

APPLICATION FOR TENANCY

READ THIS FIRST

Applications lodged after 5pm the day after your inspection might not be considered: don't lodge late.

You **must** complete all relevant sections of this form and supply all the required support documents. **Incomplete applications will not be processed.**

Each person over 18 years of age who will be residing at the property must complete a separate application form.

If your application is successful you must pay a holding deposit equal to one (1) week rent to secure the property while your lease and the property are prepared for you. *Please note: deposit non-refundable. Refer to clause 3, page 4.

Upon signing of your lease, a Rental Bond (equal to four (4) weeks rent), plus your first rent payment (usually two (2) weeks), less your holding deposit, must be paid by money order, bank cheque or credit card.

PROPERTY DETAILS

Property to be applied for

ADDRESS

SUBURB

LEASE TERM months

DATE VIEWED / /20

RENT per week

When would you like to commence your lease?

DATE / /20

APPLICANTS DETAILS

Personal Information

SUPPORTING DOCUMENTATION REQUIRED

YOU **MUST SUPPLY PROOF OF IDENTITY** FOR THIS SECTION

- DRIVERS LICENCE, PASSPORT, 18+ CARD OR BIRTH CERTIFICATE
- PLUS A MEDICARE CARD
- PLUS A BANK/CREDIT CARD OR EFTPOS CARD

NAME

DOB

PHONE (H) (M)

EMAIL @

18+ CARD NO

DRIVERS LICENCE NO STATE

PASSPORT NO COUNTRY

HAVE YOU EVER BEEN EVICTED FROM A PROPERTY yes/no

ARE YOU IN DEBT TO ANY LANDLORD OR AGENT yes/no

Current address

SUPPORTING DOCUMENTATION REQUIRED

YOU **MUST PROVIDE PROOF OF ADDRESS** FOR THIS SECTION

- YOUR UTILITY INVOICE OR BANK STATEMENT AT THIS ADDRESS
- RENTING - A COPY OF YOUR RECENT TENANT LEDGER
- OWNER/JUST SOLD - RECENT RATES NOTICE AND/OR SELLING AGENT CONTACT DETAILS

ADDRESS

HOW LONG HAVE YOU BEEN THERE

ARE YOU renting / owner / sold / never rented

LANDLORD/AGENTS NAME

PHONE RENT PAID per week

REASON FOR LEAVING

EXPERIENCE. The difference.

HIGHLANDS
PROPERTY

Your previous address

ADDRESS

HOW LONG WERE YOU THERE

WERE YOU renting / owned / sold

LANDLORD/AGENTS NAME

PHONE

RENT PAID

per week

REASON FOR LEAVING

EMPLOYMENT

If you are employed, complete the next section. If you have changed employer in the last year, you must also complete the section for Previous Employment that follows. If you are self employed skip these two sections and complete Business Details for Self Employed applicants.

Current employment

SUPPORT DOCUMENTATION REQUIRED

YOU **MUST PROVIDE PROOF OF INCOME** FOR THIS SECTION.

- A RECENT PAYSリップ; OR
- BANK STATEMENT; OR
- CENTRELINK STATEMENT

OCCUPATION

INCOME \$

per week / fortnight / month

DURATION

EMPLOYER

CONTACT NAME

EMPLOYMENT ADDRESS

PHONE

Previous employment

SUPPORT DOCUMENTATION REQUIRED

YOU **MUST PROVIDE PROOF OF INCOME** FOR THIS SECTION.

- LAST PAYSリップ FROM SOURCE; OR
- BANK STATEMENT FROM PERIOD OF EMPLOYMENT; OR
- CENTRELINK STATEMENT FROM PERIOD

OCCUPATION

INCOME \$

per week / fortnight / month

DURATION

EMPLOYER

CONTACT NAME

EMPLOYMENT ADDRESS

PHONE

Business details for self employed applicants

SUPPORT DOCUMENTATION REQUIRED

YOU **MUST PROVIDE PROOF OF INCOME** FOR THIS SECTION.

- RECENT TAX ASSESSMENT; OR
- A LETTER FROM ACCOUNTANT REGARDING INCOME

OCCUPATION

INCOME \$

per week / fortnight / month

BUSINESS NAME

ABN/ACN NO

BUSINESS ADDRESS

HOW LONG IN THIS BUSINESS

WHAT DOES THIS BUSINESS DO

EXPERIENCE. The difference.

HIGHLANDS
PROPERTY

PROPOSED OCCUPANCY

Number of occupants	NUMBER OF ADULTS	DEPENDANTS
Full name of all occupants that will be residing at the premises	NAME	AGE
	NAME	AGE
	NAME	AGE
	NAME	AGE
	NAME	AGE
	NAME	AGE
Proposed pets	TYPE/BREED	inside / outside
	TYPE/BREED	inside / outside
Will this property be used for business purposes?	yes/no	
	DETAILS	

REFERENCES

Income	INCOME REFEREE
	PHONE
	RELATIONSHIP
Personal (NOT A MEMBER OF YOUR FAMILY)	PERSONAL REFEREE
	PHONE
	RELATIONSHIP
	PERSONAL REFEREE
	PHONE
	RELATIONSHIP

METHOD OF PAYMENT

Your preferred method of payment	direct debit / direct credit / credit card / money order / cheque
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HIGHLANDS PROPERTY DOES NOT KEEP CASH ON PREMISES

EMERGENCY CONTACT

Your emergency contact

NAME
RELATIONSHIP
ADDRESS
PHONE

ADDITIONAL REQUIREMENTS AND/OR CONDITIONS

Details

Please tick this box if you wish to receive leasing alerts/updates: Max price: \$___p/w Min beds: ___

LANDLORD'S AGENT

Agency details

HP Bowral Pty Ltd trading as Highlands Property
ABN 68 056 130 182
info@highlandsproperty.com.au

TERMS OF APPLICATION

THE APPLICANT (YOU) DECLARE THAT

- (1) all of the above details are true and correct
- (2) WE are authorised to contact the listed referees and conduct checks on you through any tenant and trade reference organisation that WE may be affiliated with
- (3) you are not bankrupt or insolvent
- (4) **you can afford the advertised rent**

YOU AGREE THAT

- (1) if this application is not approved, WE are not required to give you any reason for that non approval
- (2) this application, unless accepted, creates no contractual or legal obligations between you and us
- (3) A holding deposit is required to be paid within 24 hours of approval in order to secure the property for lease. Should you choose not to proceed with the tenancy the deposit will be retained in accordance with the Residential Tenancies Act.
- (4) upon being notified of the acceptance of this application, you will sign a Tenancy Agreement upon presentation of it to you by us
- (5) all payments (of bond and rent) prior to occupancy will be made by bank cheque, money order, EFT or credit card

PRIVACY STATEMENT

WE must collect and use personal information about you to provide the service requested by you

you agree that WE may collect, use and disclose personal information about you in accordance with and subject to the Privacy Act 1988 (CTH): for processing this application and determining your suitability as a tenant; managing your tenancy; marketing and administration in our business; and as required to satisfy our various legislative, regulatory and contractual requirements.

Without provision of certain information by you, we may not be able to act effectively or at all for you or for our other clients. you have the right to request us to provide details of all information WE hold about you and also to correct any inaccurate or out of date information. our full privacy policy statement is available at our office or on our website.

AND YOU AGREE THAT

- (5) you have inspected the property and accept its condition
- (6) you will always maintain the property in the same or better condition than when you take possession
- (7) you will pay rent to us by a method acceptable to us
- (8) **you will always pay rent in advance**

please tick

SIGNATURE
PRINT NAME
DATE / /

EXPERIENCE. The difference.



TENANT REFERENCE CHECKS

Highlands Property will check the reference information you provide in this application, particularly with your employer and any prior landlord or landlord's managing agent.

By signing below you consent to the use by Highlands Property of all your private information disclosed herein for the purpose of checking with the referees you provide with this application.

Highlands Property may also check your personal and reference information against tenancy reference databases. These are databases that are permitted by law to accumulate reference information about tenants, and their adherence to lease terms.

One of these databases is the TICA Default Tenancy Control Pty Ltd (ABN 84 87 400 379). TICA is a tenancy database that records tenants' personal information from its members (such as Highlands Property) including tenancy application inquiries and tenancy history. As TICA may hold private information about you, please read the TICA Disclosure and further information about TICA is provided at the bottom of this page.

By signing below you acknowledge that you have read and understood the TICA (below) Disclosures.

By signing below you also consent to the disclosure by Highlands Property to TICA of: your personal information, so that we can collect information from TICA about your tenancy history; and, any breach of your lease if such event occurs in future. Without this consent we may not progress any further with your application.

SIGNATURE

PRINT NAME

DATE / /

TICA Disclosure

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 87 400 379) is a tenancy database that records tenants personal information from its members (such as Highlands Property) including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that TICA may hold on any of its databases. You can obtain your information from TICA (proof of identity will be required) by phone: 190 222 0346 - calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone); or by writing to: TICA Public Inquiries, PO Box 120, CONCORD NSW 2137 - a fee of \$14.30 plus stamped self address envelope is required.

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows: name, date of birth, drivers licence number, proof of age card number or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on the Helpline 190 222 0346 (call charges as above).

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HIGHLANDS
PROPERTY

UTILITY CONNECTION - DIRECT CONNECT

This is a free service that connects all your utilities.



When you connect to AGL through Direct Connect you will not have to pay a bond or be stuck in a contract. Once Direct Connect receive your application they will call you to confirm your details.

Please tick utilities as required

Electricity

please tick

Gas

Phone

Internet

Pay TV

Contents Insurance

For more information and the Direct Connect terms and conditions please visit www.directconnect.com.au or call 1300 664 715.

SIGNATURE

PRINT NAME

CAN WE HELP YOU FURTHER?

If your plans include the possibility of buying a home in the Southern Highlands, we may be able to help you with your search...

Are you likely to be interested in buying a home in the next few years? If YES, please answer the few questions below, if NO, you needn't go any further.

In what time frame might you buy?

12 months / 18 months / 24months or more

Will you be a first home buyer?

yes / no

Are you new to the area, and "trying before you buy?"

yes / no

Would you like us to keep you updated on the state of the market and on possible buying opportunities?

yes / no

If yes, please let us have

NAME 1

BEST CONTACT NUMBER

EMAIL

@

Thank you - we look forward to helping you further!

EXPERIENCE. The difference.

HIGHLANDS
PROPERTY

VIEWING APPROVAL FORM

Attachment to Application

Property to be applied for

STREET ADDRESS

My representative

REPRESENTATIVE NAME

PHONE

Date of inspection

DATE / /

I confirm that I requested my representative nominated above to view the above property and form an opinion about it on my behalf. I accept my representative's opinion, and take full responsibility for it, as if it were my own. Based on my representative's inspection and opinion, I hereby agree that the property is in a state I will accept for tenancy and would like my completed application to be put forward to the owner.

SIGNATURE

PRINT NAME

DATE / /

EXPERIENCE. The difference.

HIGHLANDS
PROPERTY