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## ***Application For Tenancy***

Thank you for your application on one of our available rental properties.

You may contact the Tenancy department two working days after lodging your application for advice on the status of your application. We endeavour to act as fast as possible and are restricted only by the responses to our questions regarding your application. You can assist by alerting your referees regarding our requirements.

Each adult who wishes to reside in the property completes an application form in full.

### **APPLICATIONS THAT DO NOT SUPPLY THE FOLLOWING WILL BE DEEMED AS INCOMPLETE AND WILL NOT BE PROCESSED:**

#### **ONE Proof of your current income – in the form of:**

- ❖ Your last 3 most recent payslips
- ❖ if you are self employed, please provide your accountants details or a copy of your latest tax assessment
- ❖ if you are starting new employment, a signed letter of appointment from your employer is sufficient
- ❖ if you are receiving any Centrelink payment we will definitely require a current **Centrelink Statement**

#### **THREE Proofs of identification, such as the following:**

- ❖ Photo Identification (eg Drivers licence)
- ❖ Bank Statement
- ❖ Passport
- ❖ Rental Receipt (from previous agent)
- ❖ Birth Certificate
- ❖ Pension Card
- ❖ Motor Vehicle Registration Papers
- ❖ Telstra, Electricity or Gas Account

You will probably already realise that we do not accept every application we receive therefore:

#### **If your application is successful:**

- ❖ You will be asked to pay a holding deposit immediately which is the first 2 weeks rent, if you do not proceed with the lease after paying the holding deposit you will forfeit your holding deposit to the owner.
- ❖ You will also be asked to sign a lease at a time agreed by both parties and you will be given a BSB and an Account number to pay your Bond into at least 5 days prior to signing the Lease. If you do not use internet banking, you will need to pay direct to the office by BANK CHEQUE OR EFT bank card.

#### **If your application is not successful:**

- ❖ You will be notified by phone or e-mail and
- ❖ Your application form and supporting documentation will be shredded

# Application For Tenancy

Property Address:		
Date Required:	Rental Amount:	Length of Lease:

**Who will occupy premises?** Please tick box or indicate the number of people below.

**Single**      
**Couple (Married/Defacto)**      
**Family** \_\_\_\_\_ people      
**Multi-tenant** \_\_\_\_\_ people   
**Children Ages** \_\_\_\_\_

If in a shared arrangement, all other occupants **must** provide names below & fill in the other applicant section if not enough, another application form will need to be completed and attached. Please also nominate who will be the primary lease holder.

**Primary Lease Holder:** \_\_\_\_\_

1. Name:	Age:	Relationship to primary lease holder?
2.		
3.		

**PETS:**

Will any pets be kept at the premises? Please circle one: <b>YES</b> <b>NO</b>	If Yes, what is the age & breed?
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**RENT PAYMENT OPTIONS:**

Payment of Rent <small>Please nominate one</small>	Weekly <input type="checkbox"/>	<b>Calendar Monthly</b> Date due monthly from lease commencement date
	Fortnightly <input type="checkbox"/>	

**APPLICANT DETAILS:**

Applicant Title: <small>ie: Mr &amp; Mrs</small>	Applicants full Name:	
Mobile:	Home:	Work:
E-mail Address:		
Drivers License No. / NSW Card No.: /	Date of Birth:	Age:

**PLEASE COMPLETE YOUR CURRENT WORK DETAILS:**

Current Occupation:	Employer:
Contact Name:	Contact Number:
Employed Since:	Nett Pay:
Other income: Include here details of any other income that you receive or an entitled to (rent assistance, second jobs, pension etc)	
Item;	Frequency; \$
Item;	Frequency; \$

**EMERGENCY CONTACTS:**

Name:	Name:
Mobile:	Mobile:
Home:	Home:
Business:	Business:
Relation to Applicant:	Relation to Applicant:

**WHERE HAVE YOU LIVED FOR THE PAST 6 YEARS? PLEASE START WITH YOUR MOST RECENT ADDRESS:**

ADDRESS	DATES AT ADDRESS	RENTAL PRICE	REASON FOR LEAVING	LANDLORD NAME AND PHONE NUMBER

**OTHER DISCLOSURES;**

Will you be applying for Assistance from NSW Housing for rent and or Bond? Yes/No	Has either applicant ever wilfully and intentionally refused to repay a debt or pay rent when due? Yes/No
Have you ever been involved in a Tribunal Dispute with a landlord? Yes/No	Has either applicant ever caused wilful or intentional damage to a property? Yes/No
Have you ever been evicted by a Landlord? If so for what reason? Yes/No	Reason;

**Upon submitting this application, please understand the following conditions;**

- ❖ If your application is successful, you must be available to sign a tenancy agreement within 24 hours, or at another agreed time.
- ❖ Bond and initial 2 weeks rent must be paid prior to signing the lease and collecting the key for the property. **Note:** We do not accept cash.
- ❖ A condition of this tenancy agreement is that all rents are to be paid via the Rentpay system, Bill Now system, Centrepay or payment over the counter via EFT or cheque.
- ❖ You agree to take the property as it was inspected.
- ❖ Keys will not be available for pick up until the lease start date, all required monies paid and all relevant documents completed and only during office hours 9am – 5pm Monday to Friday.



Ph: 1300 301 001

- . Electrical
- . Telephone
- . Water
- . Cleaners
- . Gas
- . Insurance
- . Removalist
- . Appliances

### Declaration

ReduceMyBills is the hassle-free connections service that takes the time and worry out of moving.

By signing this application, I/we give consent to ReduceMyBills to make contact by phone, email or sms for the purpose of arranging connections and disconnections of approved utility services. I/we authorise ReduceMyBills to supply collected information to other household service providers for the services including Cleaning, Removal, Insurance and Appliances.

I/we understand that in the course of connecting utilities, ReduceMyBills may need to obtain an NMI (National Meter Identifier) for electrical points or MIRN (Meter Installation Registration Number) for Natural Gas connections. I/we authorise ReduceMyBills to collect these identifiers and consent to those numbers being supplied to utility providers.

I/we authorise ReduceMyBills to contact us via these means even if the telephone numbers supplied are listed on the Do Not Call Register. I/we understand that ReduceMyBills may also send related emails promoting other services provided by ReduceMyBills.

I/We acknowledge that whilst ReduceMyBills is a free service, I/we are solely responsible for any and all amounts payable in relation to deposits, connections/disconnections or ongoing supply of the connected services and amounts payable for other services including appliance, removalist, cleaners and insurance.

I/we acknowledge that all information supplied in the application is true and correct to be best of my/our knowledge and that we have not falsely represented our identity in any manner.

I/we acknowledge that ReduceMyBills, to the extent permitted by law, shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us as a result of the provision of any service. Nor shall ReduceMyBills be liable for any act or omission by any utility provider for any loss caused by failure to provide nominated services.

I/we understand that ReduceMyBills treat any personal information it collects, uses or discloses in accordance with the Privacy Act 1988.

I/we acknowledge that the nominated real estate entity along with ReduceMyBills may receive a benefit from suppliers for the provision of connections.

I/We authorise ReduceMyBills to supply collected information to nominated suppliers and/or potential suppliers for the connection and disconnection of nominated utilities or to assist with my obtaining other services including appliances, removalists, cleaners and insurance.

**I/we declare that we have read and understand the above declaration and wish to be contacted by ReduceMyBills.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**I/We understand that the information provided will form part of the Tenancy Agreement and that my application will be approved on this basis.**

**I/we understand that if this property is currently tenanted or under construction/re-construction, this application will be processed subject to the availability of the property on the due date and no action shall be taken by the applicant against the lessor or the agent should any circumstance arise whereby the property is not available for occupation on the due date.**

#### Privacy Statement:

Merimbula Realty is bound by the Privacy Act and respects your right to privacy. We require you to provide us with personal information in this application for the purpose of processing your application for tenancy for this property. The processing of your application will involve the disclosure to the landlord the information contained in this form in order for the landlord to assess your suitability to tenant this property and, if successful, will form part of your tenancy agreement. Part of this process is to verify the information that you have given with the nominated contacts provided in your application. By signing this statement, you are agreeing to allow Merimbula Realty staff to ask the questions that they require, to assess your suitability to be considered for this tenancy. If you are providing a previous Real Estate agency as a reference, you will need to provide us with their fax number and arrange with them to fill out the questionnaire and return it to our office. (final page)

#### **National Tenancy Database (Ntd)**

This office utilises the National Tenancy Database for tenant screening proposes, including online identity verification. In accordance with current rental legislation if a breach or default occurs under your rental agreement, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties. If you have any questions relating to this service or information held by the National Tenancy Database you should contact them directly on 1300 563 826.

If you do not provide us with the requested information or permit us to confirm the information provided, we will not be able to process your application for tenancy.

Merimbula Realty will not use the information provided by you for any other purpose than the purpose described above.

If your application is unsuccessful then Asset Property Management policy is to destroy your application form in order to protect your right to privacy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Merimbula Realty – Shop3, 11 Merimbula Drv, MERIMBULA**

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**PRIVATE & CONFIDENTIAL TENANT REFERENCE CHECK**

I/We .....(your name/s)

Authorise ..... (current/previous Agency/landlord name)

**To Assist in the processing of an application from a prospective tenant, would you please complete the following questionnaire honestly along with a Tenant History Ledger & Fax it back to ; Merimbula Realty on 02 6495 3122**

- 1. Have the tenant/s always paid their rent on time and in full? Yes No
- 2. Has there been any occasions where the payment has been dishonoured? Yes No
- 3. Have the tenants always kept the property in a clean and undamaged condition? Yes No
- 4. Have all the agency/landlord inspections been satisfactory? Yes No
- 5. Have the tenant/s ever been issued a notice to remedy during the tenancy? Yes No
- 6. Would this agency/landlord be happy to lease another of their properties to the tenant/s? Yes No
- 7. Will there be, or has there been, a claim on the bond to your knowledge Yes No
- 8. Has there been any matters before the Residential Tenancies Tribunal Yes No
- 9. Were animals kept on the premises during tenancy Yes No
- 10. How long were the applicant/s residing at the property .....
- 11. Please include tenant’s ledger when faxing back to our office` Yes No

Further comments or explanations in regards to any of the points above or of relevance to this tenancy application approval.

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Current Property Manager/Landlord’s Name .....

Signature/s .....Date / /

..... Applicant 1 Signature	..... Applicant 2 Signature	..... Date
..... Applicant 1 Name	..... Applicant 2 Name	