

McLachlan

P A R T N E R S
M A R K E T L E A D E R S S I N C E 1 9 2 4

INFORMATION FOR PROSPECTIVE TENANTS

Please read carefully before completing your application.

Processing Tenancy Applications

We endeavour to process all tenancy applications within 48 hours. This time may be extended due to difficulties contacting referees, confirming previous rental/home details or contacting the property owner.

We are unable to process applications that have not been completed in full and signed by all applicants. No application can be accepted until all required information has been supplied.

**100 POINTS PER PERSON, ARE REQUIRED TO PROCESS THE APPLICATION:
(All applicants must provide at least one of the items with " * " next to the points)**

Photo Identification – Driver's Licence/Passport or Proof of Age	30 points *
Tenancy History Ledger	20 points
Pay Advice/Proof of Income	15 points *
Motor Vehicle Registration	15 points
Telephone/Electricity or Gas Account	15 points
Bank or Credit Card Statements	15 points
Council Rates or Water Rates – if owned	15 points
Birth Certificate or Health Care/Medicare Card	10 points

Bond – Rental Payments

Once your application is approved and the required forms are signed we do require a payment of a security bond equal to 4 weeks rent & first 2 weeks rent plus \$15.00 tenant's share of cost of preparing tenancy agreement.

**You may pay this by eftpos, money order or bank cheque only
CASH NOT TAKEN AT THIS OFFICE**

PRIVACY ACT 1988

McLachlan Partners Real Estate respects your right to privacy. As an organisation that discloses personal information to third parties for a benefit, service or advantage, we are bound by the Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

Personal information collected by us in the course of a tenancy application and any subsequent tenancy is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information about you collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases.

You can access or correct this information if it is inaccurate, incomplete or out-of-date by contacting us at 453 The Entrance Road, Long Jetty.

SPECIALISTS IN PRESTIGE AND BEACHFRONT PROPERTIES

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453 The Entrance Road, Long Jetty NSW 2261

PO Box 6080, Long Jetty NSW 2261

Facsimile: 02 4334 1015

ABN 24 100 430 493

APPLICATION FOR PROPERTY AT _____

1. Surname _____ Given Names _____

2. Surname _____ Given Names _____

Children _____ Pets _____

Office Use Only	Date Application Received ____/____/____
Period _____ weeks/months commencing ____/____/____	Rental \$ _____ per week
First payment of rent in advance	\$ _____
Rental Bond (equal to 4 weeks rent)	\$ _____
Tenant's share of cost of preparing tenancy agreement	\$
	\$ _____
Reservation Fee (<i>payable by eftpos, money order or bank cheque only</i>)	\$ _____
Amount payable (<i>by eftpos, money order or bank cheque only</i>) on signing tenancy agreement	\$ _____
(CASH NOT TAKEN AT THIS OFFICE)	
Databases Checked	
Rpdata _____	Tica _____ Barclays _____

Reservation Fee

Where a Reservation Fee has been paid by the Applicant(s) it is agreed that:

- i) the premises will not be let during the above period, pending the making of a Residential Tenancy Agreement; and
- ii) if the Landlord has not decided to enter into a residential tenancy agreement in the agreed terms for the residential premises concerned during that period, the whole of the fee will be refunded; and
- iii) if the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period, the whole of the fee will be refunded; and
- iv) if the applicant(s) decide(s) not to enter into such an agreement, and the premises were not let or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee; and
- v) if a residential tenancy agreement is entered into, the fee is to be paid towards rent for the residential premises concerned.

Applicants Signature(s) 1. _____ 2. _____ Date _____

DISCLAIMER/AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I further confirm and declare that:-

1. I have inspected the property located at _____
2. I have of my own accord decided that I wish to rent the aforementioned property commencing ____/____/_____ for a period of _____.
3. I have been informed, understand and agree that the rental for the said property is to be \$_____ per week and is within my means of support and is to be paid every week and is to be paid by the due date at all times.
4. I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a 3 or 6 months basis and I further warrant that I will co-operate fully to allow this inspection to be carried out.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$_____ and I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I consent to the agent carrying out any enquiries necessary to process my application for tenancy. I further consent to the agent contacting all or any of the references or parties contained in the application and make all such inquiries as may be reasonably necessary to process this application for tenancy.
7. I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the agreement, all costs associated with these proceedings shall be able to be recovered from me.
8. I further consent to the agent disclosing all personal information that they may hold for the purpose of
 - (a) listing my name with a data base as a result of a tribunal order or multiple breach notices.
 - (b) Enforcing a tribunal order,
 - (c) Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
9. I have been informed and understand that this property may be covered by a Landlord Assistance Plan and in this case, I further consent to the agent supplying my personal information to Barclay M.I.S.
10. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
11. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Bases/s that they use, subject to the Tenancy Data Bases/s complying with the provisions of the Privacy Act.
12. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Bases/s they use and the agent will supply these contacts should I request the contact details.

APPLICANT NAME _____ APPLICANT SIGNATURE _____

APPLICANT NAME _____ APPLICANT SIGNATURE _____

APPLICANT/S PERSONAL DETAILS:

FIRST FAMILY MEMBER: Surname _____

Given Names _____

Contact Numbers (H) _____ (W) _____ (M) _____

Date of Birth _____ Driver Licence Number _____ State _____

Type of Vehicle _____ Rego _____ Owned or Financed? _____

Occupation _____ Income _____ Medicare No. _____

SECOND FAMILY MEMBER: Surname _____

Given Names _____

Contact Numbers (H) _____ (W) _____ (M) _____

Date of Birth _____ Driver Licence Number _____ State _____

Type of Vehicle _____ Rego _____ Owned or Financed? _____

Occupation _____ Income _____ Medicare No. _____

JOINT DETAILS: Number of Occupants Adults _____ Children _____ Ages _____

The Following Questions MUST be answered

1. Has your tenancy ever been terminated by a landlord or agent Yes/No
If yes give details _____
2. Have you ever been refused a property by any landlord or agent Yes/No
If yes give details _____
3. Are you in debt to another landlord or agent Yes/No
If yes give details _____
4. Have any deductions ever been made from your rental bond Yes/No
If yes give details _____
5. Is there any reason known to you that would effect your future rental payments Yes/No
If yes give details _____
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

Applicant(s) Signatures 1. _____ 2. _____

IF YOU ARE EMPLOYED:

Employers Name _____ Phone No _____

Address _____

Length of Employment _____ Nett Wkly Income (Excl. overtime) _____

If employed there for less than 6 months, previous employers name _____

Address _____ Phone _____

IF YOU ARE SELF EMPLOYED OR OWN YOUR OWN BUSINESS:

Name of Business _____ ABN _____

What does your Business do? _____

Address _____ Personal Nett Income/Week _____

Name of Accountant _____ Phone Number _____

How Long in this Business _____

IF YOU ARE A STUDENT:

Name of Institution _____ Faculty/Dept _____

Student Union Number _____ Student ID Number _____

Income Source _____ Nett Weekly Income _____

IF YOU RECEIVE A CENTRELINK PAYMENT:...

Type of payment _____ Customer Reference No _____

YOUR RENTAL HISTORY:

Present Address _____ For How Long _____

Agent/Landlord _____ Phone No _____

Reason For Leaving _____ Rent Paid _____

Bond Refunded? & If Not, Why? _____

Previous Address _____ For How Long _____

Agent/Landlord _____ Phone No _____

Reason For Leaving _____ Rent Paid _____

Bond Refunded? & If Not, Why _____

Person to Contact in Emergency _____ **Phone No** _____

YOUR REFERENCES:

Complete all 5 reference blocks below. Your Five (5) references are to include:

- (1) Your parents or guardians
- (2) Your nearest relative not living with you (other than parent/guardian);
- (3) At least 2 permanent residents of Australia, other than those above.
- (4) If self employed, at least one (1) established trade or business reference.

#1 Name of Parent or Guardian _____

Address: _____

Home Phone Number _____ Work Phone Number _____

Relationship & Known For How Long _____ Mobile No _____

#2 Name _____

Address _____

Home Phone Number _____ Work Phone Number _____

Relationship & Known For How Long _____ Mobile No _____

#3 Name _____

Address _____

Home Phone Number _____ Work Phone Number _____

Relationship & Known for How Long _____ Mobile No _____

#4 Name _____

Address _____

Home Phone Number _____ Work Phone Number _____

Relationship & Known For How Long _____ Mobile No _____

#5 Name _____

Address _____

Home Phone Number _____ Work Phone Number _____

Relationship & Known For How Long _____ Mobile No _____

Other people who will reside at the property? List full Names & dates of birth

Do You have any Pets? Yes/No **Type** _____ **Breed** _____

Are they Registered? Yes/No **Registration Details** _____

Do You Own a Lawnmower? Yes/No