|---|
| <input type="checkbox"/> Current drivers licence (40 points)                | <input type="checkbox"/> <b>Proof of current Address</b>                        |
| <input type="checkbox"/> Birth Certificate (30 points)                      | <input type="checkbox"/> Utility statements (not greater than six mnths) or     |
| <input type="checkbox"/> Proof of age card (30 points)                      | <input type="checkbox"/> Council rates notice                                   |
| <input type="checkbox"/> Passport (40 points)                               | <input type="checkbox"/> <b>Proof of Income</b>                                 |
| <input type="checkbox"/> Medicare card (20 points)                          | <input type="checkbox"/> 3 current payslips or                                  |
| <input type="checkbox"/> Credit card (20 points)                            | <input type="checkbox"/> Bank statement   |
| <input type="checkbox"/> Motor vehicle registration certificate (10 points) | <input type="checkbox"/> If self-employed – tax returns & business registration |
| <input type="checkbox"/> Bank statement (10 points)                         |   |
| <input type="checkbox"/> Telephone account statement (10 points)            |   |
| <input type="checkbox"/> Gas account statement (10 points)                  |   |
| <input type="checkbox"/> Electricity account (10 points)                    |   |

**Free Utility Connection Service**




**Who are we?**

In conjunction with our service partner MyConnect, we are able to offer you:

- A completely FREE service to connect your utilities
- MyConnect will call you to discuss available retailers
- You choose your preferred retailer
- MyConnect make all necessary phone calls and arrange your utilities to be connected from your move in date
- Save time and money by allowing MyConnect to assist



**Declaration**

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

**Yes, Please Contact Me**

**Interpreter required**

Phone: 1300 854 478  
 Fax: 1300 854 479  
 Email: enquiry@myconnect.com.au  
 Web: www.myconnect.com.au

## Tenancy Application - Privacy Policy

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The personal information the prospective tenant provides in this application or collected from other sources is necessary for Valley Estate Agents to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicants in this application and during the course of the tenancy if the 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 database. Information already held on tenancy databases may also be disclosed to this agency and/or Landlord. If the applicant enters into a Residential tenancy agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information that this agency holds they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, this agency may not be able to process the application and manage the tenancy.

name	signature	date
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