

TIPS ON FILLING OUT THIS FORM

The purpose of this application form is to provide our office and the landlord with information about you in order that we can determine your suitability as a tenant. To assist us and ensure your application is looked upon favourably, we provide you with the following tips:

1. Read the form carefully before you start to fill it out and ensure you have all the required information at hand
2. Write legibly
3. Fill in all fields – in the event you feel you cannot fill in a field, give an explanation e.g., "Currently Own House", "Living with parents", "Living OS for past 12-months" or N/A. Unfilled spaces are questions which have been avoided.
4. **DO NOT** provide any other documentation until we requested this information from you.
5. Provide all phone numbers & email addresses. **DO NOT** provide direct mobile phone numbers to tenancy or employment referees. Provide switch board phone numbers where possible
6. Where possible provide the name of a real estate agent as a rental referee
7. If you have been living outside of Australia, provide email addresses of any referees
8. Write in your preferred commencement date. We will try to fit in with your request where possible. We are mindful that tenants may need to give 21 days' notice. **DO NOT** write ASAP
9. Submit your application by 9:00 AM of the next working day. In the event our office is not attended, slide your application into our mail slot. Documents can also be sent by email provided they are pdf's – **DO NOT** send photos of the application form. If we cannot read the document easily, we will not process it.
10. Sign the application form where indicated.

Keep a copy of the application for your own records

A. Lease Details

Property: 6/62 Crown Road
Queenscliff NSW
Owner: Jock Kennedy
Type Of Property: 2-bed, 2-bath, 1-car unit

Rent PF | PCM: \$2,400.00 PF | \$5,228.00 PCM

Commencement Date: / August / 2023

Lease Period 12-months

Reservation Fee: \$1,200.00

Rental Bond @ 4 weeks rent \$4,800.00

NB: Monthly rents fall due on the 15th of each month and are calculated by:

((Weekly rent ÷ 7-days) x 366-days) ÷ 12-months = PCM rent

B. Applicant's Details

Name: First, Middle & Surnames
Company: If applicable
Current Home Address:
Mobile Phone:
Work Phone:
Email Address:
Facebook Address:
Date Of Birth: Age:
No. To Occupy: No. Children:

Age Oldest Child: **Age Youngest:**

Relationship With

Other Applicants:

Next Of Kin:

Next Of Kin Ph.:

Pets: **Type Of Pet:**

Driver's License No. **State**

Car Registration: **State:**

Passport:
N/A for Australian Citizens

Nationality:

Type Of Visa: **Visa Expiry:**

C. Employment References

Occupation:

Current Employer:

Work Address:

Switchboard Ph:

Annual Income:

Start Date:

C. Tenancy References

Current Landlord:
agent's name preferred

Phone:

Email:

Start Date: **Rent Paid:**

Reason For Moving:

Previous Address:

Previous Landlord:
agent's name preferred

Phone:

Email:

Start Date: **Rent Paid:**

Reason For Moving:



MyConnect is A FREE Utility connection service

Please tick utilities as required:

Electricity	<input type="checkbox"/>	Gas	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	Internet	<input type="checkbox"/>
		Pay TV	<input type="checkbox"/>

Phone: 1300 854 478 enquiry@myconnect.com.au
Fax: 1300 854 479 www.myconnect.com.au

If this section is completed, I:
consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledging the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the real estate agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of or failure to connect or provide the nominated utilities.

Applicant's
Signature:

E. Reservation Of Premises

1. Subject to the acceptance of this application, the applicant wishes to reserve the premises for 7-days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement (RTA).
2. On acceptance of this application, the applicant will pay a none refundable reservation fee of one week's rent to the agent.
3. Should the owner enter into a RTA, the reservation fee will be credited towards the rent. In the event the owner does not authorise the lease, the application fee is fully refundable.
4. If the applicant advises in writing, before entering into a RTA, that they do not wish to lease the property, then the owner may keep the fee.
5. During the reservation period, no other reservation fees will be taken from other applicants nor will the premises be reserved in another's favour.

F. Privacy Policy

The tenant acknowledges, the information provided, or which may be obtained by the agent is required to verify the applicant's identity, assess this application and manage the tenancy. Personal information collected in the course of managing this property may be disclosed to other parties including the landlord, referees, other agents and tenancy databases. Information already held on tenancy databases may be accessed by the agent. In the event a RTA is entered into with the applicant and if the applicant fails to comply with their obligations under the agreement, that fact and other relevant personal information about the applicant may be disclosed to other parties including other landlords, agents or tenancy databases. If the information requested is not provided, the agent may not be able to perform their duties and may reject this application.
The applicant can request to view all of their personal information held on file by the agent. The applicant can correct this information if it is inaccurate, incomplete or out of date.

G. Applicant's Declaration

I hereby authorise Shane Spence Real Estate to conduct reference checks with landlords, agents and employers named on this application or with tenant reference databases operating in line with the Property Stock & Business Agents Amendment (Tenant Databases) Regulations 2004. I authorise the agent to make enquiry with those parties and to provide any information about me for the purpose of those checks and acknowledge that in the event I am currently listed as a defaulter with those parties, the agent has the right to reject my application.
I understand, I am under no obligation to sign this consent form but failure to do so may result in my application being rejected.
I acknowledge that in the event I default on my obligations under the terms of any Residential Tenancy Agreement I sign with the agent or landlord, I may be listed as a defaulter with tenancy databases.
Further, I acknowledge, the manner in which I conduct this tenancy will be used by the agent when reviewing rents and when providing future rental references, the agent may give on my behalf.
Should the agent transfer its business to another agent, or the management be transferred by the landlord to another agent, I consent to the new agent taking any steps, which the former agent could have taken.

1. the information given in this application is true and correct.
2. the applicant is not bankrupt or insolvent
3. the premises have been inspected by the tenant, and
4. any rental bond will be made direct to the Rental Bond Internet

The Applicant acknowledges they have read this form and that it is the policy of Shane Spence Real Estate to include Special Conditions in their leases. The applicant may view our Special Conditions prior to signing the lease by going to our website. A copy of the Special Conditions will be supplied to the applicant at the time of making an offer to the applicant. The applicant has retained a copy of this application for their own records.

Keep a copy of the application for your own records

Applicant's
Name:

Applicant's
Signature:

Agent's Notes – Do Not Use

Current Lease	<input type="checkbox"/>	Rent Ledger	<input type="checkbox"/>
Driver's License	<input type="checkbox"/>	Passport	<input type="checkbox"/>
Previous Agent's Comments	<input type="text"/>		
Employer's Comments Agent's	<input type="text"/>		
Comments	<input type="text"/>		