

# Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)

# Hatch Realty

## A. AGENT DETAILS

**HATCH REALTY**

Address: Suite 10 810 Military Road, MOSMAN NSW 2088  
 Phone no: 02 9969 7788  
 Fax no: 02 9969 0777  
 Email: [hatchrealty@bigpond.com](mailto:hatchrealty@bigpond.com)

ID: 16000

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Have you inspected the inside of the property?

Yes     No

3. Lease commencement date?

Day     Month     Year

4. Lease term?

Years     Months

5. How many tenants will occupy the property?

Adults     Children

## C. PERSONAL DETAILS

(Photo ID is required for photocopying)

6. Please give us your details

Mr  Ms  Miss  Mrs.  Other

Surname     Given name/s

Date of Birth     Driver's licence Number

Driver's licence expiry date     Driver's licence state

Passport no     Passport country

Pension no. (If applicable)     Pension type (if applicable)

7. Please provide your contact details

Home phone no.     Mobile phone no.

Work phone no.     Fax no.

Email address

8. What is your current address?

Postcode

## D. PROPERTY DETAILS

**connectnow.**

Phone: 1300 554 323  
 Email: [info@connectnow.com.au](mailto:info@connectnow.com.au)  
 Internet: [www.connectnow.com.au](http://www.connectnow.com.au)

**A free service - Connecting Your Utilities Has Never Been Easier!**

Connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you - with the one phone call.

A Connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

I consent to the disclosure of this page of the application form to Connectnow Pty Ltd ABN 79 097 398 662 for the purpose of enabling Connectnow to offer the connection and disconnection services to me. I consent to Connectnow disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Connectnow disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Connectnow nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with Connectnow. I acknowledge that Connectnow, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the Connectnow service; normal service provider fees or bonds may apply.

Signature     Date

## E. DECLARATION / PRIVACY STATEMENT

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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 authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

If I default under a rental agreement, I agree that 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 within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow tradespeople or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a credit check with a tenancy default database

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     Date

Property Manager Name

Application faxed to Connectnow (if required)

**N.B BOTH SIDES OF THIS APPLICATION MUST BE COMPLETED**

**F. APPLICANT HISTORY (ATTACH COPY OF RENTAL RECEIPTS)**

9. How long have you lived at your current address?  
 Years  Months  Tenant  Owner

10. Why are you leaving this address?

11. Agent/Landlord details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$

12. What was your previous residential address?  
  
 Postcode

13. How long did you live at this address?  
 Years  Months  Tenant  Owner

14. Agent/Landlord details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$  
 Was bond refunded in full?  If not why not?

**G. EMPLOYMENT HISTORY (ATTACH COPY OF PROOF OF INCOME)**

15. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address  
  
 Postcode

Contact name  Phone no.

Length of employment  Years  Months Net income?  \$

16. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment  Years  Months Net income?  \$

**H. CONTACTS / REFERENCES**

Attach copies of any written references

17. Please provide a contact in case of Emergency

Sumame  Given Name/s   
 Relationship to you  Phone no.

**18. Please provide 2 personal references (not related to you)**

1. Sumame  Given name/s   
 Relationship to you  Phone no.

2. Sumame  Given name/s   
 Relationship to you  Phone no.

**I. OTHER INFORMATION**

19. Please provide details of any pets  
 Breed / type  Council registration / number

1.   
 2.

Smokers? (Please circle) YES / NO  
 Have you ever been evicted by a Landlord or Agent? YES / NO  
 Have you ever been refused another property? YES / NO  
 Do you owe money to another landlord or Agent? YES / NO  
 Is there any reason that would affect your rent payment? YES / NO

**J. PAYMENT DETAILS**

Property rental  
 \$ Per week OR  \$ per month

Rental bond (4 weeks rent)  \$  
 Sub Total  \$  
 Less Holding Deposit (see below)  \$  
 Amount payable on signing tenancy agreement (Bpay or Bank Cheque)  \$

**K. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:

HOLDING DEPOSIT  \$ RESERVATION PERIOD  days

The Landlord's The Landlords Agent undertakes:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (d) If the Applicant decided not to enter into a Residential Tenancy Agreement during the reservation period the Landlord will retain the entire Holding deposit. If a Residential Tenancy agreement is entered into the fee is to be contributed towards rent for the premises.

Signature of Landlord's Agent  Date:

Signature of landlords Agent  Date:

# TENANT SELECTION CRITERIA

Please read to prevent delays in processing your application.

All tenancy applications must be accompanied by the following information:

**1. Photographic identification**

- Current drivers licence
- Passport

**2. Proof of last residential address**

- Electricity account
- Telephone account
- Bank or Credit card account /statement

**3. Proof of income e.g. wage slip/bank account showing wage payments**

**4. Copies of previous rent receipts/Residential Tenancy Agreement/rental ledger from agent**

Our office reserves the right to allow for any changes to the above criteria. Should an applicant fail to meet our tenancy selection criteria the application may not be processed.

On approval of an application to rent a property, we will require a reservation fee of one weeks rent asap by electronic transfer to our Trust Account, money order or bank cheque. Prior to moving in we will need the balance of rent and applicable bond paid by electronic transfer, money order or bank cheque.

## MOVING IN GUIDE

It is our aim to provide you with every assistance possible to ensure that your association with our office is an enjoyable one. When moving into your new home you will need to contact the following companies for connection of services to your property:

- Energy Australia – Electricity Only 13 15 35 or Electricity & Gas 13 15 03
- AGL - Gas & Electricity 13 12 45
- Telephone - Telstra 13 22 00 or other providers.

Alternatively you can use the free services of Utility One by signing the front page of this application.

## BOND

The bond must be paid in full (4 weeks rent) by either electronic transfer to our Trust Account or money order or bank cheque prior to moving in. **Bond transfers, personal cheques and cash WILL NOT be accepted.**

## SIGNING LEASES ETC

Please arrange an appointment during business hours with your Property Manager to finalise all documents prior to moving in. Please allow approximately 30 minutes.

## KEYS

Keys to the property will only be handed over on the commencement date of the lease and after all monies have been paid in full.

## INSURANCE

A reminder that insurance of your personal belongings and furniture is your responsibility.