

Tenancy Application Form



Inglis
PROPERTY

Inglis Property Macarthur

Address: 42 Argyle Street Camden NSW 2570

Phone: 02 4655 3322

Fax: 02 4655 7429

Email: propertymanagement@inglispn.com.au

Web: www.inglispropertymacarthur.com.au

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Inglis Property Macarthur requires 100 points of identification prior to approval of your application


If you receive any form of Government Assistance written confirmation MUST be included or if you are self employed a copy of your Profit & Loss Statement and Accountant details will be required as proof of income.

Proof of income and photo identification ARE COMPULSORY and your application will not be processed until these are received.

PLEASE CIRCLE POINTS YOU ARE PROVIDING

Drivers Licence OR Proof of age card OR Current Passport - COMPULSORY	30
Proof of Income – Recent payslip OR bank statement OR Centrelink Statement- COMPULSORY (bank statement from internet without name and address will not be accepted)	30
Your last 4 rent receipts OR rental ledger OR front page of current RTA	20
Medicare Card OR Health Care Card	10
Electricity / Gas OR Phone Invoice with current address	10
Motor Vehicle OR Motor Bike registration	10
Copy of Birth Certificate	10
Debit/Credit Card	10
Water OR Council Rates with Current Address	10
NUMBER OF POINTS	

SPECIAL CONDITIONS

- The tenant confirms and agrees that they have been advised that the Strata Managing Agents will require an annual Fire Safety Inspection of the property and that the tenant will be required to give access to the property on a date and time advised by the strata manager. The tenant confirms that access will be given during the time specified by the strata managers and that failure to give access may result in a fine being issued by the strata managers and which will be paid by the tenant.
- In the event that a Direct Debit is returned to the landlord, the tenant shall compensate the landlord immediately for costs incurred.
- The tenant understands and agrees that the landlord's agent can use the office set of keys to the property described in this lease for all future routine inspections that are carried out during the fixed term or continuation period of this tenancy and they also understand and agree that the landlord may accompany the agent and that digital photographs and a video may be taken.
- It is the tenant's responsibility to pay for any installation or connection fee for telephone, internet connections and permission must be sought and given for the installation of Pay TV dish to the building or connection for Cable TV.
- Where a pet has been approved the tenant agrees to keep the property free of animal droppings and make good any damage to lawns and gardens caused by the animal during the tenancy.
- The tenant understands and agrees that if any keys supplied at the start of the tenancy are not returned upon vacant possession the tenant will be required to have the locks changed and new keys supplied at their own expense
- The tenants are not to smoke inside the property.
- Break Fee – should the tenant vacate the premises prior to the expiry of the fixed term of this agreement, the tenant agrees to:
 - The break fee will be as per the standard terms and conditions of lease.
 - Compensate the landlord expenses to find a replacement tenant including any letting fees, advertising costs and lease preparation fees.
- Where there are gardens or lawns, the tenant is responsible for the upkeep of these, paying attention to the way the grounds were presented at commencement of the tenancy agreement.
- The tenant acknowledges and agrees they have been advised that if the property is in a strata complex there is a driveway and/or walkway within the complex which other persons are legally entitled to share
-  **NO SMOKING ALLOWED INSIDE**
IT IS HEREBY UNDERSTOOD AND AGREED BY THE APPLICANT THAT NO SMOKING IS ALLOWED INSIDE THE RESIDENTIAL PREMISES AT ANY TIME. THIS RULE APPLIES TO THE TENANT AND THEIR VISITORS OR INVITED GUESTS. IT WILL FORM A CONDITION OF THE LEASE AND CAN BE CONSIDERED A BREACH OF THE LEASE IF THIS RULE IS NOT ADHERED TO.

Signed By the Applicant:

Signature

Print Name

Date



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TENANCY APPLICATION FORM

INGLIS PROPERTY MACARTHUR
42 Argyle Street, Camden NSW 2570
Ph: (02) 4655 3322 **Fax:** (02) 4655 7429
propertymanagement@inglisp.com.au
www.inglispropertymacarthur.com.au

PROPERTY DETAILS - Property you would like to rent if this application is accepted?

Proposed Property: _____ Post Code: _____
Rent Per Week: \$ _____ Bond Amount: \$ _____ Will you be claiming a department of housing bond? Y/N
Length of Tenancy: _____ Years _____ Months Tenancy to Commence: ____/____/____
How many tenants will occupy the property?: Adults _____ Children _____ Ages _____
Do you have any pets? _____ Y/N If YES, please provide details: _____
Are you a smoker? _____ Y/N

FREE UTILITY CONNECTION

myconnect

myconnect is a FREE and easy to use utility connection service



Yes, Please Contact Me



Interpreter service required (tick here)

PROPERTY MANAGER'S NAME

Our Partners:



☐ Tick here to opt out

PLEASE PROVIDE 100 POINTS OF IDENTIFICATION

The following identification have been photocopied and are attached to this application

Item	Item
Current Drivers License	<input type="checkbox"/> 40 Birth Certificate <input type="checkbox"/> 20
Passport	<input type="checkbox"/> 40 Proof of Age Card <input type="checkbox"/> 10
Previous 3 rent receipts	<input type="checkbox"/> 30 Medicare or Credit Card <input type="checkbox"/> 10
Payslips (minimum of 2)	<input type="checkbox"/> 20 Gas, Elect or Phone Account <input type="checkbox"/> 10
Centrelink Payments	<input type="checkbox"/> 20 Concession/Pension Card <input type="checkbox"/> 10

FIRST APPLICANT

Title: _____ (Mr,Mrs,Ms) First Name: _____
Family/Last Name: _____
Date of Birth: ____/____/____ Drivers Lic No: _____
Expiry Date: ____/____/____ License State: _____
Vehicle Registration: _____ State: _____
Passport No: _____ Passport Country: _____
Pension No: (if applicable) _____ Type: _____
Current Address: _____
_____ Post Code: _____
Phone: _____ Mob Phone: _____
E-Mail: _____
Relationship to other Applicant: _____

SECOND APPLICANT

Title: _____ (Mr,Mrs,Ms) First Name: _____
Family/Last Name: _____
Date of Birth: ____/____/____ Drivers Lic No: _____
Expiry Date: ____/____/____ License State: _____
Vehicle Registration: _____ State: _____
Passport No: _____ Passport Country: _____
Pension No: (if applicable) _____ Type: _____
Current Address: _____
_____ Post Code: _____
Phone: _____ Mob Phone: _____
E-Mail: _____
Relationship to other Applicant: _____

Current Rental History - Applicant 1

How long at Current Address: _____ Years _____ Months
Reason for Leaving: _____ Rent: \$ _____
Landlord/Agent: _____ Ph: _____
Rent per Week: \$ _____
Bond Refunded: _____ Y/N If not why? _____

Current Rental History - Applicant 2

How long at Current Address: _____ Years _____ Months
Reason for Leaving: _____ Rent: \$ _____
Landlord/Agent: _____ Ph: _____
Rent per Week: \$ _____
Bond Refunded: _____ Y/N If not why? _____

Previous Rental History - Applicant 1

Previous Residential Address: _____
_____ Post Code: _____
How long at previous Address: _____ Years _____ Months
Reason for Leaving: _____ Rent: \$ _____
Landlord/Agent (if applicable): _____ Ph: _____
Rent per Week: \$ _____
Bond Refunded: _____ Y/N If not why? _____

Previous Rental History - Applicant 2

Previous Residential Address: _____
_____ Post Code: _____
How long at previous Address: _____ Years _____ Months
Reason for Leaving: _____ Rent: \$ _____
Landlord/Agent (if applicable): _____ Ph: _____
Rent per Week: \$ _____
Bond Refunded: _____ Y/N If not why? _____

Employment History - Applicant 1		Employment History - Applicant 2	
Current Occupation: _____		Current Occupation: _____	
Nature of your Employment: FULL TIME / PART TIME/ CASUAL (circle)		Nature of your Employment: FULL TIME / PART TIME/ CASUAL (circle)	
Current Employer's Name: _____		Current Employer's Name: _____	
Employer's Address: _____		Employer's Address: _____	
Contact Name: _____ Phone: _____		Contact Name: _____ Phone: _____	
Employment: __ Yrs __ Mths Income: \$ _____ Net weekly		Employment: __ Yrs __ Mths Income: \$ _____ Net weekly	
Previous Employment History - Applicant 1		Previous Employment History - Applicant 2	
Previous Employer: _____		Previous Employer: _____	
Occupation: _____		Occupation: _____	
Address: _____		Address: _____	
Previous Employer's Ph: _____ Time Employed: _____		Previous Employer's Ph: _____ Time Employed: _____	
If You are a Student - Applicant 1		If You are a Student - Applicant 2	
Institution: _____ Dept: _____		Institution: _____ Dept: _____	
Union No: _____ Student ID: _____		Union No: _____ Student ID: _____	
Income Source: _____ Income: \$ _____ Net PW		Income Source: _____ Income: \$ _____ Net PW	
If You Receive a Centrelink Payment		If You Receive a Centrelink Payment	
Type: _____ Cust No: _____		Type: _____ Cust No: _____	
Amount \$: _____ Per Fortnight		Amount \$: _____ Per Fortnight	
If Self Employed		If Self Employed	
Accountant Name: _____ Ph: _____		Accountant Name: _____ Ph: _____	
Company Name: _____ ABN: _____		Company Name: _____ ABN: _____	
Emergency Contact - Applicant 1		Emergency Contact - Applicant 2	
Name: _____		Name: _____	
Address: _____		Address: _____	
Home Phone: _____ Mob Phone: _____		Home Phone: _____ Mob Phone: _____	
Relationship to you: _____		Relationship to you: _____	
References - Applicant 1		References - Applicant 2	
1) Name: _____		1) Name: _____	
Address: _____		Address: _____	
Home Phone: _____ Mobile Phone: _____		Home Phone: _____ Mobile Phone: _____	
2) Name: _____		2) Name: _____	
Address: _____		Address: _____	
Home Phone: _____ Mobile Phone: _____		Home Phone: _____ Mobile Phone: _____	
DECLARATION & AUTHORITY			
<p>I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997.</p> <p>I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.</p> <p>I also authorize the Agent to obtain personal information from:</p> <p>(a) The owner or the Agent of my current or previous residence.</p> <p>(b) My personal referees and employer/s</p> <p>(c) Any record listing or database of defaults by tenants.</p> <p>If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the 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. I am aware the I may access personal information on the contact details above.</p>		<p>I am aware that the Agent will use and disclose my personal information in accordance with the Privacy Act in order to:</p> <p>(a) Communicate with the owner and select a tenant including the landlord viewing the application in its entirety.</p> <p>(b) Prepare lease/Tenancy documents.</p> <p>(c) Allow tradespeople or equivalent organisations to contact me.</p> <p>(d) Lodge/claim/transfer to/from a Bond Authority.</p> <p>(e) Refer to Tribunals/Courts & Statutory Authorities where applicable.</p> <p>(f) Refer to collection agents/lawyers where applicable.</p> <p>(g) Complete a credit check with NTD (National Tenancies Database). You may request copies of your records from NTD on 1300 563 826 or www.ntb.net.au to amend or dispute the record.</p>	
Applicant #1 Signature: _____ Dated: ____/____/____		Applicant/Partner: _____ Dated: ____/____/____	