

TENANCY APPLICATION

EVEREST REALTY P/L
 ABN 75 077 689 788

Our Agency welcomes your Application and any queries you may have.
 The following information and checklist will assist you to complete the Tenancy Application so that it can be processed as quickly as possible.

Suite 9, 47 Neridah Street
 Chatswood Village
 Chatswood NSW 2067
 Tel: (02) 9412 3838

Fax: (02) 9419 8877
 Email: info@everestrealty.com.au

Please read prior to completing your Application

1. Applicants are required to inspect the premises prior to final approval of the Application.
2. A Lease Preparation Fee of \$15.00 is payable by the successful Applicant/s on signing of the lease.
3. Applicants are to supply their own photocopies of documentation required. The originals will be sighted at the time of handing in your Application.
 - Copies of 3 forms of IDs (must include a passport or drivers licence)
 - Proof of income: 2 current pay slips
 - Advice from employer, fax or email to us
 - If you are a student: a letter from the parents if they are paying on your behalf and a course acceptance letter or a letter from your lecturer or tutor
 - If you are self-employed: a reference from your accountant and a business account bank statement for the last 3 months

<input type="checkbox"/>	Drivers Licence (front & back)	30	<input type="checkbox"/>	Council rates if you own a property	20
<input type="checkbox"/>	Passport (with visa if applicable)	30	<input type="checkbox"/>	Latest Tenant Ledger	10
<input type="checkbox"/>	Two (2) current pay slips	20	<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Bank card	20	<input type="checkbox"/>	Student – course acceptance letter	10
<input type="checkbox"/>	Medicare Card	20		MINIMUM 100 POINTS REQUIRED	

4. This application cannot be processed until it is complete with copies of supporting documents attached.
5. If your application is successful we will require two bank cheques for the Rental Bond and one month's rent in advance plus the Lease Preparation Fee.
6. If the application is accepted, a Reservation Fee/Holding Deposit equivalent to one week's rent is to be paid by money order or bank cheque within 24 hours of acceptance. If the Landlord of the property approves the Application the Reservation Fee will be credited against the statement of costs owing prior to moving in. If this application is not approved the Reservation Fee will be refunded to the Applicant by CHEQUE ONLY. If the Applicant decides not to take the premises the Agent may retain the Reservation Fee. Any Reservation Fee is accepted subject to the Landlord's approval.

APPLICATION CHECKLIST

Before I submit this Application, I have....

- Attached photocopies of documents to meet 100 or more points of ID requirement. Refer to list above.
- Inspected the property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Advice from Employer is attached or it has already been faxed or emailed to Everest Realty Pty Ltd.
- Read and signed the Privacy Disclosure Statement and Privacy Consent.

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received			
<input type="checkbox"/> Sighted original ID			
<input type="checkbox"/> Compared signatures to original			
<input type="checkbox"/> Checked Privacy Consent - signed			
<input type="checkbox"/> Checked application completed in full			
Name of nominated Applicant to contact in relation to Application	Name	Phone	

RENTAL PROPERTY	ADDRESS			
How did you find out about this property	<input type="checkbox"/> Newspaper <input type="checkbox"/> Website & name <input type="checkbox"/> For Lease sign <input type="checkbox"/> Walk-in <input type="checkbox"/> Referral <input type="checkbox"/> Other Agent <input type="checkbox"/> Other			
Applicant's full Name and Current Address	Name			
	Address			
Personal Details	Date of birth	Place of birth		
	Drivers Licence No.	Expiry Date		
	Passport No.	Expiry Date		
Applicant's Contact Details	Tel. (H)	Tel. (B)		
	Mobile	Email		
Current Rental Details	Rent per week \$	Period of occupancy	yrs months	
	Agent/Landlord	Tel		
If you currently own and live At your property Water or Council rates notice Attached <input type="checkbox"/>	Fax	Email		
	Reason for move: Do you expect the bond to be refunded in full <input type="checkbox"/> yes <input type="checkbox"/> no why?			
Previous Address	Address			
	Rent per week \$	Period of occupancy	yrs months	
	Agent/Landlord	Tel		
	Fax	Email		
Employment	Current Employer		<input type="checkbox"/> full time <input type="checkbox"/> casual <input type="checkbox"/> part time <input type="checkbox"/> contract	
	Your position		Supervisor	
	Length of employment	Years	Tel:(B)	
		months	Fax:	
	Currently I am paid on the			of each week/fortnight/month
If self-employed	Company name		Trading as	
	Address			
	ABN	Industry/nature of business		
	How long have you been self-employed?		Years months	
	Total annual income (as declared to Australia Taxation Office) \$			
	Accountant	Tel:		
	Creditor	Tel:		
	Creditor	Tel:		
If a student or Not Currently Employed (If you are a student you Must provide a parent's Name and campus contact As your Emergency Contact Details on page 3)	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED			
	Student ID #	Institution	Faculty	
	Course	Duration		
	<input type="checkbox"/> currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> parent/guardian letter <input type="checkbox"/> Centerlink documents <input type="checkbox"/> Austudy documents <input type="checkbox"/> bank statements <input type="checkbox"/> others			
Australian Citizen	<input type="checkbox"/> yes <input type="checkbox"/> no – supply copy of Passport & Visa Visa expiry / /			
Pets	<input type="checkbox"/> no			
	<input type="checkbox"/> yes	Type	Breed Reg. No	
		Council	reference attached <input type="checkbox"/> yes	
Smoking	Do you smoke? <input type="checkbox"/> yes <input type="checkbox"/> no			

Vehicle Information	Total number of vehicles to be kept at the premises				
	Registration No.:	Model		Owned/Hire Purchase	
	State				
Occupancy Details Full names, current Addresses and age of All people who will Reside at this property	Registration No.:	Model		Owner/Hire Purchase	
	State				
	Name	Relationship to Applicant	Age	Current address	
Emergency Contact Details Of close relatives who will not be residing with you. If a student provide a Campus contact	Name		Name		
	Relationship		Relationship		
	Address		Address		
	Tel. (H) (W)		Tel. (H) (W)		
	Mobile		Mobile		
	Email		Email		
Personal References (not relatives) Please ensure each has Agreed for you to Nominate him/her as a referee	Name		Occupation		Business hours contact

I confirm the following:

Have you ever been evicted by any Landlord or Agent?	[]No	[]Yes	_____ Details
Have you been refused another property by a Landlord or Agent?	[]No	[]Yes	_____
Are you in debt to another Landlord or Agent?	[]No	[]Yes	_____
Is there any reason known to you that would affect your ability to pay rent when due?	[]No	[]Yes	_____
Was your rental bond at your last address refunded in full?	[]No	[]Yes	_____

I confirm the following:

During my inspection of the property on / / , I found it to be in a satisfactory condition. []Yes []No
If "No" I request the following items to be attended to prior to my tenancy, subject to the Landlord's approval.

Declaration

I declare that the Application information provided is true and correct. I give consent to this Application being verified and to the access of Trading Reference Australia, Tenancy Information Centre of Australia and National tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/her/their consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I acknowledge that this is an Application to lease this property and that my Application is subject to the Landlord's approval and the availability of the premises on the due date. I hereby offer to rent the property from the Landlord under a lease to be prepared by the Agent pursuant to the Residential tenancies Act 1987.

I have inspected the premises and wish to apply for tenancy for a period of _____ months, at a rental of _\$_____ per Week commencing on _____.

I understand that if this Application is approved by the Landlord:

I, or the nominated Applicant, will be notified within 24-48 business hours of the Application status.

Arrangements must be made for Applicants approved for tenancy to pay a Reservation Fee equivalent to one week's rent within 24 hours of the approval which will be applied to the first week of rent if the Tenancy proceeds.

Renting Costs are to be paid by **BANK CHEQUE, MONEY ORDER, DIRECT DEPOSIT OR INTERNET BANKING.**

Applicant's Signature	Date
Agency Representative	Date

**PRIVACY DISCLOSURE STATEMENT OF
EVEREST REALTY PTY LTD
OF 9/47 NERIDAH STREET CHATSWOOD NSW 2067**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for a residential tenancy. We may need to collect information about you from your previous Landlords or Letting Agents, your current employer and your referee. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by Trading Reference Australia (TRA), TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tradingreference.com www.tica.com.au and www.ntd.net.au. Your consent to us collecting this information is set out below, in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for Everest Realty to verify your identity, to process and evaluate the Application and to manage the tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose of which it was collected to other parties including the Landlord/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Everest Realty and/or the Landlord. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also Correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be destroyed to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your Application for residential tenancy may not Be considered by the Landlord of the relevant property or, if considered, may be rejected, due to insufficient information To assess the Application.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement of Everest Realty, I authorize Everest Realty to collect information about me from:

- My previous Letting Agents and/or Landlords;
- My personal referees, employers and all other references on this Application;
- Any Tenancy Default Database (including TRA, TICA & NTD) which may contain personal information about me. I also authorize Everest Realty to disclose details about any defaults by me under the tenancy to which this Application relates to, any tenancy default database to which it subscribes to include TRA, TICA and NTD.

I authorize Everest Realty to refer my name and contact details to an arranger or service provider including trades people (to attend to work required at this property), salespeople (primary and secondary Agents), valuers, the Landlord, other Agents, database operators, other Property Managers, strata manager offices, insurance companies, financial services (To assist with home loan Applications, if required in the future) and to authorities by law.

I agree to be contacted by electronic and/or SMS methods.

I/We have been advised that the Consumer Affairs Booklet can be obtained from the Office of Fair Trading or Rental and Strata Services.

Applicant's full name (please print)

Applicant's Signature

Date

Time

am/pm

