

# Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## A. AGENCY DETAILS

### City Beach Properties

Address: Level 1, 40/12 Bank Street  
Wollongong, NSW 2500

Phone: (02) 4228 8400

Email: linda@citybeachproperties.com

Website: www.citybeachproperties.com

Property Manager

## B. PROPERTY DETAILS

### 1. Address of Property:

### 2. Lease Commencement Date:

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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### 3. Lease Term:

<input type="text"/>	Years	<input type="text"/>	Months
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### 4. How many tenants will occupy the property?:

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
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## C. PERSONAL DETAILS

### 5. Please give us your details

Mr  Ms  Miss  Mrs  Dr  Other

Surname

Given Name/s

<input type="text"/>	<input type="text"/>
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Date of Birth

Driver's licence number

<input type="text"/>	<input type="text"/>
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Driver's licence expiry date

Driver's licence state

<input type="text"/>	<input type="text"/>
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Passport no.

Passport country

<input type="text"/>	<input type="text"/>
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Pension no. (if applicable)

Pension type (if applicable)

<input type="text"/>	<input type="text"/>
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### 6. Please provide your contact details

Home phone no.

Mobile phone no.

<input type="text"/>	<input type="text"/>
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Work phone no.

Fax no.

<input type="text"/>	<input type="text"/>
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Email address

### 7. What is your current address?

### 8. How did you find out about this property?

Newspaper     The Internet     Local Paper  
 Office     Office Window     Sign Board at property  
 Referral     Other (specify)

## D. UTILITY CONNECTIONS

### FREE Utility Connection Service - with a difference!



Electricity    Gas  
Internet    Phone  
Pay TV    Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered.

We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted-deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au

P: 1300 911 947 www.movemein.com.au

## 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

Date

**F. APPLICANT HISTORY**

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

Years	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/fax no.

Weekly Rent Paid

	\$
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12. What was your previous residential address?



13. How long did you live at this address?

Years	Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

	\$
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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? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)



Contact name

Phone no.

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Length of employment

Net Income

Years	Months	\$
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16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years	Months	\$
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**H. CONTACTS/REFERENCES**

17. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

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Relationship to you

Phone no.

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2. Surname

Given name/s

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Relationship to you

Phone no.

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**I. OTHER INFORMATION**

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.	
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2.	
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**J. PAYMENT DETAILS**

Property Rental

\$	per week OR	\$	per month
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Rental Bond (4 weeks rent):

First payment of rent in advance (2 weeks rent)

Sub Total

Amount payable on signing tenancy agreement (bank cheque or money order only)

**K. 100 Points of ID Required**

We require 100 Points of ID.

You must have:

1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other PhotoID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

Signature of Landlords Agent

Date

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