

Asset Property Management

Suite 1/19 Erith St Mosman NSW 2088 | PO BOX 739 Mosman NSW 2088

Kathy: 0407 624 164 | kathy@assetpropertymanagement.com.au

Mike: 0407 403 640 | mike@assetpropertymanagement.com.au

www.assetpropertymanagement.com.au



Tenancy Application Form

Property Address:

Applicant/s Name:

<u>100 Point Check List</u>	<u>Also Required</u>	<u>Money Required</u>
Drivers Licence 40	Rent receipts	Bond 4 weeks rent
Photo ID 30	2 Payslips or confirmation letter	2 weeks rent
Passport 30	Centrelink statements	Total 6 weeks rent upon signing lease
2 references from previous agent/landlord 30	Copy of last phone or Electricity account	
Current car rego papers 10	Home owner - Land & Water rates	
Birth Certificate 10	Bank Statement	

- Please Note: If your application is not filled out correctly, it will not be processed. Please ensure you have filled out the document correctly.
- The time taken to approve an application varies. Usually we will process the application in 48 hours. However, some delays could be experienced if the property owner cannot be contacted. You can contact our office after the 48 hours to see how your application is going.

Once Approved

- **You are required to pay one weeks rent as a holding deposit.** This is to be paid at our office by EFPOS or a bank cheque or via internet transfer. ****Holding deposits are non refundable****
- The balance due for commencement must be paid upon or before signing the lease, this is to be paid at our office by EFPOS, bank cheque or by internet transfer (Making sure you allow for a few days before lease start date for the monies to show in our trust account)

****ATTENTION: WE DO NOT ACCEPT CASH PAYMENTS IN THE OFFICE****

Office Use Only

- Reference Sent
- TICA Check
- Reference Received
- Landlord Phoned

Notes:

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Privacy Statement

The personal information you provide in this application or collection by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, it may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third-party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us.

If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises. To carry this out this role and during the term of your tenancy, we usually disclose your personal information to:

- The landlord, The Landlord's lawyers and the Landlords mortgagee/ insurer's
- Referees you have nominated
- Organisations / Trade people required to carry out the maintenance to the premises
- Rental Bond Authorities and the Residential Tenancy Tribunal / Courts
- Debt Collection Agencies
- TICA Database Default Tenancy Control Pty Ltd.
- Other Real Estate Agents & Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlords lawyers, to prepare the lease / tenancy documents for the premises
- Allow organisations / Trades people to contact you in relation to maintenance matters relating to the premises
- Pay / release rental bonds to/ from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Court and Statutory Authorities (where necessary)
- Refer to Debt Collection Agencies / Lawyers (where default/ enforcement action is required)
- Refer to Landlords Insurer's
- Report your conduct as a tenant on the TICA database

I/ we the said applicant declare that I /we give our permission to the agent to collect my / our information and pass such information onto TICA default Tenancy Control Pty Ltd.

I/ we further give my / our permission for my/our information to be provided to any other tenancy database for the assessment of my / our tenancy application.

/we further consent to the member of the Database Company to contact any of my / our referees provided by me/ us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/ our information may be recorded as making an inquiry.

I/ we agree that in the event of a default occurring under a tenancy agreement I /we give my/ our permission to the member of the tenancy database to register any of my details of such a breach with a tenancy database.

I/ we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Control Pty Ltd is a database company that allows its members access to information accumulated from its members about tenant's who have breached their tenancy agreement.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application.

I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 19002220346.

I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Authorisation

I we/ do hereby authorise my agent to provide a copy of the previous /Current rental ledger, routine inspection report & information relating to my/our tenancy to Asset Property Management. Pty Ltd.

I/we /do hereby authorise my employee & referee's to provide Asset Property Management Mosman. details of employment & personal details pertaining to my application. This information is only for the purpose of assessing my suitability as a tenant.

PRINT NAME: _____

PRINT NAME: _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

Property Address						Date Inspected	
Length of lease required		I would like to start my lease on this date		Rent per week		Will DOH be helping?	
Will you have pets?		What type?		Breed?		Registered?	
Number of people to occupy in total		Are there any smokers?		Money required to commence leasing?	Bond \$ Rent \$ Total \$	Deposit to be paid?	\$

Applicant Details	First Applicant	Second Applicant	All vehicles to be kept at premises		
Full name			Type	Model	Rego
Drivers Licence/state			Car		
Date of Birth			Car		
Current Address			Motorbike		
Home Phone			Boat		
Work Phone			Caravan		
Mobile Phone			Trailer		
Email address			Other		

Full names of all other persons who will occupy the property – (Show ages of children) Any other person over 18 that is not a child to the applicants must complete a separate application.				
	Full Name	Relationship	Date of Birth	Age
Person 1				
Person 2				
Person 3				
Person 4				
Person 5				

If self-employed evidence may be required, such as tax or annual returns, please advise of details	
Company or Business name:	Contact numbers:
Address:	CAN or Business registration number:
Accountant:	Accountant Address:
Lessor / Agent:	Contact:
Business Reference:	Phone:

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Compliance	Applicant 1	Applicant 2	Reasons
Has any Lessor or Agent ever evicted you?			
Has any Lessor or Agent ever refused you another property?			
Are you in debt to another Lessor or Agent?			
Is there any reason known that would affect your rent payment?			
Was your bond at your last address refunded in full?			
If NO – What deductions were made?	Rent arrears: Cleaning: Repairs Other:	\$ \$ \$ \$	\$ \$ \$ \$
			Futher Comments

Declaration: I/We the applicant/s hereby agree and acknowledge the following:

- That the information provided in this application is true & correct & that I/We have physically inspected the property.
- That I/We are financially able to meet all commitments under the Residential Tenancy Agreement & that I/We have not been declared bankrupt.
- That if this application is rejected, the agent is not legally obliged to give reasons for the rejection.
- That the deposit paid for the property is not refundable should I/We decide not to proceed.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

I am aware that if 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 that I may access personal information on the contact details above.

Signature of the Applicant 1

X

Date

X

Signature of the Applicant 2

X

Date

X

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Rental History			
APPLICANT ONE			
Present Address		Rent paid	
Reason for leaving		Period of occupancy	
Name of Agent/Owner			
Agent/Owner Address		Phone Fax	
Previous Address		Rent paid	
Reason for leaving		Period in occupancy	
Name of Agent/Owner			
Agent/Owner Address		Phone Fax	
Prior address if any			
Employment Details			
Occupation		Net weekly Income	
Name of Employer		Phone	
Period with employer		Contact	
Name of next of kin (must be someone not living with you) for emergency contact			
Name		Relationship	
Address		Phone	
APPLICANT TWO			
Present Address		Rent paid	
Reason for leaving		Period of occupancy	
Name of Agent/Owner			
Agent/Owner Address		Phone Fax	
Previous Address		Rent paid	
Reason for leaving		Period in occupancy	
Name of Agent/Owner			
Agent/Owner Address		Phone Fax	
Prior address if any			
Employment Details			
Occupation		Net weekly Income	
Name of Employer		Phone	
Period with employer		Contact	
Name of next of kin (must be someone not living with you) for emergency contact			
Name		Relationship	
Address		Phone	

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Rental Bonds Online

What is Rental Bonds Online (RBO)?

This is an online service for NSW property agents, self-managing landlords and tenants to lodge and refund residential rental bond money.

Bonds lodged online using RBO do not need signed paper forms. Instead, both the property agent (or self-managing landlord) and the tenant log on to their individual RBO accounts to conduct rental bond transactions. To replace signatures on forms, RBO uses other security measures, such as account passwords and security codes sent by SMS to your mobile phone.

How will I be able to pay my bond money?

You can pay your bond online by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third-party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and is the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Use your internet banking to make your payment by BPAY. Speak to your bank or credit union if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not go ahead with the tenancy?

If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply log on to RBO and choose 'Request Return of Funds'. Your landlord or agent will be notified.

This is an invitation for the applicant to provide us with an email address that can be used for the purpose of lodging a bond online. If the applicant fails to provide an email address, the Landlord or Agent may receive a rental bond, and lodge the rental bond with the Rental Bond Board using the paper lodgment system.

The applicants email address

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Rental Bonds Online

Rental Reference Check

In accordance with the privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Asset Property Management, regarding my/our rental history. I/we understand this information will be used to assess my/our application to lease.

Applicant/s Name			
Current Rental Property Address			
Period of Tenancy	From:	To:	Rent paid per week
Name of Managing Agent Or Owner			Agents Contact name
Phone number Agent or Owner			Fax No: agent/owner
Signature/s of applicant			Dated

Utility Connection Service



MyConnect offer a completely FREE service for home movers.

MyConnect will call you to arrange the connection of your required utilities at your new property.

Select your required utilities:

- Water (Compulsory)
 Electricity
 Gas
 Internet
 Phone
 Pay TV

We connect



Our retailers



Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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, 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

OR Tick here to opt out

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au