

Tenancy Application Form

**7 DAYS** REAL ESTATE

Phone: 0406 781 062

Email: info@7daysrealestate.com.auInternet: www.7daysrealestate.com.au

APPLICATION CHECKLIST

Thank you for applying for a 7 Days Real Estate rental property. Please complete this application thoroughly and ensure that all contact numbers are correct. Please note: One application per person 18 years & over must be completed.

Checklist: The following is required for the processing of your application

☒ Please tick

I have attached non-returnable copies of the documentation required for the 100 Point Check (Section H) see page 3

☐ A) Proof of Identity☐ B) Proof of Income☐ C) Supporting documentation☐ I have read and accept the terms and conditions (Section I)☐ I have signed the application (Section I)

It is the tenants responsibility to have all utilities connected and any contents insurance with dates to coincide with the dates of your occupancy.

A. RENTAL PROPERTY DETAILS

1. Address of the property that you would like to rent;

If you have a second preference, the address of that property;

2. Lease commencement date

 Day Month Year

3. Lease term

 Years Months

How did you find out about this property?

Newspaper ☐ Internet ☐ Signboard ☐ Rental List ☐

Referral ☐ Window ☐ Other ☐

B. PERSONAL DETAILS

4. Please give us your details

Mr. ☐ Ms. ☐ Miss ☐ Mrs. ☐ Other ☐

Surname Middle name/s

Given name

Date of Birth

Driver's license no.

Driver's license state

Passport no.

Passport country

Pension/Centrelink no. (if applicable)

Type of Payment (if applicable)

5. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

6. How many people will normally occupy the property?

Adults Children

Age/s of Children (if applicable)

7. Do you have any pets?

☐ Yes ☐ No

If so, please provide details of pet/s (type/breed):

8. Car Registration

Year & Model

C. APPLICANT HISTORY

9. What is your current address?

Postcode

10. How long have you lived at your current address?

Years Months

11. Why are you leaving this address?

12. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

13. What was your previous residential address?

Postcode

14. How long did you live at this address?

Years Months

15. Agent/Landlord 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?

Have you ever been evicted by any Landlord/Agent

Y/N

Do you owe any monies to any Landlord/Agent

Y/N

Was your bond at your last address returned in full

Y/N

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D. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

Full Time Part Time Casual

☐☐☐

Name of employer's business

Address

Postcode

Contact name

Phone no.

Length of employment

Net weekly income

Years

Months

17. Please provide your previous employment details

Occupation

Full Time Part Time Casual

☐☐☐

Name of employer's business

Length of employment

Net weekly income

Years

Months

If you are self employed:

Company/Business Name

ACN or Business Registration

Date Formed

Accountant

Contact Name

Phone

NOTE: please provide with your application last Financial year's profit & loss statement

E. EMERGENCY CONTACTS

18. Please provide a contact in case of emergency.

Surname

Given name/s

Relationship to you

Home phone no.

Work phone no.

Mobile phone no.

Please note: We may contact this person to assist you, should your rent fall into arrears.

F. REFERENCES

19. Please provide two personal/business 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.

G. PAYMENT DETAILS

20. Property Rental \$ Per week

First payment of rent in advance of 2 weeks rent

Rental bond equivalent to 4 weeks rent

Sub Total

Less: Optional Holding Deposit (see Section J)

Amount payable on signing tenancy agreement
(Bank Cheque, Electronic Transfer [cleared funds only]
or Credit Card payments only).

All cheques/money orders are to be made out to 7 Days Real Estate.

21. Rent Payment Method:

I agree to pay my rent via:

☐ EFT

(An automatic rent transfer from your financial institution or employer, or via your internet banking facility)

H. 100 POINT CHECK

22. Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant.

- Points must be made up from each of sections A, B and C as shown.

Please Tick

A) Proof of Identity (30 Points)

You must provide one of the following:

Drivers Licence

30 Points

or
Passport

☒☐

B) Proof of Income (30 Points)

You must provide at least one of the following:

Last 2 Pay Advice

or

Current Centrelink Statement

30 Points

or

Current Bank Statement

(must show sufficient funds to meet rental payments + bond)

☐

C) Supporting Documentation (40 Points)

You must provide at least 40 points of the following documentation:

Current Rental Ledger (from Agent)

40 Points

Last 2 Rent Receipts

30 Points

Medicare Card

20 Points

Two Written References

10 Points

Recent Rates Notice

10 Points

Vehicle Registration Papers

10 Points

Current Electricity/Phone Account

10 Points

Minimum of 40 Points Required

TOTAL POINTS (A+B+C)
(Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

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I. UTILITY CONNECTIONS & DECLARATION

YourPorter

Telephone: 1300 400 600
Fax: 1300 326 468
www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- | | | |
|---|--|---|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Telephone | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Internet | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Car Insurance | <input type="checkbox"/> Home Loans | |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Home & Contents Insurance | |

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

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 about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants such as NDT, 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 the 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 the 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.

I confirm I have inspected the property internally & externally that I am applying for

☐ Yes ☐ No

Signature of The Applicant

Date

X

/ /

J. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a Holding Deposit, I understand that the landlord may withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

HOLDING DEPOSIT

\$ One (1) weeks' rent

- (a) Once the Holding Deposit has been paid, the Landlord undertakes not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- (b) The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
- (c) The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.
- (d) Despite sections (b) and (c) the holding must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- (e) The Holding Deposit will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.