

# 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

### Warburton Estate Agents

Address: 141 Kelly Street, Scone NSW 2337

Phone: 02 6545 2227

Email: [scone@warburtonre.com.au](mailto:scone@warburtonre.com.au)

Website: [www.warburtonre.com.au](http://www.warburtonre.com.au)

Property Manager

## B. PROPERTY DETAILS

### 1. Address of Property:

### 2. Lease Commencement Date:

 Day  Month  Year

### 3. Lease Term:

 Years  Months

### 4. How many tenants will occupy the property?:

Adults	Children	Ages of Children
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## 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?

## D. UTILITY CONNECTIONS

# YourPorter

Telephone: 1300 400 600  
[www.yourporter.com.au](http://www.yourporter.com.au)

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity  Gas  Internet  
 Telephone  Pay TV

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter, and the Agent, may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature

Date

## 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 NTD (National Tenancies Database)

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

	\$
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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

	\$
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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.

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Length of employment

Net Income

Years	Months	\$
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16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years	Months	\$
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## H. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

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Relationship to you

Phone no.

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2. Surname

Given name/s

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Relationship to you

Phone no.

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## I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.
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2.
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## J. PAYMENT DETAILS

Property Rental

\$	per week OR	\$	per month
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Rental Bond (4 weeks rent):

\$
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First payment of rent in advance (2 weeks rent)

\$
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Sub Total

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

\$
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## K. Notice to Complete Tenancy Application

Before any application will be considered each applicant must achieve the following mandatory information.

Application takes approximately 48 hours to process. However, if you do not supply sufficient information required this will delay the process and the property may be left to another applicant.

- Photo ID: Drivers' Licence, Photo Card, Passport
- Proof of Income: 3x latest payslips, Employment Letter of offer, Centrelink Benefits statement.
- Proof of Address: Electricity/Phone Bill, Bank Statement
- Medicare Card
- 2x Written References
- Renting References: Renter Ledger, Rent Receipts
- Home Owner: Council/Water Rates Notice, Selling/Renting Reference

All applicants for tenancy are referred to the 'Tenancy Information Centre of Australia' (TICA). We reserve the right to refuse bond transfer.

All bond monies and rent in advance are to be paid by bank cheque payable to WARBURTON ESTATE AGENTS. Thereafter Direct Debit or DEFT applies. Warburton Estate Agents is a cash free premises.

Please note completion of 100 check points does not automatically approve your tenancy application.

Signature of Landlords Agent

Date

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