

Tenancy Application Form

Property Address:

Applicant Name:



IMPORTANT INFORMATION REGARDING YOUR APPLICATION:

The following guidelines apply when applying for Rental Properties with Hilton Parkes Real Estate:

1. Your signature below confirms you accept the property in its current condition.
2. We will endeavour to notify you whether or not your application has been approved, within 2 business days of receipt of the application IN FULL.
3. This office does not accept Bond Transfers.
4. Our agency reserves the right to accept multiple applications for each property.
5. All adults who will occupy the premises MUST complete a Tenancy Application.
6. Should your application not be successful for this property, we may use your details for marketing purposes.
7. On approval of application, all monies for rent in advance MUST be paid by Bank Cheque or Money Order ONLY. Bond payments are made online via a secure link.
8. **Rent payments are made through REConnect oneCard.**
9. **Strictly No Cash is accepted.**

This office is a member of TICA, Barclays MiS and RP Data.

100 Points of identification are required PER applicant

You must supply ALL of the following:		Staff Approval:
Birth Certificate/Citizenship Certificate/VISA	20 Points	
Current Complete Tenant Ledger	20 Points	
Current Drivers Licence or Proof of Age Card	20 Points	
Proof of Income (2 Recent Payslips or Centerlink Statements)	20 Points	
Recent Bank Statement (Bank issued – not internet issued)	20 Points	

Supplying these will increase your chance of approval:		Staff Approval:
Medicare Card	10 Points	
Current Passport	5 Points	
Latest Gas/Electricity Account	5 Points	
Latest Telephone Account	5 Points	
Current Vehicle Registration	5 Points	

DISCLAIMER:

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 free will. I further authorise the letting agent to contact and conduct any enquiries and or searches with regard to the information supplied in this application.

I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs, damage or money to the aforesaid property during the term or at the expiration of the tenancy agreement, all losses associated with these terms and proceedings will be recovered from me. I have been informed a holding deposit is required to be paid within 24 hours of approval.

SIGNATURE: _____

DATE: _____

Residential Application Form

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

A. AGENT DETAILS

Hilton Parkes Real Estate

Address: Shop 43, Plumpton Marketplace,
Plumpton NSW 2761
Phone: (02) 9832 3800
Fax: (02) 9832 3700
Email: rentals@hiltonparkes.com.au
Web: www.hiltonparkes.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐
Surname Given Name/s

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Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

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Pension no. (if applicable)

--

Pension type (if applicable)

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6. Please provide your contact details

Home phone no.

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Mobile phone no.

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Work phone no.

--

Fax no.

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Email address

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7. What is your current address?

Postcode

8. How did you find out about this property?

- | | | |
|--------------------------------|---|--|
| <input type="radio"/> Domain | <input type="radio"/> Realestate.com.au | <input type="radio"/> Hilton Parkes website |
| <input type="radio"/> Office | <input type="radio"/> Office window | <input type="radio"/> Sign board at property |
| <input type="radio"/> Referral | <input type="radio"/> Other (specify): | |

Application sent to
MyConnect (if required) ☐

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**

☒ **Yes, Please Contact Me** ☐ **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:

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, 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ *Tick here to opt out*



E. DECLARATION

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 authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

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

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

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople 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 credit check with NTD (National Tenancies Database)

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.

Signature

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Date

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

<input type="text"/>	Years	<input type="text"/>	Months
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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?

<input type="text"/>	Years	<input type="text"/>	Months
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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

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

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

Surname

Given name/s

Relationship to you

Phone no.

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****20. Please provide details of any pets**

Breed/type

Council registration / number

1.
2.

J. PAYMENT DETAILS**Property Rental**

<input type="text" value="\$"/>	per week
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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)**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and

(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) 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

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent**Date****Signature of Applicant****Date**