



95 Cowabbie Street Coolamon NSW 2701 Ph: 02 6927 2990 Mob: 0427 272 356 Email: cheryl@crrre.com.au

RESIDENTIAL TENANCY APPLICATION FORM

Date received	Time:	OFFICE USE ONLY	
		<input type="checkbox"/>	Application signed and all details complete
		<input type="checkbox"/>	Photocopy Tenant's ID
		<input type="checkbox"/>	100 Point Check
Property:			
Start Date:		Term of Lease:	
Rent-Weekly:		Bond:	
Applicant Name In Full (Mr,Mrs,Miss,Ms):			
Phone (BH):		Phone (AH):	Mob:
Current Address:			
Email Address:			
No. of Occupant in New Property (Adults)		Children	Ages
Smoker: Yes / No		Pets/Type:	
Identification Drivers Licence No./Passport No. (copy attached):		State	
Current Landlord/Agent		Phone (BH)	
Contact Person		Phone (AH)	
Rental Address		Current Rental: \$	
Reason for Leaving		Length of Stay:	
Previous Landlord/Agent:		Phone: (BH):	
Contact Person		Phone:	
Rental Address:		Rental:\$	
Reason for Leaving:		Length of Stay:	

CURRENT OCCUPATION TITLE:

Current Employer:

Contact Person:

Employed Since:

Salary Range: (please circle) \$10,000 - \$15,000 \$15,000 - \$25,000 \$25,000+

Previous Employer:

Contact Person:

Employer's Address:

Phone No:

Period of Employment:

PROFESSIONAL REFERENCES – Name, Address and Phone Number eg. Accountant/Solicitor/Bank Manager

1.

2.

PERSONAL REFERENCE – Name, Address and Phone Number

1.

EMERGENCY CONTACT (NEXT OF KIN) Name:

Relationship

Phone No;

Address:

PLEASE NOTE:

1. This application is subject to the owner's approval
2. Animals are not permitted in any property unless approved by the owner
3. The bond, first 2 weeks rent must be paid by bank cheque or money order only, prior to collection of keys.
Personal Cheques and cash are NOT acceptable (Bond – **must** be made payable to the **Rental Bond Board**, 2 Weeks Rent **must** be made payable to **Coolamon Rural & Residential Real Estate**.)
4. **If you wish to secure the property 1 weeks rent must be paid within 24 hours of application being approved as a reservation fee.**
5. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant/s against the Owner or the Agent should any circumstances arise whereby the property is not ready for occupation by the due date.

I / We declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquiries' to provide information to the landlord for the purpose of assessing my/our eligibility to rent the property. I / We confirm that I / We have internally inspected the property. I / We confirm agreement to the above terms and conditions.

**Signature of
Applicant/s:**

Date: / /

ACCEPTANCE OF THIS APPLICATION IS SUBJECT TO YOU PROVIDING THE 100 POINT CHECK AS DETAILED BELOW.

The properties managed by this office are protected by the Landlord Protection Insurance. Before any application will be considered, each applicant must achieve a minimum of 100 Check Points.

- Last 4 Receipts/Tenant Ledger= 50 points
- Current M.V. Rego Papers = 10 points
- 2 recent payslips = 20 points
- 2 References from a previous Landlord or Agent = 30 points
- Drivers licence / Passport = 30 points
- Copy of Birth Certificate = 20 points
- Medicare card = 10 points
- Copy of Previous Water, Telephone, Electricity Gas Bill, Rates Notice or Bank Statement = 10 points

The applicant understands:

- The property is offered subject to Owners approval and no action shall be taken against the Landlord or Agent, should any circumstances arise whereby the property is not available on the due date.
- The initial rental payment must be made by bank Cheque or Money Order. All on-going rental payments are to be paid by periodical payment from our nominated bank account. **NO CASH WILL BE ACCEPTED.**
- Approval for this application by the Landlord may take 1-3 working days.

Reservation Fee Conditions

1. The applicant must pay a reservation of \$ equivalent to one wks rent. The premises will be reserved from the date of payment being
2. The premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement
3. If the prospective tenant decides not to enter into such an agreement and the premises were to be leased or otherwise occupied during the period they were reserved, the landlord may retain the reservation fee calculated on pro rata basis up to a maximum of one weeks rent.

The applicant acknowledges and agrees that Coolamon Rural & Residential Real Estate may make independent enquiries in order to verify the applicant's background. These enquiries may include a check with TICA Default Tenancy Control Pty. Ltd.

Privacy Information/Policy Statement

Coolamon Rural & Residential Real Estate is committed to respecting the privacy of the personal information it collects in order to carry on its business: and to complying with the National Privacy Principles set out in the Privacy Act 1988 (Cth)(The Privacy Act). This policy sets out Coolamon Rural & Residential commitment to compliance as well as details of how that commitment is to be carried out. Coolamon Rural & Residential collects personal information to others. We are unable to do so without your knowledge and content. The people and organisations we may disclose your personal information to include the proposed landlord and their legal representative and mortgagee, your current and previous landlord, your bank, your current and previous employer, your referees, your emergency contact, maintenance and tradespeople, rental bond authorities, residential tenancy tribunals, collection agents, other

Estate Agents, utilities (gas, electricity, water, phone) and the Tenant database TICA Default Tenancy Control Pty. Ltd. TICA must also comply with the Privacy Act. TICA collects personal information to provide to its members and others (including Licensed Estate Agents and credit bureaus). TICA collects historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through Licensed Estate Agent members of TICA. TICA also provides credit information on companies and directors applying for commercial leases. Coolamon Rural & Residential will advise TICA of your conduct throughout the term of your tenancy and that information will form part of your tenant history. If you do not consent to the handling of your personal information in the manner described, we will not be able to process your application.

If you have any questions or feedback about privacy or wish to make a complaint about the way in which Coolamon Rural & Residential has handled your personal information, please contact us by writing to the Property Manager, Coolamon Rural & Residential Real Estate, 95 Cowabbie Street Coolamon NSW 2701, or by phoning (02) 69272999.

TICA Default Tenancy Control Pty Ltd, can be contacted by phoning 1902 220 346. Calls to TICA are charged at a rate of \$5.45 per minute inclusive of GST.

I confirm that I have, read and understood, the Privacy Statement & the Reservation Fee conditions that Coolamon Rural & Residential Real Estate has made available to me:

Print Name:

Date

Signed by the applicant:

Witness: