



**Matching people
to houses
turning houses
into homes**

**The Property
Management
Experts**

Call us **02 4605 9989**

Shop 3/17 Warby St, Campbelltown
NSW 2560, Australia

thepropertymanagementexperts.com.au

PRIME. PRIME. PRIME. PRIME



We guarantee that your application form will be processed on the same business day as you submit it!

**You have viewed a property that you are very interested in...
Now what? Read below a list of our tips to help you secure a rental property.**

1. Fill out our application form!

2. Submit all of your documentation:

Do not leave anything out! Unfortunately our agency will not be able to process your application unless you have attached all of the documents required. All applicants are required to submit 100 points of identification. Please read the below information carefully as it explains what documentation you are required to submit.

3. ALL applicants are required to submit the following 45 points of identification.

They include:

- A copy of your photo identification (driver's license, passport or proof of age card all worth 45 points)
- A copy of your identification (birth certificate, Medicare card, credit card or bank statement all worth 30 points)
- Motor vehicle registration, phone bill, electricity bill or gas bill (these are worth 15 points)

4. All applicants must submit a further 25 points stating their proof of income:

- If employed, you must submit either your bank statement or 2 recent payslips (this is worth 25 points)

- If you are self-employed you must submit both your bank statement and your last tax return (this is worth 25 points)
- If you receive centre link benefits you must submit your Centrelink statement (this is worth 25 points)

5. All applicants must submit a further 30 points of identification if you have previously rented, owned your own home or haven't rented previously:

- Proof of rental history (you must supply your tenancy ledger; this is worth 20 points)
- Proof of rental inspections (you must supply an inspection report from your current agency, this is worth 10 points)
- Proof that you have owned/own a property (you must supply a utility statement this must be either a council rate notice or a water rate notice this is worth 30 points)
- Two written references (these are if you are still living with family, this is worth 30 points)

**Good luck submitting your application form!
If you have any questions call us today and speak directly to our leasing department.**

APPLICATION

Each applicant over the age of 18 years who wishes to reside in the property must complete the application form in full and submit all their identification.

Personal details:

Applicant's full name

Applicant's contact number

Applicant's email address

Date of birth

Any children?

Yes

No

The following information is in relation to the property you are applying for:

Address of the property you are applying for

Suburb

Postcode

Rent amount per week

How many tenants will occupy the property?

Adults	Children
--------	----------

Ages of tenants (list all separated by comma)

Adults	Children
--------	----------

Names of other applicants to occupy property with you

Proposed lease term

13 weeks

26 weeks

Commencement date of the lease

Do you have any pets?

Yes

No

What type of the pet do you have?

Do you smoke?

Yes

No

Please sign to confirm you have viewed the property

Signature: _____

Date viewed: _____

The following information is in relation to your current address:

What is your current address?

Suburb

Postcode

Are you living with family, the owner or the tenant?

How long have you lived at your property?

Years	Months
-------	--------

Why are you searching for a new property?

Your landlord or agent's name (if agent, include company)

Your landlord or agent's contact number

Rent amount per week

Have you ever fallen behind in your rental payments?

Yes

No

Have you ever been sent a termination notice?

Yes

No

If you have been sent a termination notice please state the reason for receiving it.

Current employment:

Occupation of applicant

Date commenced at current job

Gross weekly salary

Employer's name

Company

Employer's contact number

Employer's address

Emergency contact

In case of an emergency name a friend or relative

Full name

Relationship to applicant

Address

Phone number

Have you made an application for accommodation in any social housing as defined in the residential tenancies act 2010 or aged care facility?

Yes

No

NOTE: The applicant acknowledges and consents to the agent verifying employment references, tenant history checks or personal checks.

Signature: _____

Date: _____

Initial payment must be made by EFTPOS and personal cheques will not be accepted.

I understand **The Property Management Experts** (the agent) is a member of Trading Reference Australia (TRA) and may conduct a reference check with that organisation. I authorise TRA to collect and store my details and to provide any information currently listed to others (below). I authorise the agent to provide any information about me to TRA for the purpose of that check and I acknowledge that if I am currently listed as a defaulter with TRA, the agent has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that a failure to do so may result in my application being refused.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history, my current/previous Landlord/Agency to verify details of my tenancy and if I am Self Employed, my accountant, to verify my being able to cover the rent for the property and my authenticity. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them for this purpose. I recognize that my photo ID may be scanned onto TRA for positive identification.

I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent or the landlord of my rented property and I hereby authorise the agent to provide information about me to TRA in connection with that listing. I acknowledge that, in the event of a listing on the TRA database, information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose.

I acknowledge that if I am currently listed as a tenancy defaulter with TRA, that I may contact the listing agent/s for settlement and/or negotiation. Should such settlement and/or negotiation change the details of me as a listed defaulter, it is understood that it is the listing agent's responsibility to amend the TRA listing. I also recognise that my photo ID and this signed disclosure may be scanned onto TRA for positive identification. I acknowledge that information provided to TRA by these authorities given by me may be made available to: (a) Real Estate Agents, Landlords, Housing NSW, Compass Housing, to assist them in evaluating applications. (b) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and I hereby consent to such a use and disclosure of that information for that reason.

Should this real estate agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. Trading Reference Australia may be contacted by phoning 02 9363 9244 during business hours, 9.00am to 5.00pm Monday to Friday, regarding any records kept concerning you. However, TRA do not give information out over

the phone regarding whether an individual is listed unless they are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on the TRA web page.

Real Estate Agency Section

Requirements: I declare I have inspected the property and am willing to accept it in its current state. I hereby offer to rent the property from the owner under lease to be prepared by the agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010. I acknowledge that this application is subject to the approval of the Landlord/Owner.

I declare that all information contained in my application is true and correct and given of my own free will. I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

Residential Tenancies Act 2010 No 42:

Part 3 Division 1 Section 24 Holding fees (1) A person must not require or receive from a tenant a holding fee unless: (a) the tenant's application for tenancy of the residential premises has been approved by the landlord, and (b) the fee does not exceed 1 week's rent of the residential premises (based on the rent under the proposed residential tenancy agreement). Note. A tenant is defined in this Act as including a prospective tenant. (2) A person who receives a holding fee must give the tenant a written receipt setting out the following: (a) the amount paid and the date on which it was paid, (b) the address of the residential premises, (c) the names of the landlord and the tenant. (3) If a tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement. (4) A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement. (5) Despite subsection (4), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent. (6) If a residential tenancy agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

I state that I have read the TRA Disclosure, agree and understand the terms, including the Agency Requirements section and the piece titled "Residential Tenancies Act 2010 No 42"

APPLICANT 1

Print Name _____

Signature _____

Date _____

APPLICANT 2

Print Name _____

Signature _____

Date _____