

Coffs Harbour
22 Moonee Street
Coffs Harbour
NSW 2450
Phone: 6652 2266
Fax: 6651 8611

Woolgoolga
1/58 Beach Street
Woolgoolga
NSW 2456
Phone: 6654 8666
Fax: 6654 8600



Urunga
17 Bonville Street
Urunga
NSW 2445
Phone: 6655 6616
Fax: 6655 6622

Nambucca Heads
1/41 Bowra Street
Nambucca Heads
NSW 2448
Phone: 6568 5766
Fax: 6568 5711

Residential Tenancy Application Form

All applications for Tenancy in this office are processed through TICA

We require a selection of the following information to be supplied to process an application. If you do not supply our office with 100 points or more your application will not be processed.

*** NOTE: All forms of identification marked with * are COMPULSORY.**

*** Only successful applicants will be contacted.**

- | | |
|--|------------------|
| 1* Photo identification– Driver licence (preferred), Passport, Proof of age card | 25 points |
| 2* Proof of last residential address– Phone account, electricity account, Insurance policy, bank account | 15 Points |
| 3* Proof of Income– copy of pay slip or similar, Centrelink Printout | 15 Points |
| 4 References from previous landlords &/or agent(s) | 25 Points |
| 5 Employment reference | 15 Points |
| 6 Copies of previous rent receipts (2) | 15 Points |
| 7 Motor Vehicle Registration | 20 Points |
| 8 Copy of previous Tenancy Agreement | 20 Points |
| 9 Settlement letter from solicitor | 20 Points |
| 10 Reference from Selling Agent | 25 Points |
| 11 Council Rate Notice | 15 Points |

APPLICATION FOR TENANCY

Proposed Property: _____ Rent per WEEK \$ _____

Length of tenancy: 6 months/12 months (circle) Tenancy to commence: _____

Family Name: _____ Other Names: _____

D.O.B: _____ Marital Status: _____ 18+ card number: _____

Driver's licence number: _____ Vehicle Registration Number: _____

State of Registration: _____ Make & Model: _____ Car/motorbike (circle)

Current Address: _____ P/Code: _____

Home Phone Number: _____ Work Phone Number: _____

Mobile Number: _____ Email: _____

How did you find out about this Property?

Rental List Lease sign on property Internet Paper Referral

Other: _____

EMPLOYMENT

Are you employed?: _____ If yes, what is your occupation?: _____

Employer: _____ Contact Name: _____

Employer Address: _____

Phone Number: _____ Length of Employment: _____

Weekly Net Income (excl Overtime): _____

If self employed, your ABN: _____ Business Name: _____

Accountant details &/or copy of BAS _____ PH: _____

If you receive a Centrelink benefit, what type is it?: _____

Your Income: _____ is it fortnightly or weekly?: _____

Attach copy of print out

Your Customer Reference Number (CRN): _____

RENTAL HISTORY *Previous 2 years rental history required*

Current Address: _____

Length of residence at this address: _____ Rent per week: _____

Current Landlord/Agent: _____ Phone Number: _____

Reason For Leaving: _____

Bond refunded?: _____ if not, why?: _____

Previous Address: _____

Previous Landlord/ Agent: _____ Phone Number: _____

Rent Per week: _____ Reason for leaving: _____

Bond Refunded?: _____ If not, why?: _____

Previous Address: _____

Previous Landlord/ Agent: _____ Phone Number: _____

Rent Per week: _____ Reason for leaving: _____

Bond Refunded?: _____ If not, why?: _____

IN CASE OF EMERGENCY

If there may ever be an emergency it is extremely important that we have the contact details of your next of kin (not living with you).

Full Name: _____ Relationship: _____

Phone Number: _____ Mobile number: _____

Address: _____

State: _____ P/Code: _____

GENERAL

How many persons occupying property: _____ Adults _____ Children

Names & Age of Children: _____

Do you have a pet?: _____ if yes breed/type: _____

YOUR REFERENCES

You MUST complete a minimum of four (4) reference blocks below.

1. Name of Parent or Guardian : _____

Address: _____

Home Phone Number: _____ Mobile: _____

2. *Your nearest relative not living with you.*

Name: _____ Address: _____

_____ P/Code: _____

Relationship & known for how long?: _____

Home Phone Number: _____ Mobile: _____

3. *The following 2 referees must a Permanent resident of Australia other than those of above.*

Name: _____ Address: _____

_____ P/Code: _____

Relationship & known for how long?: _____

Home Phone Number: _____ Mobile: _____

4. Name: _____ Address: _____

_____ P/Code: _____

Relationship & know for how long?: _____

Home Phone Number: _____ Mobile: _____

5. ***Only applies if you are self employed. One (1) established trade or business reference.***

Name: _____ Business: _____

Address: _____ P/Code: _____

Relationship & know for how long?: _____

Work Phone Number: _____ Mobile: _____

Home Phone Number: _____

Disclaimer/ Authority

I the said applicant have inspected the property located at _____

I have been informed that the rent will be \$_____ p/w, bond will be \$_____ & inspections will be held quarterly.

I, the said applicant, do solemnly & sincerely declare that the information contained in this application is true & correct & that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information & references supplied in this application.

I, the said applicant, do solemnly & sincerely declare that I am over 18 years of age & have read & understand the contents of this agreement & have the competence & capacity to enter into this agreement.

I further consent to the agent contacting all or any of the references or parties contained in the application and make all or such enquiries as may be reasonably necessary to process this application for tenancy.

I further consent to the agent disclosing all personal information that they may hold for the purpose of

A) Listing my name with a data base as a result of a tribunal order or multiple breach notices.

B) Enforcing a tribunal order

C) Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs & /or damage that occurred or occurs during my period or tenancy.

I have been informed, understand & agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.

I have been informed, understand & consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Privacy Act.

I have been informed, understand & acknowledge that the agent has the contact details for the Tenancy Data Base/s they use & that the agent will supply these contracts should I request the contact details.

Applicant's Name: _____

Applicant's Signature: _____ Date: ___/___/20___