



This tick sheet is to assist you in ensuring you have provided us with the following for each applicant, thus ensuring prompt processing of your application.

COMPLETION OF APPLICATION FORM

PHOTOCOPIES OF 100 POINTS OF ID

Passport	40	<input type="checkbox"/>	Centre Link Details	30	<input type="checkbox"/>
Birth Certificate	40	<input type="checkbox"/>	Current Bank Statement	20	<input type="checkbox"/>
Drivers Licence	40	<input type="checkbox"/>	Car Registration	20	<input type="checkbox"/>
Proof of Age Card	40	<input type="checkbox"/>	Health Card	20	<input type="checkbox"/>
Utilities (Electricity Account)	30	<input type="checkbox"/>	Credit Card	20	<input type="checkbox"/>
Picture ID	30	<input type="checkbox"/>	Copy of last Tenancy Agreement	20	<input type="checkbox"/>

POINTS TOTAL

PHOTO ID

CURRENT PAY SLIP / BANK STATEMENT

WRITTEN REFERENCES

RATES NOTICE (IF APPLICABLE)

PLEASE NOTE: If you have not provided ALL of the above information, we will be unable to process your application, potentially resulting in you missing out on your desired rental property.

Tenancy Application Form

PLEASE NOTE: ONE WEEK'S RENT is required in the form of bank cheque, money order or direct transfer immediately upon notification of approval of this application. This is non-refundable upon advice of approval of this application. In the event of the application not proceeding the amount of one week's rental will be refunded in the form of a trust account cheque, provided the application is not withdrawn after 48 hours of being notified of approval. Please provide business contact phone numbers to enable us to process your application within 24/48 hours. The said one week's rent may be allocated to part payment of bond upon confirmation of this application being approved.

PROPERTY ADDRESS: _____

I have inspected the property listed above and wish to rent the property for a period of _____ months starting on _____, at a rental price of \$ _____ per week.

I understand that I will also be required to pay a minimum rental bond of 4 weeks rent.

Applicant Details

Full Name: _____ Date of Birth: _____ (dd/mm/yyyy)

Home Phone: _____ Work Phone: _____ Mobile: _____ Email Address: _____

Drivers Licence Number: _____ State: _____ Car Registration: _____

Is someone else applying to rent this property with you? Yes / No

If yes, please list name/s: _____

Children: Yes No If Yes, Ages: _____

Pets: Yes No Type/s: _____ Breed/s: _____

Are your pets registered with the council? Yes No If yes, which council: _____

Do you smoke? Yes No

Address History Details

Present Address: _____

Name of Agent/Owner: _____ Phone Number: _____ Fax Number: _____

Period of occupancy: _____ Reason for Leaving: _____ Rent paid \$ _____ /week

Previous Address: _____

Name of Agent/Owner: _____ Phone Number: _____ Fax Number: _____

Period of occupancy: _____ Reason for Leaving: _____ Rent paid \$ _____ /week

2nd Previous Address: _____

Name of Agent/Owner: _____ Phone Number: _____ Fax Number: _____

Period of occupancy: _____ Reason for Leaving: _____ Rent paid \$ _____ /week

Occupation

Occupation

Name of Business: _____

Business Address: _____

Business Telephone Number: _____ Industry working within: _____

Part Time Full Time Casual _____ Hours per week Net income (After tax) \$_____ per week

If Self Employed

Current Occupation: _____ Employer: _____

Employers Address: _____

Employers Telephone Number: _____ Length of time employed: _____

Part Time Full Time Casual _____ Hours per week Net income (After tax) \$_____ per week

If Self Student

Name of University attending: _____

Name and Length of Course: _____

Are you receiving government assistance? Yes No (If yes, please provide proof)

Are you receiving parental / Guardian Assistance? Yes No (If yes, please provide proof)

Relative / Next of Kin / Emergency Contact

Emergency Contact (not living with you)

Name: _____ Relationship to you: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Next of Kin

Name: _____ Address: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Relationship to you: _____

If you would like assistance, (at no additional charge) with the connection of **telephone, electricity and metered gas (not bottled)** via various service providers to your new home then tick the box below. Connectnow will then contact you and explain the details of the services available.

- 1. **Please contact me regarding CONNECTION of my utilities**
- 2. **I may also require DISCONNECTION at my old address**

Utility connection services are provided by: **CONNECTNOW**

Phone: 1300 554 323

Fax: 1300 256 837

Web: www.connectnow.com.au

If the box/es in this section are ticked, Connectnow will use the information on this page to explain the services offered and to undertake any connection and disconnection services authorised (including the provision of information to utility companies). All details on this page must be completed for the service to be provided. Personal information collected by Connectnow may be accessed by contacting Connectnow using the contact details above. Normal service provider fees or bonds may apply.

TELEPHONE/INTERNET CONNECTIONS

If you would like dedicated assistance with disconnecting, relocating, or getting a new telephone or internet connection (FREE SERVICE) through **TELSTRA** (only) to your new home, then please tick the box below.

I would like to:

Relocate my existing line

Disconnect

Get a new connection

Services provided by Connectnow

Phone: 1300 554 323

Fax: 1300 256 837

Email: www.connectnow.com.au

If any of the boxes are ticked, Connectnow will contact the client to explain the procedure required to provide the services authorized above. Once initial contact has been made all queries/updates with regards to any of the above services should be directed to Connectnow. Normal Telstra work guidelines and fees apply.

Annexure to Tenancy Application

Part A

- 1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
- 2. The completion of this annexure does not constitute an offer or acceptance.
- 3. Any information provided in your application and this annexure may be passed onto Tenancy Information Centre Australia in the event of a default occurring.
- 4. Upon approval and acceptance of your application all monies must be paid in full by bank or building society cheque or Australia Post money order

Part B

- a) Have you been ever evicted by any Lessor /Agent? Yes / No
- b) Have you been refused another property by any Lessor/Agent? Yes / No
- c) Are you in debt to another Lessor/Agent? Yes / No
- d) Is there any reason known to you that would affect your rental payment? Yes / No
- e) Were any deductions made from your rental bond at your last address? Yes / No

If you have answered YES to any of the above questions, please give reason/s:
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.....
.....

IMPORTANT: TO BE READ BY APPLICANT PRIOR TO SIGNING

DISCLOSURE REQUIRED BY THE ACT

I, the Applicant declare that the above information is correct and that I have supplied it on my own free will and I authorise you as the Letting Agent, to conduct any enquiries, and/or searches, including any tenancy information databases in ordered to verify the above information. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Lessor. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I the Applicant declare that I am not bankrupt and that the rental is within my means. I further undertake to pay two weeks rent at the commencement of the tenancy, by money order or bank cheque. I acknowledge that rental payments may be paid using Direct Debit only.

If the Utility Connection Section is completed, I consent to the disclosure of this page of the application form to Connectnow Corporation ACN 096 897 880 for the purpose of enabling Connectnow to offer the connection and disconnection services to me. Where Connectnow is requested to arrange for the provision of the services, I consent to Connectnow disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither Connectnow nor the Agent accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent may receive a benefit of \$10 in relation to the provision of utility connection services.

BOND LOAN: If you will be applying for a Bond Loan from the Department of Housing, you are required to disclose this information. Will you be paying your bond via Bond Loan?

Yes No

NOTE: Acceptance of Bond Loans is purely at the Discretion of the Landlord
NOTE: This office **DOES NOT** accept bond transfers

Applicant Signature: Date:/...../..... Time:

Witness:

Application Received: Date:/...../..... Time:

Notes:

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Application Sheet

Thank you for your enquiry regarding one of our available rental properties. We value your interest and will endeavour to make the process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable for you and likewise do not accept every application we receive. In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following information might be useful. Once you have received our vacancy list and viewed our photo display, we strongly recommend that you do a drive-by. For your convenience, updated lists are available for viewing on our web-site www.shaperealty.com.au.

This will help eliminate any properties that do not appeal to you and may save you time and energy. A time to view the property inside can then be made that is convenient to you and the property manager. It is essential that each person, aged over 18 years old, who wishes to reside in the property complete an application form in full.

Applications that are incomplete will not be processed.

Should you require assistance with completing the form, we would be more than happy to help. When you return the application you must ensure that you have available the following:

Holding Deposit

Immediately upon approval of an application a holding deposit equivalent to one week's rent is payable by bank cheque, money order or direct transfer only. The holding deposit may be transferred to your property ledger as part payment of bond.

If your application does not proceed further your holding deposit will be refunded to you in the form of a **trust account cheque only**. However, if you withdraw your application, your holding deposit is forfeited to the owner.

Evidence of your income

You will be required to provide proof of current income. This can be in the form of a pay slip, accountant's letter (if self employed) or Centrelink Statement.

Appropriate identification

Each applicant is required to provide a minimum of 100 checkpoints using the guide as listed above.

Tenancy Check

Upon authorisation, your application will be checked against a national tenancy database (TICA) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you.

We may also ask for your consent to confirm your information details with your employer; and discuss any previous tenancy with a former agent/lessor.

Applications not accepted

Our office will retain your application form for only one month after lodgement. At this point the application will be shredded as per the Privacy Act, unless otherwise instructed.

NOTE: Our office is not under any obligation to provide a reason for non acceptance of application.

Rental Payment Method

Our office does not accept cash for any payment. We only accept the option of direct debit for the payment of your rent. We understand that moving house can be a stressful experience with significant upheaval to all residents. We want you to know that we are here to assist with making this a smooth transition, but do request your cooperation with the above.

Should you have any questions at all we would be delighted to answer them.

Shape Realty Pty Limited