# **Tenancy Application Form**





Shop 43, Plumpton Marketplace Cnr Jersey & Hyatts Roads, Plumpton NSW 2761 T: 02 9832 3800 | F: (02) 9832 3700 applications@hiltonparkes.com.au www.hiltonparkes.com.au



### 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**

MyConnect (if required)

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



An Agent You Can Trust

#### **AGENT DETAILS UTILITY CONNECTIONS** myconnect **Hilton Parkes Real Estate** Address: Shop 43, Plumpton Marketplace, Plumpton NSW 2761 myconnect is a FREE & EASY to use utility (02) 9832 3800 Phone: connection service available for tenants (02) 9832 3700 Fax: Email: rentals@hiltonparkes.com.au 1300 854 478 enquiry@myconnect.com.au Phone: Web: www.hiltonparkes.com.au 1300 854 479 Fax: www.myconnect.com.au Interpreter service PROPERTY DETAILS Yes, Please Contact Me (tick if required) 1. What is the address of the property you would like to rent? 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 Postcode utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation 2. Lease commencement date? of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its Day Month Year employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that 3. Lease term? whilst myconnect is a free service, a standard connection fee and/or Years Months deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and 4. How many tenants will occupy the property? 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 Ages of Adults Children any property as a result of the provision of services or any act or omission Children by the utility provider or for any loss caused by or in connection with any PERSONAL DETAILS delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for 5. Please give us your details coaching, quality and compliance purposes. Other Miss Mr Ms Mrs Tick here to opt out Surname Given Name/s Date of Birth Driver's licence number Belong Driver's licence expiry date Driver's licence state E. DECLARATION I hereby offer to rent the property from the owner under a lease to be prepared by the Passport no. Passport country Agent. Should this application be accepted by the landlord I agree to enter Into a Residential 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 Pension type (if applicable) Pension no. (if applicable) 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: 6. Please provide your contact details (a) The owner or the Agent of my current or previous residence; Home phone no. Mobile phone no. (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 -Work phone no. Fax no. NTD: 1300 563 826 TICA: 1902 220 346 TRA: (02) 9363 9244 Email address 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: 7. What is your current address? (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 Postcode (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) 8. How did you find out about this property? I am aware that if information is not provided or I do not consent to the uses to which personal Hilton Parkes website O Domain Realestate.com.au information is put, the Agent cannot provide me with the lease/tenancy of the premises. Sign board at property Office Office window Other (specify): Referral Signature Date Application sent to

17. PResse provided a contact in case of emergency	F. APPLICANT HISTORY	H. CONTACTS / REFERENCES	
Years   Months	9. How long have you lived at your current address?		
13. Landiord/Agent details of this property (if applicable) Neme of familiorid or agent  Landiord/Agent details of this property (if applicable) Neme of familiorid or agent  13. How long did you live at this address?  Postcode  13. How long did you live at this address?  Postcode  13. How long did you live at this address?  Postcode  13. How long did you live at this address?  Postcode  13. How long did you live at this address?  Postcode  13. Landiord/Agent details of this property (if applicable) Name of landiord agent sphone no.  Veesly frent Paid  S  S  Landiord/Agent details of this property (if applicable) Name of landiord agent sphone no.  Veesly frent Paid  S  S  Landiord/Agent details of a property (if applicable) Name of landiord or agent  New long refunded in full?  If not why not?  Landiord/Agent details of a property (if applicable) Name of landiord or agent  New landiord or agent  New landiord agent's phone no.  Veesly frent Paid  S  S  Landiord/Agent details of a property (if applicable) Name of landiord or agent  New landiord agent's phone no.  Veesly frent Paid  Landiord/Agent details of a property (if applicable) Name of landiord or agent  New landiord agent's phone no.  Veesly frent Paid  Landiord/Agent details of any pets  Council registration / number  Landiord/Agent details of any pets  Landiord/Agent details of any pe	Years   Months	Surname Given name/s	
Selectionship to you			
1. Sumanne   Content   C	10. Why are you leaving this address?	Relationship to you Phone no.	
1. Sumanne   Content   C			
Landlord/agent's phone no.   Weekly Rent Paid	11. Landlord/Agent details of this property (if applicable)	18. Please provide 2 personal references (not related to you)	
S   2. Surname   Given name/s	Name of landlord or agent		
12. What was your previous residential address?			
12. What was your previous residential address?	Landlard/agent's phane no Weekly Pent Paid	Relationship to you Phone no	
2. Summine  Postcade  13. How long did you live at this address?  Vears Months  14. Landlord/agent details of this property (if applicable) Name of landlord or agent  15. Was bond refunded in full?  If not why not?  15. Please provide your employment details  What is the nature of your complayment?  What is the nature of your complayment?  Postcade  Postcade  Postcade  Postcade  Postcade  Postcade  Contact name  Phone no.  Ret Income  Phone no.  Signature of Applicant  Date			
Postcode  13. How long did you live at this address?    Landlord/Agent details of this property (if applicable)   Name of landlord or agent   Landlord/Agent's phone no.   Weekly Rent Paid	\$		
Now long did you live at this address?   Years	12. What was your previous residential address?	2. Surname Given name/s	
Now long did you live at this address?   Years			
13. How long did you live at this address?    Years	Postcode	Relationship to you Phone no.	
I. OTHER INFORMATION			
1. Landlord/agent's phone no.   Weekly Rent Paid	13. How long did you live at this address?		
14. Landlord/Agent details of this property (if applicable) Name of finaldord or agent  Landlord/Agent's phone no.  Weekly Rent Paid  S  Was bond refunded in full?  If not why not?  J. Payment Details  Property Rental  S  Property Rental  S  per week  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 cape or wend or market for the prospective denancy is approved.  The holding fee can only be accepted after the application for tenancy is approved.  The holding fee (not exceeding 1 week's rent) of  Length of employment  Net income  Years Months  Net income  Phone no.  Employer's name  Contact name  Phone provide your previous employment details  Occupation?  Net income  The holding fee in the best per provide tenant, the landlord and control of the prospective tenant or the propertive tenant or carry out the peals or or her work during the specified period (if) if a residential tenancy agreement is entered into, the holding fee is to be paid towards rent the restriction of the residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential tenancy agreement is entered into, the holding fee is to be paid towards rent work during the specified period.  (b) the whole of the fee will be refunded to the prospective tenant if: (1) the application of the residential tenancy agreement is entered into, the holding fee is to be paid towards rent work during the specified period.  (c) If he whole fee:  (a) the promise will into halder of dees a material feet to disclose a material feet to deal to disclose a material feet	Years   Months		
20. Please provide details of any pets	14. Landlord/Agent details of this property (if applicable)	19. Car Registration	
Breed/type   Council registration / number			
1.   2.		20. Please provide details of any pets	
S		Breed/type Council registration / number	
Sembloyment		1.	
## Appropriate the property and provide your pervious employment details  ## Appropriate the provide your employment?  ## Appropriate the provide your provious employed or institution if student)  ## Appropriate the provide your provious employed or institution if student)  ## Appropriate the provide your provious employment of rent in advance  ## Appropriate the provide your provious employment of rent in advance  ## Appropriate the provide your provious employment of rent in advance  ## Appropriate the provide your provious employment of rent your employment  ## Appropriate the provide your provious employment details  ## Approvide your provious employment details  ## A		2.	
Property Rental   S	Was bond refunded in full? If not why not?		
Semployer's name (inc. accountant if self employed or institution if student)  Employer's name (inc. accountant if self employed or institution if student)  Employer's address  Employer's address  Employer's address  Postcode  Contact name  Phone no.  Phone no.  Employer to temployment  Net Income  Years  Months  Solonger by the landlord, and (i) The whole fee; and (ii) If a residential premase concerned.  (ii) If a residential premase concerned.  (iv) If a residential premise concerned.		J. PAYMENT DETAILS	
Service your employment details   Service your employment?   Service your employment is student)   Service your employment is eff employed or institution if student)   Service your employment   Service your emplo		Property Rental	
What is your occupation?  What is the nature of your employment? (PULL TIME/PART TIME/CASUAL)  Employer's name (inc. accountant if self employed or institution if student)  Employer's address  Employer's address  Postcode  Contact name Phone no.  Phone no.  Length of employment Net Income Wears Months  S  16. Please provide your previous employment details Occupation?  Employer's name  Contact name Phone no.  Net Income Wears Months S  16. Please provide your previous employment details Occupation?  Employer's name  Contact name Phone no.  Signature of Applicant  Phone no.  Signature of Applicant  Date  Signature of Applicant  Date		\$ per week	
Rental Bond (4 weeks rent):  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  Employer's address  Postcode  Octact name Phone no.  Length of employment Net Income Years  Months  S  Cocupation?  Fine ployer's name  (iii) If the prospective tenant (s) decide not to enter into such an agreement, the landlord may retain the whole fee; and off the residential tenancy agreement is conditional on the landlord and rent for the residential tenancy agreement is conditional on the landlord carrying out repairs or other work after the replication for the residential tenancy agreement is conditional on the landlord carrying out repairs or other work during the specified period (i) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work during the specified period (ii) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work during the specified repairs or other work during the specified to the prospective tenant if: (a) the entering into the directivated to the prospective tenant if: (a) the entering into the residential tenancy agreement.  Signature of Applicant  Date		ė.	
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.  Phone no.  Length of employment Net Income Years Months  S  Cocupation?  Employer's name Phone no.  In the doling fee (and exceeding 1 week's rent) of	What is your occupation:	First payment of rent in advance	
Sub Total   Sub Total   Sub Total   Sub Total   Sub Total   Less: Holding deposit (see below)   Sub Total   Sub		Rental Bond (4 weeks rent):	
Employer's name (inc. accountant if self employed or institution if student)  Employer's address    Postcode	1 ' ' '	Sub Total	
Amount payable on signing tenancy agreement (bank cheque or money order only)    Standard   Standar	(FULL TIME/PART TIME/CASUAL)		
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	Employer's name (inc. accountant if self employed or institution if student)	Less: Holding deposit (see below)	
Employer's address  Postcode  Contact name Phone no.  Phone no.  Length of employment  Years Months  And I fee provide your previous employment details  Occupation?  Employer's name  Contact name Phone no.  Net Income  I fee provide your previous employment details  Occupation?  Employer's name  Contact name Phone no.  Signature of Applicant Postcode  I he holding fee can only be accepted after the application for tenancy is approved. The 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  (iii) 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 many 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 and the landlord of sagent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.  Signature of Applicant  Date		Amount payable on signing tenancy agreement (bank	
Postcode   Postcode   Postcode   Postcode   Postcode   Postcode   Postcode   Postcode   Phone no.   The holding fee (not exceeding 1 week's rent) of	Employer's address		
Postcode  Contact name  Phone no.  Length of employment  Years  Months  16. Please provide your previous employment details  Occupation?  Employer's name  Contact name  Phone no.  The holding fee (not exceeding 1 week's rent) of		K. HOLDING FEE	
Contact name  Phone no.  Length of employment  Net Income  Years  Months  Months  16. Please provide your previous employment details  Occupation?  Employer's name  Contact name  Phone no.  Phone no.  Signature of Applicant  Net Income  Signature of Applicant  Date  Net Income  Signature of Applicant  Date		The holding fee can only be accepted after the application for tenancy is approved.	
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	Postcode		
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   Dat	Contact name Phone no.	agreement).	
Length of employment  Net Income  Years  Months  16. Please provide your previous employment details  Occupation?  Employer's name  Contact name  Phone no.  Net Income  (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 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			
Years Months  16. Please provide your previous employment details  Occupation?  Employer's name  Contact name  Phone no.  Months  \$  tial 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  Date	Length of employment Net Income	(i) The application for tenancy has been approved by the landlord; and	
16. Please provide your previous employment details Occupation?  (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		tial tenancy agreement;	
Occupation?  (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			
Coccupation?  (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  Date			
(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/sagent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.  Signature of Landlords agent Date  Length of employment Net Income  Signature of Applicant Date	Occupation? (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid		
Employer's name  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  Length of employment  Net Income  Signature of Applicant  Date	(v) The whole of the fee will be refunded to the prospective tenant if:		
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  Length of employment  Net Income  Signature of Applicant  Date			
Contact name  Phone no.  Signature of Landlords agent  Date  Length of employment  Net Income  Date	work during the specified period		
Length of employment Net Income Signature of Applicant Date			
	Contact name Phone no.	Signature of Landlords agent Date	
	Length of employment Net Income	Signature of Applicant Date	
iviolitis y			