

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)



A. AGENT DETAILS

Avery Property Professionals

Address: 30 The Boulevarde, Toronto, NSW 2283
Phone: (02) 4959 1677
Fax: (02) 4950 4402
Email: averyrentals@averyproperty.com.au
Web: www.averyproperty.com.au

B. PROPERTY DETAILS

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

Postcode

C. PERSONAL DETAILS

Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Maiden Name (if applicable) Date of Birth

Present Address

Postcode

Home phone no. Mobile phone no.

Email Address

Pets - Number & Type

Driver's licence number & State Smoker/ Non Smoker
Smoker / Non Smoker

Car Registration Number Pension Number (if applicable)

Number of persons to occupy premise

Adults Children & Ages

Name of Other Occupants

D. CURRENT OCCUPATION DETAILS

Current Occupation

Employer's Name

Employer's Address

Contact Name Phone

Period of Employment Years Months Net Income

Previous Employer's Name Phone

Period of Employment Years Months Net Income

D. CURRENT OCCUPATION DETAILS (cont.)

If Self - Employed: Name of Accountant

Contact Person Phone No

Accountants Address

E. APPLICANTS HISTORY

Current Landlord/Agent

Agent's Address

Phone no.

Address of Rented Premises

Rent Paid How long at this address:

Reason for Vacating

What was your previous Address?

Previous Landlord/Agent

Address of previous Landlord/Agent

Phone Rent Paid

Was the bond returned in full?
Yes No

If not why not?

Please answer the following Questions: Yes No
Have you ever been refused another property?
Have you ever been evicted by any landlord or agent?
Are you in debt to another landlord or agent?

F. CONTACTS / REFERENCES

Please provide a contact in case of emergency
Surname Given name/s

Relationship to you Phone no.

Address

Postcode

F. CONTACTS / REFERENCES (cont.)

Other relative not living with you:

Surname	Given Name
<input type="text"/>	
Relationship to you	Phone Number
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Please provide personal reference (not related to you)

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Please provide business work reference:

2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

G. PAYMENT DETAILS- OFFICE USE ONLY

Owner of Property	Rent per Week
<input type="text"/>	<input type="text"/>
For Period	
<input type="text"/>	
Date to Commence	Sign Date
<input type="text"/>	<input type="text"/>

H. DECLARATION

1. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts specified in section "I"

2. 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 and am not bankrupt.

3. I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

4. I am aware that the Agent 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 tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) provide details as requested by future prospective landlords or agents
- (h) Complete a check with an NTD (national Tenancy Database)

5. 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	Date
<input type="text"/>	<input type="text"/>

I. NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue; digital or cable television (and adequacy of such devices); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna and antenna sockets or other such service points located in the property are serviceable or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

J. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Cleaners
Gas	Insurance
Phone	Removalist
Internet	Truck or van hire
Pay TV	

**DIRECT
CONNECT**

MAKES MOVING EASY

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature	Date
<input type="text"/>	<input type="text"/>

PO Box 1519, Box Hill, Victoria 3128 P: 1300 664 715 F: 1300 664 185 www.directconnect.com.au

K. RESERVATION

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

Holding Fee	Holding Period
\$ <input type="text"/>	<input type="text"/> Days

The Landlords Agent undertakes:

- The premises will not be let during the Holding Period, pending the agreement of a residential tenancy agreement.
- The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Holding Period.
- The whole fee will be refunded if the Landlord does not carry out (during the Holding Period) repairs or other work on which it is a condition to enter 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 fee representing the rent that would have been paid during the Holding Period (based upon the proposed rent), but must refund the remainder.
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords Agent	Date
<input type="text"/>	<input type="text"/>



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CURRENT RENTAL REFERENCE CHECK

In accordance with the privacy Act, I/ we authorize the recipient of this fax to give information to Avery Property Professionals regarding my/our rental history. Attention _____

Applicants name: _____
Rental address: _____
Period of tenancy: _____ Rent paid: _____
Contact name: _____ Managing agent: _____
Agent phone number: _____ Agent Fax Number: _____
Signature of Applicant: _____ Date: _____

DEAR AGENT

Please complete & return by facsimile to Avery Property Professionals- Fax: 4950 4402
ALONG WITH COPY OF TENANT/S LEDGER, THANK YOU

How long were they at the property: _____ How much was their weekly rent \$ _____
Was rent paid on time? ALWAYS [] SOMETIMES [] OTHER []
If other, please explain _____
Were the tenants ever issued with a termination notice?
If yes, please explain _____
Name & position of person completing this form: _____

Were there any routine inspections done? Yes [] No []
What was the result of those inspections? _____
Were the lawns & gardens kept tidy? Yes [] No []
Did they have pets? Yes [] No []
If yes, what kind? _____
Did the pets cause any damage to the property? Yes [] No []
If yes, please explain _____

Was the tenant co-operative & easy to deal with? Yes [] No []
If no, please explain _____
Did the tenants breach the tenancy agreement Yes [] No []
If yes please explain _____
Who ended the tenancy? _____
Was there a specific reason? If so please explain _____

Were the premises left clean & tidy? Yes [] No []
If no, please explain _____
Was the bond returned in full? Yes [] No []
If no, please explain _____

Would you rent to this tenant again? Yes [] No []
On a scale of 1-10 how would you rate them? (Please circle) 1 2 3 4 5 6 7 8 9 10

Additional comments _____
Signature of person completing this form _____



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PREVIOUS RENTAL REFERENCE CHECK

In accordance with the privacy Act, I/ we authorize the recipient of this fax to give information to Avery Property Professionals regarding my/our rental history. Attention _____

Applicants name: _____
Rental address: _____
Period of tenancy: _____ Rent paid: _____
Contact name: _____ Managing agent: _____
Agent phone number: _____ Agent Fax Number: _____
Signature of Applicant: _____ Date: _____

DEAR AGENT

Please complete & return by facsimile to Avery Property Professionals- Fax: 4950 4402
ALONG WITH COPY OF TENANT/S LEDGER, THANK YOU

How long were they at the property: _____ How much was their weekly rent \$ _____
Was rent paid on time? ALWAYS [] SOMETIMES [] OTHER []
If other, please explain _____
Were the tenants ever issued with a termination notice?
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If yes please explain _____
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Were the premises left clean & tidy? Yes [] No []
If no, please explain _____
Was the bond returned in full? Yes [] No []
If no, please explain _____

Would you rent to this tenant again? Yes [] No []

On a scale of 1-10 how would you rate them? (Please circle) 1 2 3 4 5 6 7 8 9 10
Additional comments _____

Signature of person completing this form

IDENTIFICATION AND SUPPORTING DOCUMENTS

Before any application will be considered, each applicant must achieve a minimum of 120 check points.

DRIVER LICENCE OR PASSPORT	30 points	COMPULSORY
PROOF OF INCOME -		
LAST TAX GROUP CERTIFICATE	40 points	
PAY SLIP OR WAGE ADVISE (x4 most recent weeks)	40 points	
RENTAL HISTORY		
LAST 4 RENT RECEIPTS (if currently leasing privately)	40 points	
BANK STATEMENT	60 points	
MEDICARE CARD, PENSION CARD, HEALTH CARD	10 points	
CURRENT MOTOR VEHICLE REGO PAPERS	10 points	
COPY OF PREVIOUS ACCOUNTS EG: ELECTRICITY, PHONE, WATER	10 points	
CREDIT CARD STATEMENT	30 points	

PLEASE PROVIDE ALL OTHER FINANCIAL COMMITMENTS e.g.: CAR LOAN STATEMENT, CREDIT CARD STATEMENT, MORTGAGE STATEMENT, PERSONAL LOAN STATEMENT

PLEASE HAVE YOUR APPLICATION COMPLETED AND ALL DOCUMENTS PHOTOCOPIED BEFORE SUBMITTING

All tenancy applications are referred to TICA Default Tenancy Control Pty Ltd for confirmation of details supplied, and no application will be accepted until this process is completed.

PLEASE NOTE THAT IN THE EVENT OF YOUR APPLICATION BEING SUCESSFUL, WE REQUIRE THE FOLLOWING:

- A reservation fee of one week's rent should be paid as soon as possible to ensure that the tenancy is secured.
- Initial payment is to be in the form of bank cheque or money order. No personal cheques will be accepted under these circumstances.
- We do not accept bond transfers
- All parties to the lease MUST be present at the time of signing the lease
- Bond payments must be in the form of a bank cheque or Money Order- Payable" to Rental Bond Board"

PLEASE NOTE – YOUR APPLICATION IS HELD BY OUR OFFICE FOR 2 WEEKS IF UNSUCCESSFUL. AFTER THIS TIME ALL APPLICATIONS ARE SHREDDED