



WILLIAMS MACHIN REAL ESTATE

Address: 37 Sale Street, Orange NSW 2800

Phone: (02) 6362 6966

Fax: (02) 6362 2760

Email: propertymanagement@williamsmachin.com.au

Website: www.williamsmachin.com.au

APPLICATION FOR TENANCY

PROPERTY ADDRESS; _____

Our agency welcomes your application and any queries you may have about the property, tenancy or application process.

In order to process your application all questions must be answered fully.

One application form is to be completed per person wishing to reside at the property. The completion of this application is not an acceptance. Failure to fully complete may result in the application not being processed.

I/We that said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

1. I/We have inspected the property on the _____ (day) of _____ (month) _____ (year).
2. I/We wish to apply to rent the above property for a period of 6 / 12 months (please circle), _____ commencing on _____ (please indicate lease start date).
3. I/We agree that the rent is \$ _____ per week and that the rental bond is \$ _____ (4 weeks rent)
4. I/We the applicant/s declare that I/We am/are not bankrupt and that I/We have not entered into any scheme of arrangement for payment of monies owing to any creditors.
5. I/We authorize the agent to access and check any information that may be listed on me/us and we will list any defaulting tenants on the **TICA DEFAULT TENANCY DATABASE** and any other tenancy database which may be available.
6. I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for rejection of this application.
7. I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by direct deposit, bank cheque or eftpos.
8. I/We understand that should I/We withdraw my/our application once a deposit has been paid that no monies will be refunded.
9. I/We understand that all tenants whom their names appear on the lease must sign the original lease documents prior to the keys being issued.
10. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above.
11. I/We agree that I/We will abide by the policies of the office or the agent as may be provided to me/us in relation to this tenancy.
12. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
13. I/We agree that upon communication of acceptance of this application by the landlord or their agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.
14. Do you have access to or own a lawn mower? Yes / No (please circle one).
15. I/We understand that if pets are approved to reside at the property, they are external only and are not permitted to enter inside the property unless otherwise agreed with the landlord or agent.

Signed; _____

Residential Application Form

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

A. AGENT DETAILS

Williams Machin Real Estate

Address: 37 Sale Street, ORANGE NSW 2800
Phone Number: (02) 6362 6966
Fax Number: (02) 6362 2760
Email Address: propertymanagement@williamsmachin.com.au
Web: www.williamsmachin.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	\$		Price per week
--	-------	--	--------	----	--	----------------

4. How many tenants will occupy the property?

	Adults		Childrens		
	DOB				
	Children				

C. PERSONAL DETAILS

5. 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)

--

6. Please provide your contact details

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

--

7. What is your current address?

Postcode	

8. How did you find out about this property?

- Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

D. UTILITY CONNECTIONS

myconnect

MyConnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478 enquiry@myconnect.com.au
Fax : 1300 854 479 www.myconnect.com.au

Unless I have opted out below, I consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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; acknowledge 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.

Yes, Please Contact Me Tick here to opt out



E. DISCLAIMER / AUTHORITY

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, the tenant, accept the property in the condition it was in when inspected.

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 and employer/s;
(c) Any record listing or database of defaults by tenants;
Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

TICA 1902 220 346
NTD 1300 563 826
TRA (02) 9363 9244

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

- (a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow trades-people or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a check with TICA
(h) transfer water account details into my name

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

Date

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F. APPLICANT HISTORY**9. How long have you lived at your current address?**

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

10. Why are you leaving this address?

11. Landlord/Agent 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
--	-------	--	--------

14. Landlord/Agent 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**15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

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

Contact name

Phone no.

Length of employment

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

Net Income

 \$
H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

Residential address

18. Please provide 2 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**19. Car Registration / Make / Model (1)**

Car Registration / Make / Model (2)

20. Please provide details of any pets

Breed/type

Council registration / number

J. PAYMENT DETAILS (OFFICE USE ONLY)

Property Rental

\$ per week

notes:

First payment of rent in advance

Rental Bond (4 weeks rent):

 \$

Sub Total

Less: Holding deposit (see below)

Amount payable on signing tenancy agreement
(bank cheque or money order only)
Signature of Landlords agent

Date

Signature of Applicant

Date

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources necessary for the agent to verify the applicant's identity to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of the tenancy reference databases. Information already held on tenancy databases may also be disclosed to the agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, that agent may not be able to process the application and manage the tenancy.

I/We the applicant/s are aware that during and after a tenancy Williams Machin First National may need to disclose my/our personal information to;

- Tradespeople to contact the applicant for repairs and maintenance of the property;
- Valuers/Agents to contact the applicant for valuations of the property;
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies;
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded;
- Refer to Tenancy Databases to record details of applicants tenancy history;
- Refer to Lessors/Owners insurer in the event of an insurance claim;
- To provide future rental references to other agents/owners

Applicants Name: _____
Applicants Signature: _____
Date: _____

Agent Signature: _____
Name: _____
Date: _____

APPLICATION CRITERIA CHECKLIST

100 points identification must confirm name and either (or both of) current residential address and/or date of birth.

Primary Documents	Birth Certificate Current Passport Citizenship Certificate	70 points
Secondary Documents with Photograph	Current Australian Driver's License	40 points
Secondary Documents	Current Australian Government Benefit Card	40 points
Secondary Documents	Rates Notice or Utility Record Australian Taxation Office Notice Proof of Age Card or Photo Card Current pay advice Current Centre link Statement	25 points

RENTAL REFERENCE REQUEST (AGENT USE ONLY)

To: _____

Fax: _____

We have received a rental application from;

TENANT NAME/S: _____

PROPERTY ADDRESS: _____

1. Were the above applicants the actual lessees for the above address? YES/NO
2. How long were the tenants renting through your agency? _____
3. What was their weekly rental amount? \$ _____
4. Were the tenants ever in arrears? YES/NO If yes, for how long? _____
5. Were routine inspections carried out? YES/NO, Was there cause to complain? _____
6. Were there any breaches of the Tenancy Agreement? YES/NO If yes, please provide details _____
7. Are there any outstanding issues between the tenants and your agency? YES/NO If yes, please provide details _____
8. Would you rent to these tenants again? YES/NO
9. Did the tenants keep any pets without permission? YES/NO were there any damages to the property from the pets? YES/NO
10. Was the bond refunded in full? YES/NO If no, please provide details _____

It would be greatly appreciated if you could please complete, supply tenant ledger and return via fax (02) 6362 2760 or email

propertymanagement@williamsmachin.com.au

