



# Tenancy Application Form

One form per applicant

Incomplete applications will not be processed

**Thank you for applying for a property through Tara Kelly Real Estate. Please complete this application form with as much detail as possible and attach a photocopy of all supporting documents before submitting.**

## AGENT DETAILS

<p><b>Tara Kelly Real Estate</b> 89 Lachlan Street FORBES NSW 2871</p>	<p><b>Mobile: 0499 510 009</b> <b>Email: pm@tjkrealestate.com</b></p>
--	---

## REQUIRED DOCUMENTS

Please attach copies of the following documents, ensure they are copies as they will not be returned.  
**COPY ALL DOCUMENTS PRIOR TO HANDING IN AS WE DO NOT PROVIDE A COPYING SERVICE**

1. Photo identification (Showing current address) – Driver’s license (front & back)/ Passport / Identification Card (1 type)
2. Other identification – Medicare card / Health Care Card & Bank Card / Credit Card (2 types)
3. Current Bank Statement, showing current address (no ATM printouts)
4. Last 2 pay slips from employer and / or Centrelink Statement

Additional Documents:

1. Last 4 rental receipts / Rent Ledger / Bank Statements showing at least last 4 mortgage payments
2. References from previous Landlord / Agent

## ADDRESS/ES OF PREMISES APPLIED FOR & OTHER DETAILS

Address of Property you are applying for: \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_

Lease Term Required: \_\_\_\_\_

Pets/(Please provide details: \_\_\_\_\_

Number of occupants who will occupy the house (list their full name and date of birth)

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Name: _____	DOB: __ / __ / __	Age: ____
Name: _____	DOB: __ / __ / __	Age: ____
Name: _____	DOB: __ / __ / __	Age: ____
Name: _____	DOB: __ / __ / __	Age: ____

## APPLICANT’S DETAILS

Full Name:		
Date of Birth:	Marital Status:	
Current Address:		
Phone:	Work:	Home:
Email:	Mobile:	
Occupation:		
Drivers Licence No.:	State Issued:	Expiry Date:
18+ Plus Card No.:		
Passport No.:	Expiry Date:	
Medicare No.:		

**RENTAL HISTORY**

CURRENT ADDRESS:

How long have you lived there? Lease expiry date:

Weekly rent amount paid:

Agent/Landlord Name:

Contact name: Contact No.: Fax No.:

Reason for leaving:

PREVIOUS ADDRESS:

How long did you live there? Weekly rent amount paid: \$

Agent/Landlord Name:

Contact Name: Contact No.: Fax No.:

Was your bond refunded? YES / NO If not, why?

If you own your own home (Please provide proof of mortgage payments i.e.: bank statements)

Address of property:

Council Area: Council Phone No.:

**REFERENCES**

Complete all FOUR (4) sections below, they should include:

1. A nearest relative not living with you
2. At least two (2) permanent residents of Australia
3. If self-employed, provide at least one (1) established trade or business reference
4. 2 Emergency Contacts (Please provide all details)

**Referee 1**

Name:

Relationship to you: Length of time known to you:

Phone: Work: Home: Mobile:

Address:

Email:

**Referee 2**

Name:

Relationship to you: Length of time known to you:

Phone: Work: Home: Mobile:

Address:

Email:

**Emergency Contact 1**

Name:

Relationship to you: Length of time known to you:

Phone: Work: Home: Mobile:

Address:

Email:

**Emergency Contact 2**

Name:

Relationship to you: Length of time known to you:

Phone: Work: Home: Mobile:

Address:

Email:

<b>EMPLOYMENT HISTORY</b>		
<b>IF YOU ARE EMPLOYED</b>		
Occupation:		
Length of employment:		
Gross weekly wage: \$	Please provide: Two (2) recent payslips OR A letter confirming your employment and income from your employer	
Employer's Name:		
Employer's Address:		
Phone: Work:	Mobile:	
Fax:	Email:	
<b>IF EMPLOYED LESS THAN 6 MONTHS PROVIDE PREVIOUS EMPLOYMENT</b>		
Occupation:		
Length of employment:		
Employer's Name:		
Employer's Address:		
Phone:	Work:	Mobile:
	Fax:	Email:
Reason for leaving:		
<b>IF YOU ARE SELF-EMPLOYED</b>		
Registered name of business:		
Address:		
Type of Business:		
Personal Nett Income per week:	Length of time in business:	
Name of Accountant:		
Phone:		
Provide one (1) major creditor:		
<b>IF YOU RECEIVE A CENTRELINK PAYMENT (attach proof of payment)</b>		
Total amount received weekly:		
Type of payment:		
CRN:		

# Tenancy Application Form



Phone: 1300 400 600

Fax: 1300 326 468

website: [www.yourporter.com.au](http://www.yourporter.com.au)

email: [sales@yourporter.com.au](mailto:sales@yourporter.com.au)

Please complete all sections of this application to enable us to connect your

## Applicant Details

Mr  Mrs  Ms  Miss  Other Given Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

## Property Details

Property Manager: \_\_\_\_\_

New Property Address: \_\_\_\_\_

Move in date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Connection date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## FREE UTILITY CONNECTIONS – This is a Free Service that quickly connects your utilities

YourPorter is a FREE service connecting utilities and

other services.

If the Agent approves this application, YourPorter the purposes of assisting you to connect your utili-

will be contacting you by phone, SMS, or email for ties within 24 hours of receiving this application

Electricity  Gas  Telephone  Pay TV  Internet

Car Insurance  Life Insurance  Health Insurance  Home & Contents  Home Loans

### 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 provider iSelect Ltd 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 and iSelect will not be able to provide these services to me/us. YourPorter and iSelect 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 iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/) and <http://www.iselect.com.au/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 nor iSelect 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.

# Tenancy Application Form

Our office policy is to ensure that you meet the affordability rule of thumb. Please see an outline of how we calculate your affordability: *The general recommendation is to spend about 30% of your gross monthly **income** (before taxes) on **rent**. Therefore, if you'll be making \$4,000 per month, then your **rent should** be \$4,000 x 0.3, or about \$1,200.*

**REINSW State: The value of the property applied for must not exceed 30% of your weekly income.**

## Declaration:

Have you ever been evicted by a Landlord/agent?

YES  NO

Do you have outstanding/unpaid debts with another Landlord/agent?

YES  NO

Was your bond at your last address returned in full?

YES  NO

Are you bankrupt or undischarged bankrupt or insolvent

YES  NO

I declare that the information I have provided in this application is true and correct and I have not made any false or misleading statements. I consent to the use of my details to verify this information through the Tenancy Information Centre of Australia. I understand that my references, employers and previous Landlords/agents will also be contacted to verify information on this application.

I have inspected the property and accept it as is / I am applying for pre-approval and am not obligated to accept the property and will inspect the property before signing the lease. (Please circle)

I consent to this agent reporting any details they deem necessary to any Tenancy Recording Services and to other landlords/agents of properties I may apply for in the future, including breaches of the tenancy agreement or positive references.

I understand that I will need to pay 4 x weekly rent as Bond and 2 x weekly rent in advance prior to moving in.

## PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

Signature of Applicant/s \_\_\_\_\_ Date: \_\_\_\_\_

## Agent Details

**ME & TJ KELLY PTY LTD**

**ABN 33 618 283 471**

**Tara Kelly Real Estate**

**CORPORATION LICENCE 10058839**

**89 LACHLAN STREET**

**FORBES NSW 2871**

**PHONE: 0499 510 009**

**Email: pm@tjkrealestate.com**

**Tara Kelly Real Estate - Letting Policy**

1. This office is aware at all times of its obligation to follow the law. This includes the law about discrimination.
2. We will treat all property owners and their agents and all applicants fairly. This means that we will not discriminate against you because of your race, ethno-religion, sex, marital status, disability, homosexuality or age of any one of your relatives, friends or colleagues.
3. We will not take instructions from any property owners who want us to break the anti-discrimination law.
4. We may decide to accept up to a certain number of applications for any one property managed by this office. If we do this we will tell you how many applications we are accepting for this property.
5. We may refuse to take an application from you:
  - either, if the property is physically not able to accommodate as many people as you want to occupy it
  - or, if the property cannot be made to suit your particular needs (for example, if you need wheelchair access and the property is up two flights of steps). We recognise that people with disabilities have the same right to rent a property as people who do not have disabilities. We will do our best to negotiate any adaptations or changes or changes that a person with a disability needs in order to live in or use a particular property. However, we recognise that the owner does not have to adapt or change the property if doing so will cause them unjustifiable hardship.
6. In all other cases, when we decide who can rent a property, we will only look at how well you can pay the rent and look after the property. We will ask you for references about both of these things and we will check these references.
7. We will only refuse your application if your references are not acceptable, or if they were less acceptable than the references of the successful applicant. This means that we are of the opinion, based on your references that;
  - either, you are unable to pay the rent and/or look after the property,
  - or, you are less able than the successful applicant to pay the rent and/or look after the property.
8. If you are unhappy with anything we do with the way we let property in this office please ask to speak to the owner of this business. Your opinion matters to us.

**This policy has been produced by the Real Estate Institute of New South Wales in association with the Anti-Discrimination Board.**

## IDENTIFICATION

You are required to meet a **100 point identification criteria upon** submission of your application **in addition** to providing photo identification and proof of income.  
The Agent may photocopy any item and retain as a part of your application.

## 100 POINT IDENTIFICATION LIST

**\*IMPORTANT: At least one form of Photo Identification is required.**

**\*IMPORTANT: You must provide Proof of Income upon submission of your application.**

<b>Employed:</b>	Last two payslips if paid fortnightly OR Last four payslips if paid weekly.
<b>Self-Employed:</b>	Bank Statements, Group Certificates, Tax Return Or Accountant's Letter
<b>Not Employed:</b>	Centrelink Statement

PASSPORT	70 POINTS
FULL BIRTH CERTIFICATE (Copy accepted)	70 POINTS
CITIZENSHIP CERTIFICATE	70 POINTS
AUSTRALIAN DRIVERS LICENSE	40 POINTS
CENTRELINK CARD	40 POINTS
PROOF OF AGE CARD	40 POINTS
STUDENT ID	40 POINTS
STATE FEDERAL GOVERNMENT PHOTO ID	40 POINTS
BANK CREDIT STATEMENTS	40 POINTS
TENANCY HISTORY LEDGER	25 POINTS
PREVIOUS TENANCY AGREEMENT	25 POINTS
RENTAL BOND RECEIPT	25 POINTS
MOTOR VEHICLE REGISTRATION	25 POINTS
TELEPHONE ACCOUNT	25 POINTS
ELECTRICITY ACCOUNT	25 POINTS
GAS ACCOUNT	25 POINTS
COUNCIL RATES	25 POINTS
DEBIT CREDIT CARDS	25 POINTS
MEDICARE CARD	25 POINTS

**Now that you have completed this form, please submit it to our office in person or scan and email to [pm@tjkrealestate.com](mailto:pm@tjkrealestate.com)**