

It is company policy that rents are paid via direct debit. Should this form of payment be not acceptable, please advise us immediately

A. Agents Details

Fanning Real Estate Holdings Pty Ltd
306 Crown Street, Wollongong NSW 2500
ABN 48 375 623 684

Telephone: 02 4228 2555
Fax: 02 4228 9442
Email email @fanning.com.au
Web: fanning.com.au

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Residential Tenancy Application Important Information

Thank you for your application

With your application you are required to provide photocopies of the following documents:

Please tick what supporting documentation you are providing that has your name on it.

Identification at least 2 must be provided

- Drivers Licence Passport (N.B. Date of entry into Australia must be copied as well as Visa details)
 Medicare Card Current Credit Card or Debit Card Proof of age card / Birth Certificate

Rental Ledger or rent receipt (must be provided if currently renting)

- If you are renting you must provide current rental ledger from landlord or agent
 Copy of front page of current Residential Tenancy Agreement

Proof of income. At least 2 of the following to be provided

- Pay Slip x 3 consecutive Bank Statement MUST be provided (showing wage details)
 Centre Link Statement Letter from employer stating income & length of employment
 Self employed, provide personal details from your accountant and MUST provide Financial year Tax summary.

Confirmation of current residential address. At least two (2) of the following accounts.

- Phone/Mobile Electricity Gas Credit Card Or any other document

If you own your own home or are selling

- Council Rates Water Rates Selling Agents Details

If you are a Student

- Current University acceptance letter (must be provide)
 If a parent/guardian will be responsible for the rent payments, we must receive a letter from them stating this, including their full contact details

References

- Two (2) written personal references. Referee must include home address and telephone number. Must be a colleague / associate / friend whom have known you for more than two (2) years. The person cannot be a relative.

Important Notice To Applicants

- The rent must not exceed 30% of your gross income.
- If you are in a shared arrangement, ALL applicants must complete an application form and nominate a primary tenant
- Applications that are **incomplete will NOT be processed**. Should you have any questions whilst completing the forms, please contact our office.
- This application will take a minimum of 48 work hours to be processed (once we have all the above documents)
- We do not accept bond transfers
- The agent on behalf of the owner reserves the right to deny or accept this application. No further correspondence will be entered into.

The property will remain on the market until an application has been approved and a deposit has been received

If the application is accepted - one weeks rent deposit will be requested to be provided within 24 hours.

bank cheque or money order payable to Fanning Real Estate (or direct deposit - please ask property manager for details)

Cash or personal cheques cannot be accepted

If the application is not accepted: the application will be destroyed (shredded)

Application can be supplied during the following hours.

Monday to Friday 9.00am to 5.00pm

Saturday 9.00am to 12.00 pm

Residential Tenancy Application

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B. Address of property you are applying for

Date you inspected property with pur office.

Post Code

Date you require lease to commence Day Month Year

Term of the lease? 26 Weeks 52 Weeks Other

Who will occupy the property? Please tick & indicate the number of people below

Single Couple Multi-tenant Family Adults Children

C. Personal Details please supply information in full no abbreviations

5 Mr. Mrs. Ms Dr Other

Surname

Given Name/s Date of Birth

Driver's License No Drivers License State

Passport no. Passport Country

6 Please provide your contact details

Home Phone No Mobile No

Work Phone No Fax No

Email Address

What is your current address

Postcode

D. Your previous history

7 How long have you lived at your current address? Years Months

Why are you leaving this address?

8 Is the property at this address:

Rental Accommodation go to question 9 A home you own go to question 10

Other - please provide details

9 Please tell us about this rented property.

Name of agent or landlord

Agent's/ Landlords Phone No Weekly Rent

10 What was your previous address

11 How long did you live at this address? Years Months

12 Was this property:(please tick)

- Rental Accommodation - go to question 13
 A home you owned - go to question 14

13 Please provide further information about this rented property.

Name of agent or landlord

Agent's/ Landlords Phone No Weekly Rent

Was bond refunded in full? Yes No If not why not?

E Employment History

14 Please provide your employment details

- Employed Unemployed Self Employed Student Self Funded

What is your occupation

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

Employers address Postcode

Contact Name Phone No

Length of Employment Years Months

Net Income \$ pa

15 Please provide your previous employment details
(please complete this if less than 2 years at current employment)

What is your occupation

Length of Employment Years Months

Net Income \$ pa

F Contacts / References

16 Please provide a contact in case of emergency. **This is essential**

Surname Given Name/s

Relationship to You Phone No

17 Please provide two personal references (not related to you)

Surname Given Name/s

Relationship to You Phone No

Surname Given Name/s

Relationship to You Phone No

G Other information

18 Car Registration

19 Please provide details of any pets:

1. Type	Breed	Registration No	1. Type	Breed	Registration No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

20 Are you a smoker? Yes No

H How did you find out about this property?

- The Mercury The Internet Relocation Company Other (specify) _____
 The Realtor Counter List List at University _____
 Referral Sign Board Community Group _____

I Support documentation to be provided by you photocopied. (please note we do not copy documents)

Please tick what supporting documentation you have supplied

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- 22 Identification at least 2 must be provided
 Rental Ledger or rent receipts (must be provided if currently renting)
 Proof of income. At least 2 to be provided
 Confirmation of current residential address. At least two (2)
 References

The more information that you supply the quicker the approval process will be.

Please note:

The property will remain on the market until a lease has been signed and two weeks rent and bond has been received

If you application is successful:

- a. You will be requested to sign the lease within 24 hours, or at another time agreed to by both parties
- b. Initial rental payment, Rental Bond and \$15 RTA Fee must be by bank cheque or money order, payable to Fanning Real Estate.
- c. No personal cheques are accepted for initial payment of rent, bond or RTA fee
- d. Keys will not be handed over until the lease has been signed by all applicants and all monies have been paid.
- e. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date

If you application is not successful

- a. You will be notified by phone
- b. Your application form will be destroyed
- c. If you apply for the property, but change your mind, please notify our office immediately

- 23 Type of premises Unfurnished Furnished

J Declaration

24 I, the applicant hereby apply for approval by the Owner of the premises referred to in this form to become the tenant of those premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the agent

I acknowledge that this application is subject to approval of the owner/landlord.

I declare the information contained in this application on all pages) is true and correct and given of my own free will, and that I have inspected the premises as described in the application and further declare that I am not bankrupt. Or an undischarged 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
- © any record, listing or database of default tenants

If I default under a rental agreement, 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 Residential Tenancy documents
- © allow organisations/tradespeople to contact me
- (d) lodge and claim Rental Bond from Rental Bond Board
- (e) refer to tribunals / courts & statutory Authorities (where and when applicable)
- (f) refer to collection agents/lawyer (where and when applicable)
- (g) complete a credit check with TICA (tenancy Information Centre Australia)

I am aware that if I do not provided the required information or I do not consent to the uses which personal information is supplied for, the agent cannot provide me with a lease/tenancy for the premises which I am applying for. I am aware that I may access personal information on the contact details by emailing Fanning Real Estate on email@fanning.com.au.

If section 21 is completed, I consent to the disclosure of this page of the application form to Fast Connect ABN 49 086 878 631 for the purpose of enabling Fast Connect to offer the connection and disconnection services to me. Where Fast Connect is requested to arrange for the provision of services. I consent to Fast Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection

I acknowledge that neither Fast Connect nor the agent accept any responsibility for any delay, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the agent employees and Fast Connect may receive a fee/benefit from the service provider in relation to the connection of a utility service

It is also agreed that upon communication of acceptance of this Application by the agent that payment of 2 weeks rent is required for with

In accordance with Clause 12 of the Residential Tenancy Regulations 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form s subject to the following conditions:

1. The applicant has paid a Reservation Fee of \$ [] equivalent to [] days rent to reserve the premises in favour of the Application for a period of [] days from / / to / / (the reservation fee is calculated on the basis that one days rent reserved equals one days rent, subject to maximum of 7 days).
2. The premises will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded.
4. If entering into of the Residential Tenancy Agreement is conditional of the landlord carrying out repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.
5. If the prospective tenant decides not to enter into such an agreement and the premises were not let or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder if any) of the fee.
6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential premises concerned.

Details of any repairs or other work to be carried out by the landlord in accordance with condition 4 above:

By signing below:

I acknowledge that I have inspected the property for which this application applies and that I am satisfied with its condition and cleanliness.
 I agree that I have read and I understand this application that I have read and accept all of the conditions contained within it.
 I consent to the disclosure set out in the authority to release tenant information.
 I authorise Fanning Real Estate Holdings Pty Ltd to make enquires it considers necessary to verify the information contained in application.

Applicants Signature _____ **Date** _____

Fanning Real Estate Holdings Pty Limited

Agents Signature _____ **Date** _____

Trading as Fanning Real Estate, the Agents acting for the Owner of the premises as set out in this application, and acknowledges receipt of this application.

Additional Information

Notice

Section 42A of the Property Stock and Business Agents Act 1941 provides that an application to review a statement of claim or itemised account may be made to the Director - General of the Department of Fair Trading within 28 days of the Statement of Claim or Itemised Account being served upon you.

Office Use Only - Tenancy Terms

- Tenant have completed Reference Checklist & Privacy Statement (annexure to this document)
- Unfurnished Furnished

Terms of Agreement

Length of RTA weeks at a rent of \$ per week

Commencing on:

Initial Payment of 2 weeks rent	\$ <input type="text"/>	All Initial Payments by Bank Cheque or money order.
Rental Bond	\$ <input type="text"/>	
Lease Preparation Fee	\$ <input type="text"/>	
	\$ <input type="text"/>	

Sub Total

Less Reservation Fee (if applicable)

TOTAL AMOUNT PAYABLE

Date Leased to be signed am/pm

Landlord Name: _____

Address: C/ Fanning Real Estate 306 crown Street, Wollongong 2500

Tenant/s On Lease

Names: _____

Number: _____ Parking / Storage _____

Strata

Name: _____

Address: _____

Identification at least 2 to be provided

- Drivers Licence Passport (N.B.. Date of entry into Australia must be copied as well as Visa details)
- Medicare Current Credit Card or Debit Card Proof of age card / Birth certificate

Rental Ledger or rent receipts (must be provided if currently renting)

- If they are currently renting they must provide current ledger from landlord or agent

Proof of income. At least 2 of the following to be provided

- Pay Slip x 3 consecutive Bank Statement MUST be provided (showing wage details)
- Centre Link Statement Letter from employer stating income & length of employment
- Self employed, provide personal details from your accountant and MUST provide Financial year Tax summary.

Please note we assess 30% of gross income to cover their rental commitments

Confirmation of current residential address. At least two (2) of the following accounts.

- Phone/Mobile Electricity Gas Credit Card Or any other document

If you they your own home or are selling

- Council Rates Water Rates Selling Agents Details

If they are a Student

- Current University acceptance letter (must be provide)
- If a parent/guardian will be responsible for the rent payments, we must receive a letter from them stating this, including their full contact details

References

- Two (2) written personal references. Referee must include home address and telephone number. Must be a colleague / associate / friend whom have known you for more than two (2) years. The person cannot be a relative.

Privacy Statement - Tenant to Sign

The personal information you provide Fanning Real Estate for tenancy and/or potential tenancy in the course of a tenancy application and any subsequent tenancy is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected in this application and during the course of the tenancy including through property inspections reports, may be disclosed to other parties:

I/we authorise the Agent to obtain personal information from:

- (a) Landlord/owner, The landlords lawyer and the landlords mortgager/ insurer
- (b) My personal referees and employer/s
- (c) Any records, rental ledger, listings or database available of default tenants
- (d) Organisation, trades people, owners corporation
- (e) Rental bond authorities and the Residential Tenancy Tribunal / Court
- (f) Debt Collection Agency
- (e) T.I.C.A Database Default Tenancy Control Pty Ltd or any other tenant database
- (g) Other Real Estate Agents and landlords

I/we are aware that the Agent will use and disclose my personal information in order to

- (a) communicate with the owner/agent to select a tenant
- (b) prepare Residential Tenancy documents
- (c) allow organisations/tradespeople to contact me
- (d) lodge and claim Rental Bond from Rental Bond Board
- (e) refer to tribunals / courts & statutory Authorities (where and when applicable)
- (f) refer to collection agents/lawyer (where and when applicable)
- (g) complete a credit check with TICA (Tenancy Information Centre Australia)

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of the tenancy application.

I/we agree and understand that once the tenancy application has been lodged with a member of a tenant database and an inquiry made with a tenancy database my/our information may be recorded as making the inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission the member of a tenancy database to register any of my details with a tenancy database as an approved occupant only. I/we further agree and understand that the removal of such information from a database company is subject to conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member access to information accumulated from members about tenants and approved occupants who have breached their tenancy agreements

I/we agree and understand that's should I fail to provide the database member with the information and authorities required the database member may elect not proceed with the tenancy application. I/we agree and understand that a listing of an approved occupant with TICA Default Tenancy Control Pty Ltd can not include any debt that may be owed by the tenant.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 19 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST>

I acknowledge that this application is subject to approval of the owner/landlord.

I declare the information contained in this application (on all pages) is true and correct and given of my own free will. and that I have inspected the premises as described in the application and further declare that I and am not bankrupt, or an undischarged bankrupt

I am aware that if the information is not provided or I do not consent to the uses which personal information is put, the Agent cannot provide me with a lease/tenancy of the premises. I am aware that I may access personal information on the contact details above

Applicant Name/s _____

Applicant Signature/s _____

Agents Signature _____