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:	
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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	
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