Tenancy Application Form

WARBURTON
ESTATE AGENTS

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: 8 Bridge Street, Muswellbrook NSW 2333
Phone: 02 6542 4500
Email: rent@warburtonre.com.au
Website: 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

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

FREE Utility Connection Service - with a difference!

MOVE ME IN TO A BETTER DEAL

Electricity Gas
Internet Phone
Pay TV Insurance

- **Access to genuinely discounted utility offers**
- **Choose your providers in your own time**
- **Save time and not have to speak with a call centre**
- **Connect all your services in around 3 minutes on your mobile or computer**

We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted-deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au
P: 1300 911 947 www.movemein.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 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

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** $

12. What was your previous residential address?

13. How long did you live at this address?

Years | Months

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

Name of landlord or agent

Landlord/agent's phone/fax no. | **Weekly Rent Paid** $

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 ☐

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.**

Length of employment | **Net Income**

Years | Months $

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment | **Net Income**

Years | Months $

H. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname | **Given name/s**

Relationship to you | **Phone no.**

18. Please provide 2 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.**

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type | **Council registration / number**

1.

2.

J. PAYMENT DETAILS

Property Rental

$ per week OR $ per month

Rental Bond (4 weeks rent): $

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

Sub Total $

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

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**