



Hometown property partners
26 Garfield Road East, Riverstone
NSW, 2765
P: 02 9627 9001
kylie@hometownpp.com.au
kasey@hometownpp.com.au

Tenancy Application form

Date this property was viewed

Applicants Names

Property address

Please note that incomplete or unsigned applications will NOT be processed.

We require the following, please attach these documents along with this form.

1. PROOF OF IDENTIFICATION

- Driver's licence / ID card
- Medicare card
- Passport

2. PROOF OF INCOME

- Minimum 3 current payslips
- Minimum 3 months' worth of current Bank Statements
- Centrelink Statements/proof of payment
- Letter of offer/contract if newly employed
- If you are self-employed, please provide the following
 - Copy of recent group certificate/tax return
 - Accountants contact information

3. RENTAL HISTORY

- Tenant Ledger
- Electricity bills, phone bill or gas bills to show current address
- If renting privately please provide the owners details, reference from owner and anything that can be shown to verify payments being made
- If you own a property/house, please provide proof of ownership such as council/water rates

*** Please be aware your application can take up to 1 week to process, we ask that you please be patient during the process of your application.**

Please email your application form and all required documents to kylie@hometownpp.com.au or kasey@hometownpp.com.au

If your application is successful, you will be required to pay the following:

- 1- Holding deposit of 1 weeks rent to secure property within 24 hours of approval via EFT transfer.
- 2- Prior to lease signing remaining funds of (4 weeks rent) for bond and an additional 1 week of rent in advance. (Total of 6 weeks combined).

Residential Application Form

For your application to be processed you must answer all questions

Agency Details

Hometown Property Partners

E: kylie@hometownpp.com.au/kasey@hometownpp.com.au

P: 9627 9001

PROPERTY APPLYING FOR?

1.
 Postcode

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months

Rent Per week

Do you smoke?

4. How many people will normally occupy the property?

Adults Children – Ages

PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Given names:

Date of Birth

Driver's license number

Driver's license expiry date

Driver's license state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

Address:

YourPorter

Your Porter is a FREE service connecting utilities and other services.

If the Agent approves this application, Your Porter 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.

- ☐ Electricity ☐ Telephone ☐ Pay TV
☐ Gas ☐ Internet ☐ Health Insurance
☐ Car Insurance ☐ Home Loans
☐ Life Insurance ☐ 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.

Signature

Date

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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.

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;

I am aware that the Agent will use and disclose my personal information to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities
- (f) refer to collection agents/lawyers (where applicable)

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. I am aware that I may access personal information on the contact details above.

Signature

IMPORTANT INFORMATION – HOLDING FEE

THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED AND WILL BE NON REFUNDABLE.

The holding fee (not exceeding 1 week's rent) of \$_____ keeps the premises off the market for the prospective tenant for 7 days.

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- i. The application for tenancy has been approved by the landlord; and
- ii. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- iii. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- iv. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- v. The whole of the fee will be refunded to the prospective tenant if:
 - a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature

APPLICANT HISTORY

7. What is your current address?

Postcode

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

	Years		Months
--	-------	--	--------

9. Why are you leaving this address?

--

10. Email of Agent/Property Manager

--

Landlord/agent's phone no.

Weekly rent paid

	\$
--	----

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		Months
--	-------	--	--------

13. Please give us further information about this rented property

Name of landlord or agent

--

Landlord/agent's phone no.

Weekly rent paid

	\$
--	----

Was bond refunded in full?

If not why not?

--	--

EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

--

(FULL TIME / PART TIME / CASUAL)

--

Employer's name (institution if a student)

--

Employer's address

Postcode

Contact name

Phone no.

--	--

Accountant details self employed

Contact name

Phone no.

--	--

Length of employment

Net income (Per week)

	Years		Months	\$
--	-------	--	--------	----

PREVIOUS EMPLOYMENT

Previous Employer

--

Contact name:

Phone no.

--	--

Length of employment

Net Income (PA)

	Years		Months	\$
--	-------	--	--------	----

OTHER FORMS OF INCOME

Child support payment

\$

P/W or P/F

Centrelink payments

CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

--	--

Relationship to you

Phone no.

--	--

17. Please provide two personal 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.

--	--

OTHER INFORMATION

18. Car & Rego details

--

19. Please provide details of any pets:

Breed / type

1.
2.

100 POINTS OF IDENTIFICATION REQUIRED

****YOU MUST PROVIDE PHOTO ID & PROOF OF INCOME****

Driver's Licence	40 points
Passport	40 points
Medicare Card	20 points
Other Photo ID with address	30 points
3 Current wages advice	20 points
Previous landlord reference	20 points
Tenancy Ledger	20 points
Birth Certificate	30 points
Employment Reference on Letter Head	20 points
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Bank Statement (COMPULSARY)	10 points
Utilities Account	10 points

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Do you smoke?

5. How many people will normally occupy the property?

Adults Children – Ages

PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Given names:

Date of Birth

Driver's license number

Driver's license expiry date

Driver's license state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

Address:

YourPorter

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If the Agent approves this application, Your Porter 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.

- ☐ Electricity ☐ Telephone ☐ Pay TV
☐ Gas ☐ Internet ☐ Health Insurance
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Date

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I authorise the Agent to obtain personal information from:

- (d) The owner or the Agent of my current or previous residence;
- (e) My personal referees and employer/s;
- (f) Any record, listing or database of defaults by tenants;

I am aware that the Agent will use and disclose my personal information to:

- (g) communicate with the owner and select a tenant
- (h) prepare lease/tenancy documents
- (i) allow organizations/tradespeople to contact me
- (j) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (k) refer to Tribunals/Courts & Statutory Authorities
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- vii. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- viii. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- ix. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- x. The whole of the fee will be refunded to the prospective tenant if:
 - a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature

APPLICANT HISTORY**8. What is your current address?**

Postcode

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

	Years		Months
--	-------	--	--------

11. Why are you leaving this address?

--

12. Email of Agent/Property Manager

--

Landlord/agent's phone no.

Weekly rent paid

	\$
--	----

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
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14. Please give us further information about this rented property

Name of landlord or agent

--

Landlord/agent's phone no.

Weekly rent paid

	\$
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Was bond refunded in full?

If not why not?

--	--

EMPLOYMENT HISTORY**15. Please provide your employment details**

What is your occupation?

--

(FULL TIME / PART TIME / CASUAL)

--

Employer's name (institution if a student)

--

Employer's address

Postcode

Contact name

Phone no.

--	--

Accountant details self employed

Contact name

Phone no.

--	--

Length of employment

Net income (Per week)

	Years		Months	\$
--	-------	--	--------	----

PREVIOUS EMPLOYMENT

Previous Employer

--

Contact name:

Phone no.

--	--

Length of employment

Net Income (PA)

	Years		Months	\$
--	-------	--	--------	----

OTHER FORMS OF INCOME

Child support payment

\$

P/W or P/F

Centrelink payments

CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

--	--

Relationship to you

Phone no.

--	--

18. Please provide two personal 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.

--	--

OTHER INFORMATION**18. Car & Rego details**

--

20. Please provide details of any pets:

Breed / type

1.
2.

100 POINTS OF IDENTIFICATION REQUIRED****YOU MUST PROVIDE PHOTO ID & PROOF OF INCOME****

Driver's Licence	40 points
Passport	40 points
Medicare Card	20 points
Other Photo ID with address	30 points
3 Current wages advice	20 points
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Tenancy Ledger	20 points
Birth Certificate	30 points
Employment Reference on Letter Head	20 points
Motor Vehicle Registration	10 points
Bank Statement (COMPULSARY)	10 points
Utilities Account	10 points



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346

Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Pet Application Form (Please complete per pet)

Property: _____

Applicant(s): _____

We request the landlord's permission to keep a pet, as detailed below, on the premises:

Type: _____ Colour: _____

Size: _____ Weight: _____

Baby / Teenager / Adult / Elderly

Council registration /number: _____

I / we agree to comply with the following strict conditions:

- ☐ To keep the yard clean and free from animal droppings
- ☐ That, in the event of any fleas being present as a result of the animal, we will arrange for flea fumigation at the property prior to vacating the premises. (receipt to be provided to the office)
- ☐ We will not allow the animal inside the residence
- ☐ We will repair any damage to the premises caused by the animal
- ☐ Other than any pet listed above and approved by the owner, we will not keep any other animals of any kind on the rental property. (Even on a short term temporary basis) including. Dogs, cats, birds, fish, reptiles or any other animals.
- ☐ We agree that this agreement is only for the specific pets as describes above and we will not harbour, substitute or 'pet sit' any other pet, and we will remove any pets offspring within 30 days of birth (should this occur).
- ☐ We agree not to leave food or water for the pet outside the premises where it may attract other animals / insects (pests).
- ☐ We agree to abide by all local, city and state laws licensing and health requirements regarding pets, including vaccinations.
- ☐ The pet shall not cause any nuisance or disturbance to neighbours. Noise, day or night, must not disturb others. We agree to do whatever it is necessary to keep our pet from making noise that would annoy other, and we will take steps to immediately rectify complaints made by neighbours or other tenants.
- ☐ We agree to attend to steam cleaning of the carpets when vacating the property. A professional tradesman must be used and a receipt must be supplied to the managing agent upon vacating the property.

We understand that failure to comply with these terms gives the owner the right to revoke permission to keep the pet at the premises and is also grounds for further termination.

Signed: _____ Date: _____