

Please fully complete & sign every page of this application- For your application to be processed it must be fully completed.

This form is to be accompanied by an Application for Tenancy. Due to recent changes in the Privacy laws from December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as property manager. Please take time to read this Privacy Statement carefully.

As professional property managers, Professionals Bishops Real Estate Lismore, collects personal information about you.

Primary Purpose:

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with lease/tenancy of the premises.

To carry out this role and during the term of the tenancy, we may disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations/tradespeople required to carry out maintenance to the premises
- Rental bond authorities
- Residential tenancy tribunals/courts
- Collection Agents
- TICA default tenancy control Pty Ltd & TICA assist Pty Ltd
- Other Real Estate Agents & Landlord's

Secondary Purpose:

We also collect your personal information to:

- Enable us, or the Landlord's lawyer to prepare the lease/tenancy documents on the premises
- Allow organisations/tradespeople to contact you in relation to maintenance matters relating to the premises.
- Pay/release rental bonds to/from rental bond authorities (where applicable)
- Refer to tribunals, courts and statutory authorities (where enforcement action is required)
- Refer to collection Agents/Lawyers (where default/necessary)
- Provide confirmation details for organisations contacting us on your behalf eg: banks, utilities (gas, electricity, water, phone) employers etc.

PLEASE NOTE:

- This application is subject to the owners approval and may take 2-3 days to process
- All applicants must complete an application form
- initial rental & bond payments must be made payable to Professionals Bishops Real Estate Trust Account
- The Applicant hereby agrees to a credit check being carried out by the TICA database
- The Applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

Tenancy Acceptance

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fit' out ALL the required details on the application and ensure your completed application is returned to our office as quickly as possible.

Unsuccessful Applications

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

Successful Applications:

Should your application be successful you will be notified by phone and requested to confirm your tenancy, on or before the commencement date, you will be required to make a time with the property manager (please allow half an hour for this appointment) to sign tenancy agreement and pay the full bond and 2 weeks rent. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, bond lodgment form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

ALL APPLICANTS MUST SIGN BELOW:

Applicant's Signature/s

Print Name/s:

Date:

Witness:

Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

A. AGENCY DETAILS

Professionals Lismore

Office: 95 Magellan Street, Lismore NSW 2480
Phone: (02) 6621 2401
Email: rentals@proflis.com.au
Web: realestatelismore.com.au

Property Manager:

B. PROPERTY DETAILS

Address of Property:

Lease Commencement Date:

Day Month Year

Lease Term:

Years Months

How many tenants will occupy the property?:

Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Dr Other

Surname **Given Name/s**

Date of Birth **Driver's licence number**

Driver's licence expiry date **Driver's licence state**

Passport no. **Passport country**

Pension no. (if applicable) **Pension type (if applicable)**

6. Please provide your contact details

Home phone no. **Mobile phone no.**

Work phone no. **Fax no.**

Email address

7. What is your current address?

8. How did you find out about this property?

Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

D. UTILITY CONNECTIONS

myconnect[®]
a really smart move

MyConnect will call you to arrange FREE connection of your required utilities



Yes, Please Contact Me **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

OR Tick here to opt out

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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.

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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;
- I am aware that I may access my personal information by contacting - NTD: 1300 563 826, TICA: 1902 220 346, TRA: (02) 9363 9244

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.

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) complete a credit check with Tenancy Databases

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.

Signature

Date

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years	Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

<input style="width: 95%; height: 24px;" type="text"/>	\$ <input style="width: 45%; height: 24px;" type="text"/>
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12. What was your previous residential address?

13. How long did you live at this address?

Years	Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

<input style="width: 95%; height: 24px;" type="text"/>	\$ <input style="width: 45%; height: 24px;" type="text"/>
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Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

<input style="width: 95%; height: 24px;" type="text"/>	<input style="width: 95%; height: 24px;" type="text"/>
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Length of employment

Net Income

<input style="width: 95%; height: 24px;" type="text"/> Years	<input style="width: 95%; height: 24px;" type="text"/> Months	\$ <input style="width: 45%; height: 24px;" type="text"/>
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16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

<input style="width: 95%; height: 24px;" type="text"/> Years	<input style="width: 95%; height: 24px;" type="text"/> Months	\$ <input style="width: 45%; height: 24px;" type="text"/>
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H. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

<input style="width: 95%; height: 24px;" type="text"/>	<input style="width: 95%; height: 24px;" type="text"/>
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Relationship to you

Phone no.

<input style="width: 95%; height: 24px;" type="text"/>	<input style="width: 95%; height: 24px;" type="text"/>
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18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

<input style="width: 95%; height: 24px;" type="text"/>	<input style="width: 95%; height: 24px;" type="text"/>
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Relationship to you

Phone no.

<input style="width: 95%; height: 24px;" type="text"/>	<input style="width: 95%; height: 24px;" type="text"/>
--	--

2. Surname

Given name/s

<input style="width: 95%; height: 24px;" type="text"/>	<input style="width: 95%; height: 24px;" type="text"/>
--	--

Relationship to you

Phone no.

<input style="width: 95%; height: 24px;" type="text"/>	<input style="width: 95%; height: 24px;" type="text"/>
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I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1. <input style="width: 95%; height: 24px;" type="text"/>	
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2. <input style="width: 95%; height: 24px;" type="text"/>	
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J. PAYMENT DETAILS

Property Rental

\$ <input style="width: 95%; height: 24px;" type="text"/>	per week OR	\$ <input style="width: 95%; height: 24px;" type="text"/>	per month
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Rental Bond (4 weeks rent):

\$ <input style="width: 95%; height: 24px;" type="text"/>

First payment of rent in advance (2 weeks rent)

\$ <input style="width: 95%; height: 24px;" type="text"/>

Sub Total

\$ <input style="width: 95%; height: 24px;" type="text"/>

Amount payable on signing tenancy agreement
(bank cheque or money order only)

\$ <input style="width: 95%; height: 24px;" type="text"/>

K. 100 Points of ID Required

We require 100 Points of ID.

You must have:

1. A current Drivers Licence or other Photo ID
2. Current Proof of Income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other PhotoID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

Signature of Landlords Agent

Date

<input style="width: 95%; height: 24px;" type="text"/>	<input style="width: 95%; height: 24px;" type="text"/>
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