

# Tenancy Application Form

Hartin Schute Bell  
17 Burraway Street  
NARROMINE, NSW, 2821

Phone: (02) 6889 7688 Fax: (02) 6889 4704  
Email: [hsb@schutebell.com](mailto:hsb@schutebell.com)  
Internet: [www.schutebell.com.au](http://www.schutebell.com.au)

Hartin  
Schute Bell



**A. RENTAL PROPERTY DETAILS**

1. Address of the property that you would like to rent;  
  
 If you have a second preference, the address of that property;

2. Lease commencement date  
 Day  Month  Year

3. Lease term  
 Months

**B. PERSONAL DETAILS**

4. Please give us your details  
 Mr.  Ms  Miss  Mrs.  Other   
 Surname  Given name/s   
 Date of Birth   
 Driver's licence no.  Driver's licence state   
 Passport no.  Passport country   
 Pension/Centrelink no. (if applicable)  Type of Payment (if applicable)

5. Please provide your contact details  
 Home phone no.  Mobile phone no.   
 Work phone no.  Fax no.   
 Email address

6. How many people will normally occupy the property?  
 Adults  Children  
 Age/s of Children (if applicable)

7. Do you have any pets?  
 Yes  No  
 If so, please provide details of pet/s (type/breed):  
 1.   
 2.

8. Car Registration  Year & Model

**C. APPLICANT HISTORY**

9. What is your current address?  
  
 Postcode

10. How long have you lived at your current address?  
 Years  Months

11. Why are you leaving this address?

12. Agent/Landlord details of this property (if applicable)  
 Name of landlord or agent   
 Landlord/agent's phone no.  Weekly rent paid  \$

13. What was your previous residential address?  
  
 Postcode

14. How long did you live at this address?  
 Years  Months

15. 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?

**D. EMPLOYMENT HISTORY**

16. Please provide your employment details  
 What is your occupation?  Full Time  Part Time  Casual   
 Employer's name (inc. accountant if self employed or institution if a student)   
 Employer's address   
 Postcode  
 Contact name  Phone no.   
 Length of employment  Years  Months Net weekly income  \$

17. Please provide your previous employment details  
 Occupation  Full Time  Part Time  Casual   
 Employer's name:   
 Length of employment  Years  Months Net weekly income  \$

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**E. EMERGENCY CONTACTS**

18. Please provide a contact in case of emergency.

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Home phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>

Please note: We may contact this person to assist you, should your rent fall into arrears.

**F. REFERENCES**

19. 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.

**G. PAYMENT DETAILS**

20. Property Rental \$  Per week

First payment of rent in advance (2 weeks rent)	\$ <input type="text"/>
Rental bond (4 weeks rent)	\$ <input type="text"/>
Tenant's share of cost of preparing tenancy agreement	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Less: deduct Reservation Fee (see below)	\$ <input type="text"/>
Amount payable on signing tenancy agreement (Cash or bank cheque only)	\$ <input type="text"/>

21. I agree to pay my rent via one the following methods:

Automatic deduction from my nominated bank account

Credit EFTPOS card

Automatic deduction via the Centre Pay system

**H. 100 POINT CHECK**

22. This 100 point check must be provided before an application for a rental property will be accepted.

Please provide copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant.
- Points must be made up from each of sections A, B and C.

Please place a tick in the box for the points you are providing.

**A) Proof of Identity**

You must provide at least one (1) of the following:

Drivers Licence	<input type="checkbox"/>	
Passport	<input type="checkbox"/>	
Birth Certificate + Photo ID	<input type="checkbox"/>	30 Points

**B) Proof of Income**

You must provide at least two of the following:

Last Pay Advice	<input type="checkbox"/>	
Current Centrelink Statement	<input type="checkbox"/>	
Current Bank Statement (Must show sufficient funds to meet rental payments)	<input type="checkbox"/>	30 Points

**C) Other Documentation**

You must provide at least 40 points of the following documentation:

Last 2 Rent Receipts	20 Points	<input type="checkbox"/>
Current Rental Ledger	40 Points	<input type="checkbox"/>
Two Written References	20 Points	<input type="checkbox"/>
Current Electricity/Phone Account	10 Points	<input type="checkbox"/>
Vehicle Registration Papers	10 Points	<input type="checkbox"/>
Recent Rates Notice	30 Points	<input type="checkbox"/>
Points Subtotal		<input type="text"/>
<b>TOTAL POINTS (A+B+C)</b>		<input type="text"/>
(Minimum of 100 Points Required)		

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**I. DECLARATION**

I confirm the following:

1. I have inspected the property that I am applying for

Yes     No

2. During my inspection of this property I found it to be in a reasonably clean condition

Yes     No

3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

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 as specified in Section G.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize 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, 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.

I understand that this agent is a member of TICA tenancy default database and that the Agent may conduct a reference check with this organisation. I authorise this agent to provide any information about me to TICA for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by them.

I will not hold TICA or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or TICA responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with TICA until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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 organisations/tradespeople to contact me  
(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 understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

**Applicant Ones Name:** \_\_\_\_\_

**Applicant Ones Signature** \_\_\_\_\_

**Applicant Twos Name** \_\_\_\_\_

**Applicant Twos Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**J. RESERVATION**

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

**RESERVATION FEE**

\$ \_\_\_\_\_ One (1) weeks' rent

The Landlord's Agent undertakes:

(a) The premises will not be let during the 7 day Reservation Period, pending the approval of the residential tenancy application;

(b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;

(c) the whole fee will be refunded if the landlord does not carry out (during the Reservation 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 Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and

(e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

(f) The Reservation Fee will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.