



**first
national**
REAL ESTATE | **Mudgee**

Residential Tenancy Application Form



First National Real Estate Mudgee

128 Church Street, Mudgee NSW 2850

Tel: 02 6372 3000

Email: rentals@fnmudgee.com.au

Web: www.fnmudgee.com.au

Applicant Name:

Property Address:



RESIDENTIAL TENANCY APPLICATION – FIRST NATIONAL REAL ESTATE MUDGEE

Our agency welcomes your application and are happy to answer any questions you might have about our rental properties or the application process.

By following the steps outlined on this page we will be able to process your application promptly and provide you with an outcome sooner, rather than later!

PLEASE NOTE:

- Every occupant over 18 years of age must submit a separate application form in full.
- Updates on the progress of your application will be via email; ensure your nominated email is current and accessible.
- Ensure all information provided is factual, accurate and can be evidenced.

APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE FOLLOWING:

- Photographic Identification (i.e. drivers license, passport etc) which forms part of your 100 points of ID.
- Proof of Current Residential Address (i.e. utility bill or similar).
- Proof of Income (i.e. two recent pay slips, Centrelink Income Statement, bank statements).
- Application completed in full, including the signed applicant's declaration form.

UPON APPROVAL:

1. You will be required to pay a holding fee equivalent to your first week's rent within 24 hours of approval – in the event you decide not to go ahead with the lease, you forfeit the holding deposit. Without a holding deposit we will continue to market the property.
2. You must confirm the lease commencement date – note you cannot amend this date once confirmed, as all lease documentation will be prepared to reflect the date you confirmed.
3. Please schedule a time and date to sign the lease in the office along with all individuals named on the lease.
4. Prior to signing the lease, the bond (four weeks rent) must be paid via Rental Bonds Online – a link will be sent to your nominated email and the payment must be completed within 7 days of receiving the email.
5. Prior to picking up the keys an additional one week's rent must be paid.

*** We are a cashless office and require all tenants to pay rent by direct debit from a nominated bank account.**

IDENTIFICATION

Please circle the identification documents you are attaching to this application **(must equal 100 points)**

Passport (70pts)	Birth Certificate (70pts)	Drivers Licence (40pts)	Proof of Age Card (40pts)
Pension Card (40pts)	Student Card (40pts)	2 Recent Rent Receipts (30pts)	2 Recent Payslips (30pts)
Tenancy Ledger (30pts)	Car Registration (10pts)	Bank Statement (10pts)	Rates Notice (10pts)
Utility Bill (10pts)			

FREE UTILITY CONNECTION SERVICE

myconnect

myconnect is a FREE and easy to use utility connection service



Yes, Please Contact Me

Interpreter required

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and 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 any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out

Phone: 1300 854 478
 Fax: 1300 854 479
 Email: enquiry@myconnect.com.au
 Web: www.myconnect.com.au





OFFICE USE ONLY

Date application received ___ / ___ / ___

Received by: _____

Residential Tenancy Application

1. Property and Tenancy Details

Rental Property Address: _____

City

State

Postcode

Preferred Lease

Commencement Date: _____

Preferred Term of Lease: _____

Occupants (i.e. full name and age of all individuals that will reside on the property)

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Do you have pets: **Yes** **No**

If yes, confirm number & breed: _____

Do you need us to set up utilities for the property: **Yes** **No**

(Unless you opt out of the MyConnect section on page 2, MyConnect will contact you to offer their free utility connection service)

Rent per week \$ _____

Bond (4 weeks rent): \$ _____

2. Applicant's Details (one person, per application)

Full Name: _____

(As it appears on your identification documents)

Email: _____

(Majority of communications are via email – ensure this is current and accessible)

Date of Birth: _____ Best Contact Number/s: _____

Drivers License/Passport Number: _____

Do you smoke: **Yes** **No**

Employment

** Recent pay slips or letter of offer must be provided to evidence the below information*

Current Employer: _____ Job Title: _____

Length of current employment: _____ Location of current employment: _____

Weekly income per income statement: \$ _____ Do you receive benefits: **Yes** **No**

If yes, total benefits**: \$ _____ weekly/fortnightly

*** If you receive benefits, you must provide evidence of these payments along with your application (i.e. Centrelink Income Statement)*

Previous Employer: _____ Job Title: _____

Length of previous employment: _____ Location of previous employment: _____

3. Personal and Professional References

Please provide details for two references:

1. Full Name: _____ Relationship: _____
Company: _____ Phone: _____
2. Full Name: _____ Relationship: _____
Company: _____ Phone: _____

4. Residential History

Current Address: _____

Owned: Rented: If rented, weekly rent: \$ _____ Period of occupancy: _____

Landlord/Agency: _____ Contact Number: _____

Reason for leaving: _____

Previous Address: _____

Owned: Rented: If rented, weekly rent: \$ _____ Period of occupancy: _____

Landlord/Agency: _____ Contact Number: _____

Was the bond refunded in full? Yes No If no, please specify: _____

5. Emergency Contact (not residing with you)

Name: _____ Relationship: _____

Phone number: _____ Address: _____

Applicant Declaration and Authority to Obtain Information

I authorise the landlord's agent:

- To check with previous and current employer and landlord/agents, and the referees named to determine my suitability as a tenant;
- To request and receive from any tenancy recording services such as TICA and RP Data, and from other real estate agencies information regarding my previous and current tenancies, and to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement and/or positive references.

I acknowledge that:

- The information given is true and correct to the best of my knowledge;
- My application is subject to the landlord's approval;
- If UNSUCCESSFUL, the agent is not obligated to disclose why the application was unsuccessful;
- If APPROVED, a holding deposit of one weeks rent is to be paid within 24 hours of being notified;
- The premises will not be let or advertised after a holding deposit is paid for a period equal to the amount paid;
- No action will be taken against the landlord or agent if the application is unsuccessful, or if the application is successful but the premises is unavailable for occupation on the date of the lease commencement for whatever reason;
- Once a lease commencement date has been confirmed, following approval and payment of the holding deposit, the commencement date cannot be amended after 48 hours due to the lease document being prepared based on this confirmation;
- Should a Residential Tenancy Agreement be entered into, the holding deposit will be paid towards the rent for the premises;
- Should the applicant decide not to proceed following payment of the holding deposit, the holding deposit will not be refunded.

Privacy Notice

The agent is committed to the principles of the Privacy Act 1998. The Act regulates the collection, use, disclosure & maintenance of personal information by the agent from the applicant and third parties relating to the applicant. Information collected enables the agent to identify the tenant, to assess this application and for the proper management of the landlord/tenant relationship should the application be successful. Personal information of the applicant also includes personal information already held by the agent on any database. Failure to accurately provide all or any of the personal information, renders the agent unable to assess the application and or properly manage the landlord/tenant relationship. The intended recipients of the information are any person 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 databases, owners' corporations and as otherwise permitted by the Privacy Act 1998, this will include information about the applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into and information collected during the term of the tenancy. All steps are taken to ensure that any personal information collected is protected from unauthorised use.

Print Name

Signature

Date