

Sapphire Tenancy Application Form

Please complete this application form thoroughly so we can process it as quickly as possible. Please note the following important points.

1. This application must be accompanied by a copy of your **Drivers licence/learners permit/card/passport** for identification purposes.
2. **Proof of current income** must be provided. (Last 3 payslips or letter confirming your and/or **Centrelink** Statements.
3. If there is more than one applicant a separate application form is required for each applicant.

All spaces need to be filled. If the information is not available write – NOT AVAILABLE

HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Real Estate.com Web Site Sign Rent List Other: __

TENANCY REQUIREMENTS

Length of Tenancy	Rent \$ (Per Week)	Requested Commencement Date / /
OFFICE USE ONLY Approved: Y/N	TICA Check: Y/N Date / /	Viewed Y/N
Tenancy Length Approved:	Weekly Rent Approved:	Commencement Date Approved:

APPLICANT'S DETAILS

Full Name of Applicant

Date Of Birth	Drivers Licence number	State of Issue
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Email Address		
Home Phone	Mobile Phone	Work Phone

OCCUPANCY DETAILS - Number of Occupants who will live in the property:	Number of Dependants:
Names and Date Of Birth of all Occupants:	PETS Yes/No
	Type of pets:
	Registered with council? Yes/No

PREVIOUS ADDRESS DETAILS

Previous Property Address		
Agency Name & Phone		
Number Period of occupancy:	Y e ar s	Mo nths
Rent/Mortgage (per week) \$		Previous arrangements: Lessor/Agent/Own home/Share

OFFICE USE ONLY

Rental Reference Y/N	Rental Ledger Y/N	RP Data Y/N
General Comments:		

CURRENT EMPLOYMENT DETAILS

Current Employer (Company)	I have <input type="checkbox"/> notified my employer and authorised the release of information to verify my employment	
Your Position	Contact Name (Payroll/Accountant)	Contact Number
Length of Employment	Nett Income / (Per Week)	Full tin Self En

PREVIOUS EMPLOYMENT DETAILS

Previous Employer (Company)		
Your Position	Contact Name (Payroll/Accountant)	Contact Number
Length of Employment	Nett Income (Per Week)	Full tin / Self E

OTHER INCOME / EXPENSES

Please note any other form of income that you may be receiving (please attach supporting documents)		
Source:	Weekly income:	
Please list any debts/loans currently owing (List weekly payments please):		Car Loan \$
Personal Loan \$	Credit Cards \$	Any other Loans \$

OFFICE USE ONLY

Employment Confirmed Y/N	Nett Income confirmed Y/N	Other income confirmed Y/N
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EMERGENCY CONTACT DETAILS

Name	Relationship	Contact Number
Address		

PERSONAL REFERENCES

Name	Business Hours Phone
Address	Relationship
Name	Business Hours Phone
Address	Relationship

INFORMATION ATTAINMENT DISCLAIMER

I, _____, DO SOLEMNLY AND SINCERELY DECLARE:-

In accordance with section 18n (1) (b) of the Privacy Act 1 authorise you to give information to and obtain information from all credit providers/references and employers named in this application. I understand this information may be used to assess my application. I further authorise the letting agent to contact and/or conduct any inquires and/or searches with regard to the information and references supplied in this application.

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance).I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why.

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken)

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases, employers) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) to other third parties such as the lessor, tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information.

By signing this form, I have read and understood clearly all of the information outlined above.

Applicants Full Name:	Date of Birth:
Applicants Current Address:	
Applicants Signature:	Date:

OFFICE USE ONLY

RECEIVED BY:

DATE:

ALL DOCUMENTS PHOTOCOPIED: Y/N

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I hereby agree to the following special terms that will be included in a standard form 18A

lease. I also agree to sign the above mentioned lease prior to the start of my tenancy.

Special Terms

Carpets

For an occupancy of more than 12 months, notwithstanding the provisions of Clause 48(b), carpets are to be professionally cleaned from time to time as reasonably instructed by the Lessor/Agent.

Curtains

Curtains are to be cleaned in accordance with the Lessor's/Agent's instruction from time to time as reasonably required and upon vacating the Premises.

Smoking - House

1. No smoking by any Tenant or guest is permitted in the indoor areas of the Premises.

Smoking - Units in a Community Title Scheme

No smoking by any Tenant or guest is permitted in the indoor areas of the unit or terrace house or in any lifts, foyers or other common areas.

Vehicles (Unregistered)

The Tenant must not store any unregistered vehicle at the Premises without first obtaining the written consent of the Lessor/ Lessor's Agent.

I also agree to the following -

- 1. I Confirm that I have inspected the property, or an authorised person has inspected the property on my behalf and I am satisfied with the current condition of the property.
- 2. I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval.
- 3. I consent to the information provided in this application being verified with the person(s) named in this application and with a third party database.
- 4. I acknowledge that should this application not be accepted the lessor or lessor's agent is not required or obliged to disclose any reason.
- 5. I declare that I am not bankrupt or an undischarged bankrupt.
- 6. I acknowledge to pay the first two (2) weeks rent plus bond within 24 hours of acceptance.
- 7. I acknowledge that rent is to be paid either **Weekly, Fortnightly, Four Weekly** or **Monthly** and agree to pay the rent by Direct Debit. I will supply the details of one bank account only at the time of signing the Residential Tenancy Agreement. I acknowledge that the only costs incurred will be for any defaulting payments of approximately \$15.
- 8. I have read and agree to the special terms attached to this application.
- 9. I acknowledge that if I wish to have Foxtel or cable Internet connected at the property, written Permission must be obtained prior to installation
- 10. I agree that notices and communication may be delivered electronically and I agree to provide a current email address, and to advise Tim Altass Real Estate should this address change

Are you awaiting a response from another agency for applications already lodged **Yes/No**

Name: __

Signature: __

Date: __



FACT SHEET 1 – NEW TENANTS

Thank you for your enquiry on one of our available rental properties. We value your interest, and will endeavour to make the process as smooth and hassle free as possible. guide:

You will probably already realise that not all of our properties will be suitable for you, and likewise we do not accept every application we receive.

In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following information might be useful:

We have a strong company policy of service to both lessors and tenants. For this reason, we like to personally escort all prospective tenants to rental properties. This enables us to quickly select the best property for you, reduces your time wasted and gives you the opportunity to get to know us before you decide to rent from us.

When you have chosen a property that you are interested in, you will be given an Application for Tenancy. It is essential that each person who wishes to reside in the property completes this in full, prior to making the application. **Applications which are incomplete will not be processed.** Should you require assistance you with completing the form, we would be delighted to help.

When you return this form you must ensure that you upheaval have available the following:

Evidence of your Income

You will be required to provide proof of current income. This can be in the form of a pay slip, tax be return letter from your employer, Accountants letter (if self employed) or Centrelink Statement.

APPROPRIATE IDENTIFICATION

Each applicant is required to provide a minimum of 100 check points using the following as a

Rent Ledger or rates a/c	40 pts
Drivers Licence	40 pts
Proof of Income	30 pts
Passport	30 pts
Photo ID	20 pts
Copy of Birth Certificate	10 pts
Written Reference from previous agent	10 pts
Current Motor vehicle rego papers	10 pts
Copy of Telstra, electricity, gas account	10 pts

TENANCY CHECK

You should also be aware that your application will be checked against data held by TICA for confirmation. If you have ever had a problem with a previous tenancy, it is imperative that advise us so that we can discuss it with you.

We understand that moving house can be a traumatic experience with significant

to all residents. We want you to know that we are here to make a smooth transition, but do request your co-operation with the above.

Should you have any questions at all we would delighted to answer them.