

Tenant Application Information

Please ensure that you have read and understand all information outlined below.

IMPORTANT INFORMATION

Applications **WILL NOT** be processed unless the main applicant on this Application Form and any additional applicants have viewed the property via an arranged appointment with the Property Manager present.

Applicant One and Applicant Two (If Any) must fill in this application form below, attach all supportive documents and hand into the office ASAP.

Applications **WILL NOT** be processed unless all information is supplied with this application form and that each applicant is over the age of 18 years.

OFFICE HOURS

Our office is open Monday to Friday 8:30am - 5:30pm and Saturday 8:30 am - 12:30pm

VIEWING THE PROPERTY

You will need to arrange an appointment with our Property Manager during our opening hours for viewing any properties that we may have available. We **DO NOT** give out keys at any time and we **DO NOT** hold money or Credit Cards as holding deposit. Every person that will be on the Application Form must view the property prior to filling out this Application Form. A letter will need to be arranged for any person who can not view the property and giving permission for the other person to make the final decision on their behalf.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application **WILL NOT** be processed if all documents are not supplied. Our office requires you to submit a minimum of 100 Identification points and 100 Additional Document points for your application to be considered (Outlined below).

100 POINT IDENTIFICATION CHECK - REQUIRED

100 Point Identification Check - Should you be unable to meet the 100 point Identification check, please speak with our Property Manager.

Please circle off once received.

Documentation	Applicant 1	Applicant 2
Photo Identification	60 Points	60 Points

(Drivers License, Proof Of Age or Passport) - Required

Medicare Card and	20 Points	20 Points
ATM Card/Credit Card	20 Points	20 Points

Total Points _____

ADDITIONAL DOCUMENTS – 100 POINT CHECK

There are some additional documents that will be required with your application and your 100 point Identification check documents. These following documents are important to the process of your application, should you be unable to meet any of these documents, please speak with our Property Manager.

ADDITIONAL DOCUMENTS – CONTINUES

Please circle off once received.

Documentation	Applicant 1	Applicant 2
---------------	-------------	-------------

Recent 4 rent receipts or	50 Points	50 Points
Recent 2 Utility Bills (If you haven't rented previously).		

Proof of Income

2 Recent pay slips or	50 Points	50 Points
2 Recent Centrelink Benefit Statements		

Total Points _____

PROCESSING APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all your referees, this process may take longer. All applications will be passed by the Owner and they will make the final decision on the approved applicant. Property Managers **DO NOT** have any final say on approval, they are only to provide the owner with relevant information from your application.

SIGNING OF LEASE

Once the application has been approved, a further appointment will be arranged for signing the lease and moving into your new home. Once this appointment has been arranged, you will be required to pay the **(4) weeks bond** and **(2) weeks rent upfront** before or on the date of the signing of the lease. If during the first 2 weeks there is no rent received, the 2 weeks upfront will be claimed, which will take you up to date - **No longer in front**. We ask that you pay each week from the first week, keeping that 2 weeks in front at all times and avoid any arrears. We accept cash, Cheque and credit card payments. This payment must be cleared funds prior to the appointment date. Personal Cheques will not be accepted. Please contact the office for more information.

BOND LODGMENT

It is important to know, that all parties signing the bond lodgment form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures could result of a delay of up to 4 weeks for monies to be released.

SIGNING OF TENANCY AGREEMENT

All occupants must be present to sign the lease prior to collecting the keys. The keys **WILL NOT** be released unless all occupants have signed the lease and paid all monies in cleared funds in full.

CONDITION REPORTS

When you move into the property be very particular with the condition report and make sure you mark down anything not already outlined on the report. If you **DO NOT** mark it down you will be liable for discrepancies when you vacate. You must return the condition report

to our office **within (7) days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

ELECTRICITY – PHONE – GAS CONNECTIONS

It is the tenant's responsibility to connect their own utilities and to ensure they are disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

MAINTENANCE ISSUES & EMERGENCY REPAIRS

It's important that any maintenance issues are reported to your Property Manager as soon as possible. We require all maintenance request to be in written form and delivered to your Property Manager.

You are able to email your Property Manager at **property@spackmanrealestate.com.au**, submit an online maintenance request form, ring our office on (02) 6297 3555 and ask for your Property Manager or come into our office and fill out a Maintenance Request Form.

Emergency Repairs must also be brought to our attention as soon as possible, after business hours you are required to call the office and a dedicated manager will take your call. If no contact is reached, you are then required to contact one of the specialised tradesman outlined in your Tenancy Agreement.

You are allowed to arrange repairs but we must be informed immediately or the next business day. You **DO NOT** contact any other tradesman that is not outlined in the Agreement. Any repairs or maintenance costs made by any other tradesman will be the tenant's responsibility. We will still need to be notified if this does happens.

CONTACT PHONE NUMBERS

It is the tenant's responsibility to notify our office for their new phone number. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Please be assured that we respect your privacy and that the information supplied will be treated with the up most of confidentiality.

TENANT DEFAULT AGENCY - TICA

Our office is a member of TICA, which is a tenancy default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with TICA. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

TERMS & CONDITIONS – MUST READ

I/We, the Applicant's acknowledge that I/We will make no claim or demand on or commence litigation against

the Lessor of his/her Agent should the premises be found to be unavailable due to occupation by another occupier, or should this application be unsuccessful.

I/We the Applicant do solemnly and sincerely declare that I/We are not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I/We have inspected the abovementioned premises on _____ day of _____ 2 _____ with _____ (Property Manager)

and wish to take a tenancy of such premises at a rental of \$_____ per week, payable weekly, fortnightly, or calendar monthly for a period of _____ months and that the rental to be paid is within my means.

I/We understand that if the abovementioned property has lawns & gardens, that it's my/our responsibility to water, mow & maintain the lawns & gardens.

I/We give permission for the Agency to carry out at its discretion any reference that it considers to be necessary before allowing me to enter into a tenancy agreement.

I/We undertake to pay four weeks bond and initial two weeks rent payable in cash or bank cheque upon the signing of the lease. After the initial rental payment, please not that we do not accept cash. All payments to be made to nominated bank account.

I/We hereby acknowledge that Spackman Real Estate may refuse or cancel any tenancy application if any answers provided be me/us should not prove to be true.

I/We agree that the address, fax and email can be used for the purpose of serving notices only.

I/We do not have nor intend to have a pet in or on the premises without permission in writing from the landlord or his/her Agent.

PRIVACY ACT 1988 – MUST READ BEFORE SIGNING

LEGALLY, APPLICATIONS CANNOT BE PROCESSED UNLESS THIS SECTION IS SIGNED BY THE APPLICANT(S). PRIVACY ACT 1988

I/We hereby authorise Spackman Real Estate to obtain my rental history/employment details from your Agency/Employer. I am aware that if my application is successful, personal information collected to other parties including to the Landlord, Referees, Other Agents & third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and or Landlord.

Applicant 1 Signature: _____

Applicant 2 Signature: _____

Date of Signature: _____ / _____ / _____

Residential Tenancy Application Form – Tenant 1

For your application to be processed you must answer all questions

A. AGENT DETAILS

Agent: Spackman Real Estate
Address: 138 Monaro Street QUEANBEYAN 2620
Phone: 02 6297 3555 **Fax:** 02 6299 0013
Email: property@spackmanrealestate.com.au
Website: www.spackmanrealestate.com.au

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

	Month		Year	
--	-------	--	------	--

3. Lease term?

	Months
--	--------

4. How many people will normally occupy the property?

	Adults		Children
--	--------	--	----------

5. Property rental

\$		Per week OR	\$		Per month
----	--	-------------	----	--	-----------

C. APPLICANT ONE PERSONAL DETAILS

6. Please give us your details

Mr. Ms Miss Mrs. Other

Surname Given name/s

--

Date of Birth

--

Driver's license no.

--

Driver's license state

--

7. Please provide your contact details

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

--

8. What is your current address?

Postcode

D. APPLICANT ONE EMERGENCY CONTACTS

9. Please provide a contact in case of emergency

Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

E. APPLICANT ONE REFERENCE S

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

1. Surname Given name/s

--

Relationship to you

--

Phone no.

--

2. Surname

Given name/s

--

Relationship to you

--

Phone no.

--

F. PAYMENT DETAILS

First payment of rent.

\$

Rental bond (4 weeks rent)

\$

Sub Total

\$

Less: deduct Reservation Fee (see below)

\$

Amount payable on signing tenancy agreement

Payable by Cash, Money Order,
Direct Deposit or Bank Cheque only.

\$

G. APPLICANT ONE'S HISTORY

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

	Years		Months
--	-------	--	--------

12. Why are you leaving this address?

--

13. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly rent paid

\$

14. What was your previous residential address?

Postcode

15. How long did you live at this address?

	Years		Months
--	-------	--	--------

16. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly rent paid

\$

Was bond refunded in full?

--

If not why not?

--

H. EMPLOYMENT HISTORY

17. Please provide your employment details

What is your occupation?

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

Employer's address

 Postcode

Contact name

Phone no.

Length of employment

Net income?

Years

Months

 \$

18. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

Years

Months

 \$

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets:

Breed / type

Council registration / number

1.

2.

J. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by Spackman Real Estate. I acknowledge that I will be required to pay the amounts as specified in Section F.

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 with a Property Manager and am not bankrupt. I authorise Spackman Real Estate to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants; and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that Spackman Real Estate may disclose details of any such default to a tenancy default database - TICA, and to agents/landlords of properties I may apply for in the future. I am aware that Spackman Real Estate 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 trades people or equivalent organisations to contact me

I. DECLARATION CONTINUES

- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

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 of Applicant 1

Date

 X ----/----/----

J. HOLDING DEPOSIT/RESERVATION

Complete this section if you wish to hold/reserve the property for a period of time:

HOLDING DEPOSIT

HOLDING PERIOD

 \$ Days

The Landlord's Agent undertakes:

- (a) The premises will not be let during the Holding Period, pending the agreement of a residential tenancy agreement;
- (b) The whole deposit will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Holding Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Holding Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (d) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the portion of the deposit representing the rent that would have been paid during the Holding Period (based upon the proposed rent), but must refund the remainder; and
- (e) If a residential tenancy agreement is entered into, the deposit is to be contributed towards rent for the premises.

Signature of Applicant 1

Date

 X ----/----/----

Signature of the Landlords agent

Date

 X ----/----/----

Residential Tenancy Application Form – Tenant 2

For your application to be processed you must answer all questions

K. AGENT DETAILS

Agent: Spackman Real Estate
Address: 138 Monaro Street QUEANBEYAN 2620
Phone: 02 6297 3555 **Fax:** 02 6299 0013
Email: property@spackmanrealestate.com.au
Website: www.spackmanrealestate.com.au

L. PROPERTY DETAILS

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

Postcode

22. Lease commencement date?

<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
----------------------	-------	----------------------	------	----------------------

23. Lease term?

<input type="text"/>	<input type="text"/>	Months
----------------------	----------------------	--------

24. How many people will normally occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children
----------------------	--------	----------------------	----------

25. Property rental

\$ <input type="text"/>	Per week OR	\$ <input type="text"/>	Per month
-------------------------	-------------	-------------------------	-----------

M. APPLICANT TWO PERSONAL DETAILS

26. Please give us your details

Mr. Ms Miss Mrs. Other

Surname Given name/s

Date of Birth

Driver's license no.

Driver's license state

27. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

28. What is your current address?

Postcode

N. APPLICANT TWO EMERGENCY CONTACTS

29. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

O. APPLICANT TWO REFERENCE S

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

1. Surname Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

P. PAYMENT DETAILS

First payment of rent.

\$

Rental bond (4 weeks rent)

\$

Sub Total

\$

Less: deduct Reservation Fee (see below)

\$

Amount payable on signing tenancy agreement

Payable by Cash, Money Order,
Direct Deposit or Bank Cheque only.

\$

Q. APPLICANT TWO'S HISTORY

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

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

32. Why are you leaving this address?

33. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

34. What was your previous residential address?

Postcode

35. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

36. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Was bond refunded in full?

If not why not?

R. EMPLOYMENT HISTORY

37. Please provide your employment details

What is your occupation?

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

Employer's address

Contact name

Phone no.

Length of employment

Net income?

Years

Months

38. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

Years

Months

I. OTHER INFORMATION

39. Car Registration

40. Please provide details of any pets:

Breed / type

Council registration / number

1.
2.

K. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by Spackman Real Estate. I acknowledge that I will be required to pay the amounts as specified in Section F.

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 with a Property Manager and am not bankrupt. I authorise Spackman Real Estate to obtain personal information about me from:

- The owner or the Agent of my current or previous residences;
- My personal referees for this application
- My current and past employers;
- Any person who maintains any record, listing or database of defaults by tenants; and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that Spackman Real Estate may disclose details of any such default to a tenancy default database - TICA, and to agents/landlords of properties I may apply for in the future. I am aware that Spackman Real Estate will use and disclose my personal information in order to

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow trades people or equivalent organisations to contact me

S. DECLARATION CONTINUES

- 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)

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 of Applicant 2

Date

T. HOLDING DEPOSIT/RESERVATION

Complete this section if you wish to hold/reserve the property for a period of time:

HOLDING DEPOSIT

HOLDING PERIOD

The Landlord's Agent undertakes:

- The premises will not be let during the Holding Period, pending the agreement of a residential tenancy agreement;
- The whole deposit will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Holding Period;
- the whole fee will be refunded if the landlord does not carry out (during the Holding Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the portion of the deposit representing the rent that would have been paid during the Holding Period (based upon the proposed rent), but must refund the remainder; and
- If a residential tenancy agreement is entered into, the deposit is to be contributed towards rent for the premises.

Signature of Applicant 2

Date

Signature of the Landlords agent

Date