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Rocks Real Estate

15 Livingstone Street, South West Rocks, 2431

Notice to Complete Tenancy Application

Before any application will be considered, each applicant must achieve a minimum of 100 checkpoints. Should an applicant fail to provide the sufficient details the application may not be processed.

Applications take approximately 24 hours to process. However if you do not supply sufficient information, as required below, this will delay the process and the property may be let to another applicant. Another delay can be awaiting responses from your references and or the owner of the premises applied for. In some circumstances, landlords will request that applications are accepted until a certain date or within a specified time frame, and our office will inform you if this is the case.

Our office must receive the following:

| | |
|---|-----------|
| PHOTO IDENTIFICATION WITH CURRENT ADDRESS | 30 POINTS |
| DOCUMENTARY EVIDENCE OF INCOME | 30 POINTS |
| DOCUMENTARY EVIDENCE OF BENEFITS RECEIVED | 10 POINTS |

The balance to be made up of:

| | |
|--|----------------|
| CURRENT RENTAL LEDGER | 40 POINTS |
| COPY OF PREVIOUS RESIDENTIAL TENANCY AGREEMENT | 20 POINTS |
| LAST 2 RENT RECEIPTS / RATES NOTICES | 20 POINTS |
| WRITTEN REFERENCES x 2 | 20 POINTS EACH |
| UTILITIES ACCOUNT WITH CURRENT ADDRESS | 10 POINTS |

Upon acceptance of your application an appointment will be set to sign the Residential Tenancy Agreement, Bond Lodgement form and receipt monies for the property. This appointment will take approximately half an hour.

Please note:

- ◆ We only accept bond transfers under special circumstances.
- ◆ Entry costs will be only accepted in the form of cash, bank cheque or money order (payable to Rocks Real Estate) or EFTPOS. We will not accept personal/business cheques or credit card payment for entry fees unless previous arrangements have been made.
- ◆ All entry costs must be paid on or before the signing of any documents and prior to keys being handed over.
- ◆ Each adult to reside at the premises must complete a separate application. Each adult to reside at the premises must be represented on the lease.

Address of Premises applied

for: _____

Today's date: _____ Commencing: _____ Length of lease: _____

Applicant's Full Name

Home: _____ Work: _____ Mobile: _____

License Number: _____ Registration Number: _____

Date of Birth: _____ Marital Status: _____

Number of adults to reside at the premises: _____ Children: _____ Ages: _____

Pets and type: _____

Current Address _____

Current Landlord/Agent: _____ Phone: _____

Period of Occupancy: _____ Rent p/w: _____

Previous Address: _____

Previous Landlord/Agent: _____ Phone: _____

Period of Occupancy: _____ Rent p/w: _____

Occupation: _____ Employer: _____

Employer's Address: _____ Phone: _____

Period of Employment: _____ Contact Name: _____

Previous Occupation: _____ Employer: _____

Previous Employer's Address: _____ Phone: _____

Period of Employment: _____ Contact Name: _____

Personal reference 1

Name: _____ Phone: _____

Address _____

Personal reference 2

Name: _____ Phone: _____

Address _____

Contact in emergency

Name: _____ Phone: _____

Address: _____

I, the applicant, am aware that the following entry fees must be paid prior to taking occupancy of the property.

First rent payment, being equivalent to two weeks rent \$ _____

Rental Bond, being equivalent to four weeks rent \$ _____

Signed by the applicant: _____ Signed by the Agent: _____

Disclaimer Authority

I, the said applicant in respect of the premises situated at _____ do solemnly and sincerely declare that the information contained in this application is true and correct to the best of my knowledge and belief and that all of the information contained herein is given of my own free will. I hereby authorise the letting agent to conduct any inquiries and or searches pertaining to me with regard to the information supplied in this application. I do solemnly and sincerely declare that I have attained the age of 18 years and that I am eligible to enter into this agreement. I do solemnly declare that:

1. I _____ have _____ inspected _____ the _____ property _____ located _____ at _____
2. I have of my own accord decided that I wish to apply for rental for the said property commencing on _____ for a period of _____ weeks.
3. I have been informed and understand & agree that the rental for the property is to be \$_____ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the Residential Tenancy Agreement clearly states that rent should be paid to date and in advance. I am aware that to fall behind in rent is a serious and direct breach of the Agreement.
5. I have been informed, understand and agree that the bond for the property is \$_____ being equivalent to four weeks rent. I further agree and undertake to pay the said bond on or before signing the Residential Tenancy Agreement. I further authorise the letting agent to attend to all details regarding the lodgement of the bond with the Rental Bond Board, a division of the Department of Fair Trading.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from the information supplied on the Tenancy Application submitted by me. Final acceptance is a decision made by the owner of the said premises and not by Rocks Real Estate.
7. I have been informed, understand and agree that there be a requirement to commence proceedings for the recovery of rent, repairs and or damage to the property during the term or at the expiration of the tenancy. All associated with those proceedings shall be able to be recovered from me.
8. I have been informed and understand that rent payments be made by way of cash, personal cheque, money order and or EFTPOS to Rocks Real Estate.

Privacy Act Acknowledgment

In accordance with Privacy Legislation, I authorise you to provide information to and obtain information about and from my credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history and credit capacity. I understand that this information will be used to assess my application.

Applicant's Signature: _____ Date: _____