



TENANCY APPLICATION

PRE-APPLICATION INFORMATION:

Thanks for choosing Knobel & Davis for your new home, our office welcomes your Application and any queries you may have about the property, tenancy or application process. The following checklist will ensure you have provided all the required information so your application is processed as quickly as possible.

POINTS TO REMEMBER

- We strive to process all applications within 48 hours of receiving them, however if an application is incomplete or unsigned, **we are unable to process it at all.**
- You will be required to submit with your application copies of identification. You will need to make 100 points from the following criteria:

100 POINT IDENTIFICATION CRITERIA

Passport, Drivers Licence, 18+ Card (you must have at least 1 of these)	40 Points
Proof of Income or Centrelink Statement (you must have 1 of these)	30 points
Recent pay slips, Other Photo ID, Previous Tenancy Ledger	30 Points
Previous 4 Rent Receipts	20 Points
Vehicle registration certificate, Bank/Credit Card Statement, Telephone	10 Points
Electricity, Gas Account, Pension Card, Health Care Card, Medicare Card	10 Points
ATM Card, Credit Card, other Bank Cards	10 Points

- **You must complete one application for each person over 18 who intends to reside in the property - even if they wont be going on the lease.**

APPLICANT CHECKLIST

- Attached photocopies of documents to meet 100 points of ID including at least 1 photo ID and 1 proof of income.
- Inspected the property both internally and externally.
- Completed the application form completely and fully, and signed all sections including Privacy Statement, Privacy Consent, Collection Notice and Rental Reference Requests.
- Have you completed each and every relevant section of this application? Failure to do so could render the application unsuccessful as we will not be able to process it.

AGENCY PROCESS

- **Information verification by our agency.** To verify your application information we contact tenancy databases eg TICA / NTD. If you have had a problem with a previous tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Lessor / Agent, and personal referees.
- **If application IS NOT accepted.** If your application is not accepted by the Lessor, it will be retained for one month then destroyed securely to comply with Privacy Legislation.
- **If application IS accepted.** If your application is accepted by the Lessor, you will be required to pay an amount equivalent to two (2) weeks rent within 24 hours in order to secure the property and for us to stop advertising. We will then arrange a Sign Up Appointment with you (your move in date) where you will pay the remaining rent and bond (up to 4 weeks bond and first two weeks rent) on this day, sign relevant documentation including the General Tenancy Agreement and collect the keys.

Good Luck!

Knobel & Davis (North) wish you every success with your application. We're here to help, so if you have any questions, please don't hesitate to ask.

Knobel & Davis

PROPERTY & TERMS OF TENANCY

Address of Property for Rent:

Period of Lease:

mths

Rental Amount: \$

per week

I will pay my rent (circle):

Weekly / Fortnightly / Monthly

Commencing On:

/ /

APPLICANTS DETAILS

Applicants Full Name:

Home Phone:

Mobile:

Email:

Date of Birth:

/ /

Place of Birth:

Drivers Licence #:

Expiry Date:

/ /

DETAILS OF ALL PERSONS TO RESIDE AT THE PROPERTY

Name:

Relationship to You:

Age:

Name:

Relationship to You:

Age:

Name:

Relationship to You:

Age:

CURRENT ADDRESS DETAILS

Current Residential Address:

How long?

Do You Rent or Own This Property (Circle):

Rent / Owned

Rent Payment: \$

per week

Expiry of Lease:

/ /

Lessor / Agents Name:

Phone:

Fax:

Reason For Leaving:

PREVIOUS ADDRESS DETAILS

Previous Residential Address:

How long?

Do You Rent or Own This Property (Circle):

Rent / Owned

Rent Payment: \$

per week

Expiry of Lease:

/ /

Lessor / Agents Name:

Phone:

Fax:

Reason For Leaving:

PETS TO BE KEPT AT PREMISES

Type:

Number of Pets:

Council Registered: Yes No

VEHICLES TO BE KEPT AT PREMISES

Registration Number:

Make & Model:

Owned / Hire / Other?:

Registration Number:

Make & Model:

Owned / Hire / Other?:

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EMPLOYMENT & INCOME DETAILS

Current Employer:

Your Position:	Length of Employment:	years / months
Type of Employment (circle): Full Time / Part Time / Casual / Contract	Total Income (Net): \$	per (circle) week / fortnight / month
Manager / Payroll Contact Name:	Phone:	Fax:

IF SELF EMPLOYED

Company Name:	Trading As:	
ABN:	Address:	
Period Self Employment:	years / months	Industry / Nature of Business:
Total Income (Net): \$	per (circle) week / fortnight / month / year	Attach Income Statement by Accountant / Taxation Office: <input type="checkbox"/>

NOT CURRENTLY EMPLOYED

Attach proof of income documents: Bank Statement Centrelink Income Statement Student Income Document Other

PERSONAL REFERENCES (not a relative)

Name:	Phone:	Relationship to You:
Name:	Phone:	Relationship to You:

EMERGENCY CONTACT (not living with you)

Name:	Phone:	Relationship to You:
Address:	Email:	

DECLARATIONS

Have you ever been evicted by any Lessor or Agent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in debt to any other Lessor or Agent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any reason known to you that would affect your ability to pay rent when it's due?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the bond at your last address refunded in full?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I declare that the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia records. I declare that I am not bankrupt, or an undischarged bankrupt.

I understand that if the nominated Applicant is advised this application is approved, then within 48 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 50% bond. The Tenant is then bound to the Terms of the Agreement and the property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand that Knobel & Davis (North) receives rent/bond payments via Electronic Transfer (EFT) into our Trust Account and only accepts cash at the office in emergencies.

I understand that if my application is NOT successful, Knobel & Davis staff are not required to provide a reason for the rejection.

APPLICANTS SIGNATURE

DATE / /

PRIVACY & DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy Principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of the Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of the Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Agency. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful, it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the Lessor or the relevant property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Knobel & Davis (North). I authorise Knobel & Davis (North) to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this Application
- Tenancy Databases to which Knobel & Davis (North) are subscribers. I can refer to their Privacy Disclosure Statements via www.tica.com.au

I authorise Knobel & Davis (North) to refer my name and contact details to an arranger of service provider including tradespeople (to attend work required at this property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate's, Insurance Companies, Financial services, if required in the future, and to Authorities as required by law.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email, or facsimile and the method of receiving advice or notification by SMS is accepted throughout by entire tenancy. I acknowledge receipt of all RTA Forms, general correspondence, and notifications will be accepted by email, SMS, or fax.

Applicant Name:

Applicant Signature:

Date: / /