

APPLICATION FOR TENANCY (One application per tenant)

Property:				Date:
Rental Per Week:	\$	No. of Occupants:	Adults:	Children:

List the full name/s and ages of all persons including children who would ordinarily be living at the premises:

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

PERSONAL DETAILS

Last Name				D.O.B.	
Given Names					
Spouse/Partner Full Name					
Co - Tenant	Yes	No			
Present Address					
Phone	Home	Business		Mobile	
Next of Kin (who will not be living in the premises)	Name			Phone Nos.	
Pets	Yes	No	Animal/Breed	How Many	
Licence No			Expiry Date		Car Rego No.
<i>A photocopy of your drivers licence or other suitable identification is required to be supplied with this application.</i>					

Preparing Your Application for Tenancy

Once you have inspected a property that meets your requirements, you will be asked to provide us with the following:

- Fully completed and signed Application for Tenancy (one per tenant)
- Proof of current tenancy: rental reference and two current rent receipts
- Current Landlord / Agent's name, address and phone number
- Tenancy History: a ledger printout from your agent
- Name of employer, telephone number and name of person to whom you report and their occupation/capacity
- Name of Institution / University or TAFE if studying
- Statement of income: payslip and/or statement from Centrelink
- Identification: must be photo identification (eg. Driver's licence, passport)
- If you are only able to supply your Birth Certificate, you must also supply a current phone bill and electricity bill (for proof of address)
- Proof of Student Identification, Student Card or completed enrolment form.
- If applying as a company: Accountants letter detailing your ABN, registered company address, date of incorporation.

Note: This organisation is a member of the Tica Default Tenancy Control Pty Ltd

EMPLOYMENT STATUS

Profession/Trade /Occupation					
Full time	Part time	Casual	Self Employed	Other	(Please circle)
Employer					
Address					
Phone		Contact Name		Period of Employment	

STUDENT STATUS

Institution			
Course Name			
Student Number / ID			
Duration of Course		Commencement Date	

ACCOMMODATION HISTORY

Period of Occupation				
Situation	Rented	Yes	No	Weekly Rent \$
	Owned	Yes	No	(list current details)
Name & address of landlord/agent				
Phone number				
Reason for leaving				
Address of premises				
Any applicable previous rental history				

PERSONAL REFERENCES (Not relatives – if self employed include your Accountant details)

Referee 1 Name		Phone	
Referee 2 Name		Phone	

RENT AND BOND PAYMENT

Rent 2 Weeks @ \$	pw	
Lease Fee		
Plus Bond (4 weeks unfurnished, 5 weeks partly furnished, 6 weeks fully furnished)		
Balance Due		
Less Reservation Fee		
Total Due		

Personal cheques are not acceptable for initial rent or bond payments.

Please make bank cheque or money order for Bond payable to 'Accom Nelson Bay T/a Port Stephens Accommodation.'

If approved, I would like to commence my lease on the following date and pay a Reservation Fee equivalent to one weeks rent. *Should a prospective tenant not proceed with the application, then any Reservation Fee paid shall be returned only on a Pro-Rata basis up to 7 days, subject upon when Accom Nelson Bay Pty Ltd (T/a Port Stephens Accommodation) receives such notification.

Start Date: _____ for a 6 / 12 / _____ month term

Privacy Act 1998 – Collection Notice

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant’s identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Application fails to comply fails to comply with their obligations under that Agreement, that fact and other personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting Accom Nelson Bay Pty Ltd (T/a Port Stephens Accommodation) at 5 Stockton Street, Nelson Bay, phone (02) 4981 1577. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

ACCOM NELSON BAY PTY LTD, TRADING AS PORT STEPHENS ACCOMMODATION

CONNECTIONS

This office does not take any responsibility in regard to the status of the telephone, electricity or gas connections. We advise the tenant to make arrangements directly with Telstra on 132200, Energy Australia 131535 or Elgas (Monin Bros) 4981 2288.

I, the applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I inspected the above mentioned premises and wish to take a tenancy for such period as indicated above and that the rental to be paid is within my means. I undertake to pay a rental bond by bank cheque, money order or EFTPOS upon signing the lease.

I, the applicant, agree that upon being notified of the landlord’s acceptance of this application to rent the premises from the Landlord under a Residential Agreement drawn up by the agent and upon signing the Agreement pay the bond and rent amounts due by a method acceptable to the Agent. Such payment to be cleared funds prior to occupancy. This Application for Tenancy, unless accepted, creates no contractual or legal obligation between the parties. I, the applicant, understand that the Agent/Landlord is not required to give an explanation to the applicant for any application not approved.

I, the applicant, hereby agree that the above information is true and correct and that I have physically inspected the property. I am aware that Accom Nelson Bay Pty Ltd (T/a Port Stephens Accommodation) will check the above details AND PERMISSION IS GRANTED TO COLLECT PERSONAL INFORMATION.

Signed: _____

Date: _____

Signed: _____

Date: _____

WHAT HAPPENS NEXT?

- Ensure your application form is fully completed and lodged with Accom Nelson Bay Pty Ltd as soon as possible after you decide to rent one of our managed properties.
- Accom Nelson Bay Pty Ltd checks and confirms all details on your application form.
- Accom Nelson Bay Pty Ltd and the property owner will then evaluate each application on its merits.
- The property owner will then approve the most suitable applicant.
- The successful applicant will then be informed by Accom Nelson Bay Pty Ltd that they are successful and will be required to pay a reservation fee (maximum 7 days rent) immediately to secure the property and organise to sign the lease documents as soon as possible (See details as shown).

In most cases, your application is processed by Accom Nelson Bay Pty Ltd within 48 hours. Sometimes, despite our best endeavours, it could take a little longer for reasons beyond our control. If you have any questions regarding your application, please contact our office.

OFFICE USE ONLY

Check Application is signed as well as the Authority to Collect Personal Information.

This application processed by	
Application duly signed including collection of personal information	
Details collected from prior rental (attached) or relevant comments	
At nominated place of work spoke to	
Employer's comments	
TICA Checked (attached)	
Landlord name & contact details (Verbal / Written / Email)	
Landlord confirms rental amount	\$
Landlord confirms length of tenancy	_____ months
Landlord confirms date of occupancy	_____ / _____ / _____
Holding deposit paid	Yes / No (One week's rent)
SPECIAL CONDITIONS	

Application with all details above

DECLINED

ACCEPTED

Property Manager: _____ Date: _____

AUTHORITY TO COLLECT PERSONAL INFORMATION / RENTAL HISTORY

I/We (Applicant/s): _____

kindly request you complete the details below pursuant to a Tenancy Application lodged with **Accom Nelson Bay Pty Ltd trading as Port Stephens Accommodation, 5 Stockton St, Nelson Bay NSW 2315, Phone 02 4981 1577, Fax 02 4984 1204**, by one of your current/former tenants. I hereby consent to the following questionnaire being completed honestly by former landlord/s and/or managing agents, and returned via fax to Port Stephens Accommodation (Fax 02 4984 1204). **Please include a copy of the tenant ledger** and details of my/our rental history, for the purpose of assessing my/our application for tenancy.

Note: The rental history disclosure can include confirmation of rent and rental payment compliance, as well as details of my/our care of the premises and the fulfillment of my/our obligations under the Tenancy Agreement.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

(The following to be completed by former Landlord/s and/or Managing Agents)

Address of Tenanted Property: _____

Length of Tenancy: _____

Weekly Rent: _____

Name of Lease: _____

Were routine inspections carried out during this tenancy? YES / NO

Inspections were: EXCELLENT GOOD SATISFACTORY UNSATISFACTORY

Condition of property after vacating: _____

Was the bond refunded in full? YES / NO

Was there ever a termination notice sent? YES / NO

If yes, what for? _____

Would you rent to this person again? YES / NO

Did this tenant keep pets at the property? YES / NO

Comments: _____

Name of Agent: _____

Signed (Agent): _____ Date: _____



Accom Nelson Bay Pty Ltd, trading as Port Stephens Accommodation

ABN: 46 110 366 690

Licence Number: 1304800

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Phone: 02 4981 1577

Fax: 02 4984 1204

Email: mail@accomnelsonbay.com

www.portstephenspropertymanagement.com

www.portstephensaccommodation.com