

Tenancy Application Form

For your application to be processed you must answer all questions (Including the reverse slide)



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 address: hatchrealty@bigpond.com

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

4. How many people will normally occupy the property?
 Adults Children ages

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs. Other

Surname Given name/s

Date of Birth

Driver's licence no. Driver's licence state

Car Registration

Passport no Passport country

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

6. Please provide your contact details

Home phone no Work phone no

Mobile phone no Fax no.

Email address

7. What is your current address?

 Postcode

N.B. Both sides of this application must be completed

D. FREE UTILITY CONNECTION SERVICE

Office Code: INHAT

To save you time when you're moving house, UtilityOne can help you arrange your utility connections all in the one phone call.

PHONE ELECTRICITY GAS
ADSL BROADBAND INTERNET PAY TV

It's a **FREE** service and there's **NO obligation**

Utility connection services are provided by: **UTILITYONE**

Phone: 13 18 19 Email: contact@utilityone.com.au
 Fax: 1300 73 18 19 Web: www.utilityone.com.au

UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply.

E. DECLARATION

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;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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 and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. I consent to UtilityOne 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 UtilityOne disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither UtilityOne 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 UtilityOne. I acknowledge that UtilityOne, 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 UtilityOne service; normal service provider fees or bonds may apply.

Should you choose to NOT be contacted by UtilityOne, please clearly cross through the above section D. This will not affect the success of your tenancy application.

Signature Date

X

Property manager name

Application faxed to UtilityOne (if required)

F. APPLICANT HISTORY

8. How long have you lived at your current address?
 [] Years [] Months

9. Why are you leaving this address?
 []

10. Agent/Landlord details of this property (if applicable)
 Name of landlord or agent
 []

Landlord/agent's phone no. [] Weekly rent paid [] \$

11. What was your previous residential address?
 [] Postcode []

12. How long did you live at this address?
 [] Years [] Months

13. 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

14. 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? [] \$

15. Please provide your previous employment details

Occupation?
 []

Employer's name:
 []

Length of employment [] Years [] Months Net income? [] \$

H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname [] Given name/s []

Relationship to you [] Phone no. []

Please provide two personal references (not related to you)

1. Surname [] Given name/s []

Relationship to you [] Phone no. []

2. Surname [] Given name/s []

Relationship to you [] Phone no. []

I. OTHER INFORMATION - PLEASE ANSWER ALL QUESTIONS

17. 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

WHERE Did you find out about this property? (Please tick)

Internet (please specify): [] Newspaper

Signboard Office Other Publication: []

Other (Please specify): []

18. PAYMENT DETAILS

Property rental
 \$ [] Per week OR \$ [] per month

First payment of rent in advance \$ []

Rental bond (4 weeks rent) \$ []

Tenant's share of cost of preparing tenancy agreement \$15.00

Sub Total \$ []

Less: deduct Reservation Fee (see below) \$ []

Amount payable on signing tenancy agreement (bank Cheque / Money Order only) \$ []

19. RESERVATION

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

RESERVATION FEE \$ [] RESERVATION PERIOD [] Days

- The Landlord's 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 decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
 - (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of The Applicant [] Date []

Please note that for the safety of our staff we do not accept cash. No Credit Card.

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, applicable bond & lease fee 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 for unfurnished properties and 6 weeks for fully furnished properties) 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.