Tenancy Application Form Hartin Schute Bell 17 Burraway Street NARROMINE, NSW, 2821 Phone: (02) 6889 7688 Fax: (02) 6889 4704 Email: hsb@schutebell.com Internet: www.schutebell.com.au



Α.	RENTAL PROPERTY DETAILS	C	C. APPLICANT HISTORY
1.	Address of the property that you would like to rent;	9.	What is your current address?
	If you have a second preference, the address of that property;		Postcode
		10). How long have you lived at your current address?
2.	Lease commencement date		ı Years ı Months
	Day Month Year		
	Day World Teal	11	Why are you leaving this address?
3.	Lease term		
	Months	12	2. Agent/Landlord details of this property (if applicable) Name of landlord or agent
В.	PERSONAL DETAILS		
4.	Please give us your details		Landlord/agent's phone no. Weekly rent paid
	Mr. Ms Miss Mrs. Other		\$
	Surname Given name/s	13	3. What was your previous residential address?
	Given names	.0	. What was your previous residential address:
	Date of Birth		Postcode
		14	4. How long did you live at this address?
	Driver's licence no. Driver's licence state		ı Years ı Months
		1.5	
		15	5. Agent/Landlord details of this property (if applicable) Name of landlord or agent
	Passport no. Passport country		
	Pension/Centrelink no. (If applicable) Type of Payment (if applicable)		Landlord/agent's phone no. Weekly rent paid
			\$
_			Was bond refunded in full?
5.	Please provide your contact details Home phone no. Mobile phone no.		
		-	D. EMPLOYMENT HISTORY
	L		6. Please provide your employment details
	Work phone no. Fax no.	.0	What is your occupation? Full Time Part Time Casual
	Email address		Employer's name (inc. accountant if self employed or institution if a student)
			Employer's name (inc. accountant it sen employed of institution it a state-in)
6	How many people will normally occupy the property?		
.			Employer's address
	Adults Children		
	Age/s of Children (if applicable)		Postcode
7	Do you have any pets?		Contact name Phone no.
	Yes No		
			Length of employment Net weekly income
	If so, please provide details of pet/s (type/breed):		Years Months \$
	1.	4.7	
	2.	17	7. Please provide your previous employment details Occupation Full Time Part Time Casual
8.	Car Registration Year & Model		
			Employer's name:
			Length of employment Net weekly income
			Years Months \$

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Please provide copies of the following documentation with your applications and the points of the following documentation with your applications. Please provide copies of the following documentation with your applications. Please provide copies of the following documentation with your applications. Please provide two personal references (not related to you)	E.	E. EMERGENCY CONTACTS		H. 100 POINT CHECK
Relationship to you	18.			22. This 100 point check must be provided before an application for a renta property will be accepted.
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 Reliationship to you Phone no. 2. Surname Given name/s Reliationship to you Phone no. Reliationship to you Phone no. 2. Surname Given name/s Reliationship to you Phone no. Reliationship to you Phone no. Corrent Centrelink Statement (Must show sufficient funds to meet rental payments) G. PAYMENT DETAILS 20. Property Rental Person (2 weeks rent) Ship Total Less: deduct Reservation Fee (see below) Amount payable on signing tenancy agreement Ship Total Less: deduct Reservation Fee (see below) Amount payable on signing tenancy agreement Ship Total Credit EFTPOS card Automatic deduction via the Centre Pay system 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 Passport Birth Certificate + Photo ID 30 Points Current Bank Statement Current Bank Sta				Please provide copies of the following documentation with your application
Work phone no. Mobile phone no.		Relationship to you	Home phone no.	- A minimum of 100 Check Points is required for each applicant.
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				- Points must be made up from each of sections A, B and C.
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Credit EFTPOS card Automatic deduction via the Centre Pay system TOTAL POINTS (A+B+C)				
Automatic deduction via the Centre Pay system TOTAL POINTS (A+B+C)		Credit EFTPOS card		Points Subtotal
(Minimum of 100 Points Required)				TOTAL POINTS (A+B+C) (Minimum of 100 Points Required)

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. DECLARATION	
I confirm the following: 1. I have inspected the property that I am applying for	
Yes No	
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	J. RESERVATION
are subject to the Landlord's approval.	Complete this section if you wish to reserve the property for a period o time:
	RESERVATION FEE
	\$ One (1) weeks' rent
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.	The Landlord's Agent undertakes: (a) The premises will not be let during the 7 day Reservation Period,
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.	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;
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) 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;
(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.	(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
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.	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
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.	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.
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/	

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