

Our Agency welcomes your application and any queries you may have. The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing the application

1. One application is to be completed per person
2. All applicants are to supply their own photocopies of documentation required.
3. This application must be accompanied by copies of documents from those listed below.
4. This application cannot be processed until it is complete with copies of supporting documents.
5. The initial deposit of one weeks rent is to be paid once application has been approved.

Identification Checklist:

A minimum of 100 points of ID is required including proof of address

- Drivers Licence (40 points)
- Passport (40 points)
- Other Photo ID/Birth Certificate (30 points)
- Bank Card (30 points)
- Medicare Card (30 points)
- Telephone or Utility Statement (10 points)

Proof of Income:

The below is also required to complete your application

- Payroll Advice/Slip
- Current Bank Statement

Optional Information:

If you do not have this, we can obtain this from your current agent

- Rental References from previous Agents you have leased through previously
- Tenant Ledger for previous detailing most recent Rental History

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Rental Property & Requirements:

Property Address:

Term of Lease:

Weekly Rent:

Payment Preference: Monthly or Fortnightly

Start Date:

Applicant Details:

Name:

Date of Birth:

Mobile Phone:

Address:

Work Phone:

Email:

Home Phone:

Number of Adults:

Number of Children:

Smoker (Y or N):

Pets (If Yes - Number & Breed):

Current Rental Details:

Address:

Period of Lease:

Landlord/Agent/Property Manger:

Agent Phone:

Weekly Rent:

Previous Rental Details:

Address:

Period of Lease:

Landlord/Agent/Property Manger:

Agent Phone:

Weekly Rent:

Current Employment: (if self employed refer to next page)

Company:

Position:

Term of Employment:

Full Time/Part Time/Casual:

Net Annual Income \$:

Supervisor Name:

Supervisor Number:

Supervisor Email:

Vehicle Information:

Car 1 - Make & Model:

Registration:

State of Registration:

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**If Your Self Employed:**

Company Name:

Trading As:

A.B.N or A.C.N:

Length of Ownership:

Annual Income \$:

Accountant Name:

Accountant Number:

Industry:

**Emergency Contact Details:**

Contact 1 - Name:

Relationship:

Contact Number:

Contact 2 - Name:

Relationship:

Contact Number:

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**Sydney Cove Privacy Policy:**

The personal information the prospective tenant provides in these applications or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with the obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information that the agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

By not supplying this information, the landlord may not be able to process the application and decide not to proceed with this tenancy application.

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**Utility Connections:**

connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity, Gas, Pay Television and Internet to some of Australia's leading providers. connectnow also provide a range of additional services to assist in your home relocations such as professional removalists, supply of packing boxes and discounted rates on van & truck hire.

This is a value-added service independent of your tenancy application – you are not obligated to use connectnow.

If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within three business days of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.

While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

**Yes Please, Contact Me**

ID Number: 11048

I consent to ConnectNow Pty Ltd A.C.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my address to obtain supply details. If the power has been disconnected, it is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required. While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Disconnection and Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider[s].

PRIVACY POLICY: The privacy of connectnow customers is of vital importance to connectnow. You have the right to access connectnow records of your information under the Privacy Act.

Connectnow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

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**Applicant Signature:**

Date: \_\_\_\_\_