

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 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

27 9001	
PERTY APPLYING FOR?	
	Postcode
ease commencement date?	
Day	Month Year
ease term?	
Years	Months
ent Per week	
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low many people will normally o	occupy the property?
Adults Childre	en – Ages
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email for the purposes of assisting you to connect your utilities within 24 hours of receivents application for next business day connection.	If the Agent approves this		l be contacting you by phone, SMS
Gas Internet Health Insurance Home Loans 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 for YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to a 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 p these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and dis 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 service above. I/We onsent to YourPorter contacting me by phone or SMS in relation to the connection of the service above. I/We acknowledge that this consent permits YourPorter will otherwise collect, hold, use and disclose p information in accordance with the inprivacy policies, which are available at www.yourporter.com.au/general/p policy/.YourPorter is a free service, but I/We acknowledge that standard connection for the service above. I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to a or provide for any connection of a service or for any loss, damage, cost or expense in connection with such df failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are un obligation to use YourPorter. Signature			a dunities within 24 hours of receive
Car Insurance Home Loans Car Insurance Home & Contents Insurance Car Insurance Home & Contents Insurance CELARATION AND ACCEPTANCE: I/We consent to the disclosure of this application form (including any personal information contained in this for YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to o 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 p these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and dis in accordance with the requirements of the Privacy Act 1988 (Cth). I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed o application in accordance with their privacy policies, which are available at www.yourporter.com.au/general/p policy//YourPorter is a free service, but I/We acknowledge that their YourPorter nor the Agent accept any responsibility for any delay in or failure to a or provide for any connection of a resvice or for any loss, damage, cost or expense in connection with such d failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are un obligation to use YourPorter.	Electricity	Telephone	Pay TV
Life Insurance Home & Contents Insurance Home & Contents Insurance Life Insurance Home & Contents Insurance Home & Contents Insurance Home & Contents Insurance If the consent to the disclosure of this application form (including any personal information contained in this for YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to or 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 p these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and dis 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 the service: above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed o application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose pe information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/p policyl/YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for so connected (in addition to the ongoing service frees). I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to a or provide for any connection of a service or for any loss, damage, cost or expense in connection with such df aliure. By signing this application, I/We understand YourPorter is a value add product and that I/We are un obligation to use YourPorter. Signature Date	Gas	Internet	Health Insurance
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	I/We consent to the disclosure of YourPorter Pty Ltd (ABN 36 252 5 me for the connection of services //We acknowledge that if //We d these services to me/us. YourPort in accordance with the requireme Jowe acknowledge that YourPort above. I/We acknowledge that t application are listed on the Do I nformation in accordance with th policy/.YourPorter is a free serv connected (in addition to the ong //We acknowledge that neither Yc or provide for any connection of failure. By signing this application obligation to use YourPorter. Signature	I this application form (including ar 576 050) for the purpose of allowir as offered by YourPorter. Io not provide my/our personal inf er will ensure that my/our personal ents of the Privacy Act 1988 (Cth). ar may receive a benefit in relatic er contacting me by phone or SMS his consent permits YourPorter to Not Call Register. YourPorter will o teir privacy policies, which are avail ice, but I/We acknowledge that s joing service fees). aurPorter nor the Agent accept any a service or for any loss, damage,	ng YourPorter and its service providers to co formation, YourPorter will not be able to pr information is collected, used, held and dis on to the connection of any of the services o contact me even if the numbers listed o therwise collect, hold, use and disclose pe able at www.yourporter.com.au/general/pr tandard connection fees may apply for se responsibility for any delay in or failure to ar cost or expense in connection with such de a value add product and that I/We are und
I hereby offer to rent the property from the owner under a lease to be prepared by	the Agent. Should this a Residential Tenancies A I acknowledge that this declare that all informat true and correct and giv premises and am not ba I authorise the Agent to (a) The owner or the A (b) My personal referee (c) Any record, listing o I am aware that the Age	application be accepted by the Agreement pursuant to the application is subject to the ion contained in this application ren of my own free will. I de ankrupt. obtain personal information gent of my current or previo	the landlord I agree to enter into a Residential Tenancies Act 2010. approval of the owner/landlord. I ation (including the reverse side) i clare that I have inspected the n from: bus residence; enants; y personal information to: int

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
- 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

AP	PLICANT HISTORY	PREVIOUS EMPLOYMENT	
7.	What is your current address?	Previous Employer	
	Postcode	Contact name: Phone no.	
8.	How long have you lived at your current address?		
	Years Months	Length of employment Net Income (PA)	
9.	Why are you leaving this address?	Years Months \$	
		OTHER FORMS OF INCOME	
10.	Name of Landlord or Agent	Child support payment	
		\$ P/W or P/F	-
		Centrelink payments	
	Landlord/agent's phone no. Weekly rent paid	CONTACTS / REFERENCES	
	\$		
11.		16. Please provide a contact in case of emergency	
	What was your previous residential address?	Surname Given name/s	
	Postcode		
	Posicode	Relationship to you Phone no.	
12.	How long did you live at this address?		
	Years Months	17. Please provide two personal references (not related to you)	
		1. Surname Given name/s	
	Please give us further information about this rented property		
	Name of landlord or agent	Deletienskie te verv	
		Relationship to you Phone no.	
	Landlord/agent's phone no. Weekly rent paid	2. Surname Given name/s	
	\$		
	Was bond refunded in full? If not why not?	Relationship to you Phone no.	
EN	APLOYMENT HISTORY	OTHER INFORMATION	
		18. Car & Rego details	
14.	Please provide your employment details		
	What is your occupation?		
		19. Please provide details of any pets:	
	(FULL TIME / PART TIME / CASUAL)	Breed / type	
	Employer's name (institution if a student)	1.	
		2.	
	Employer's address	100 POINTS OF IDENTIFICATION REQUIRED	
		YOU MUST PROVIDE PHOTO ID & PROOF OF INCOME	
		Driver's Licence 40 points	i
	Postcode	Passport 40 points	i
		Medicare Card 20 points	;
	Contact name Phone no.	Other Photo ID with address 30 points	i
		3 Current wages advice 20 points	
	Accountant details self employed Contact name Phone no.		
		Tenancy Ledger 20 points	
		Birth Certificate 30 points	
	Longth of amployment	Employment Reference on Letter Head 20 points	j.
	Length of employment Net income (Per week)	Motor Vehicle Registration 10 points	i
	Years Months \$	Bank Statement (COMPULSARY) 10 points	;
		Utilities Account 10 points	

Residential Application Form

For your application to be processed you must answer all questions

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: <u>kasey@hometownpp.com.au</u>		
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		email for
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Years	Months	in accorda I/We ackn
Rent Per week		above. I/W above. I/W
Do you smoke?		application informatio
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Adults Children	– Ages	failure. By obligation
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PERSONAL DETAILS		
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ir Pörter a FREE service connecting utilities and other services. proves this application, Your Porter will be contacting you by phone, SMS, or urposes of assisting you to connect your utilities within 24 hours of receiving n for next business day connection. L Telephone Pay TV itv Internet Health Insurance Home Loans irance Home & Contents Insurance urance ND ACCEPTANCE: e disclosure of this application form (including any personal information contained in this form) to (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact tion of services as offered by YourPorter. that if I/We do not provide my/our personal information, YourPorter will not be able to provide e/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed the requirements of the Privacy Act 1988 (Cth). that YourPorter may receive a benefit in relation to the connection of any of the services listed nt to YourPorter contacting me by phone or SMS in relation to the connection of the services listed owledge that this consent permits YourPorter to contact me even if the numbers listed on this ted on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal ordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-is a free service, but I/We acknowledge that standard connection fees may apply for services tion to the ongoing service fees). that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange connection of a service or for any loss, damage, cost or expense in connection with such delay or this application, I/We understand YourPorter is a value add product and that I/We are under no ourPorter. Date TION er to rent the property from the owner under a lease to be prepared by hould this application be accepted by the landlord I agree to enter into a Tenancies Agreement pursuant to the Residential Tenancies Act 2010. ge that this application is subject to the approval of the owner/landlord. I all information contained in this application (including the reverse side) is rect and given of my own free will. I declare that I have inspected the nd am not bankrupt. he Agent to obtain personal information from: ner or the Agent of my current or previous residence; onal referees and employer/s; ord, listing or database of defaults by tenants; that the Agent will use and disclose my personal information to: nicate with the owner and select a tenant lease/tenancy documents ganizations/tradespeople to contact me aim/transfer to/from the Residential Tenancies Bond Authority Tribunals/Courts & Statutory Authorities collection agents/lawyers (where applicable) that if information is not provided or I do not consent to the uses to which ormation is put, the Agent cannot provide me with the lease/tenancy of the am aware that I may access personal information on the contact details re ANT INFORMATION – HOLDING FEE IG FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS AND WILL BE NON REFUNDABLE. fee (not exceeding 1 week's rent) of \$ keeps the premises off or the prospective tenant for 7 days tion of the above holding fee paid by the prospective tenant, the landlord's wledges that: plication for tenancy has been approved by the landlord; and this period, the premises will not be reserved for any other applicant, nor will ing Fee be received from any other applicant, pending the making of a tial tenancy agreement; and

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 Signature

APPLICANT HISTORY	PREVIOUS EMPLOYMENT
8. What is your current address?	Previous Employer
Postcode	Contact name: Phone no.
9. How long have you lived at your current address?	
Years Months	Length of employment Net Income (PA)
11. Why are you leaving this address?	Years Months \$
	OTHER FORMS OF INCOME
12. Name of Landlord or Agent	Child support payment
	Centrelink payments
Landlord/agent's phone no. Weekly rent paid	
\$	CONTACTS / REFERENCES
	17. Please provide a contact in case of emergency
What was your previous residential address?	Surname Given name/s
Postcode	Relationship to you Phone no.
13. How long did you live at this address?	
Years Months	18. Please provide two personal references (not related to you)
14 Places size as further information shout this rented monorty.	1. Surname Given name/s
14. Please give us further information about this rented property Name of landlord or agent	
	Relationship to you Phone no.
Landlord/agent's phone no. Weekly rent paid	
\$	2. Surname Given name/s
Was bond refunded in full? If not why not?	Relationship to you Phone no.
EMPLOYMENT HISTORY	OTHER INFORMATION
15. Please provide your employment details	18. Car & Rego details
What is your occupation?	
	20. Please provide details of any pets:
(FULL TIME / PART TIME / CASUAL)	Breed / type
Employer's name (institution if a student)	1.
	2.
Employer's address	100 POINTS OF IDENTIFICATION REQUIRED **YOU MUST PROVIDE PHOTO ID & PROOF OF INCOME**
	Driver's Licence 40 points
Postcode	Passport 40 points
	Medicare Card 20 points
Contact name Phone no.	Other Photo ID with address 30 points
	3 Current wages advice 20 points
Accountant details self employed	Previous landlord reference 20 points
Contact name Phone no.	Tenancy Ledger 20 points
	Birth Certificate 30 points
	Employment Reference on Letter Head 20 points
Length of employment Net income (Per week)	Motor Vehicle Registration 10 points
Years Months \$	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.

VM Forms - 12-11976 Copyright



Pet Application Form (Please complete per pet)

Property:	
Applicant(s):	
We request the landlord's permission to keep a	a pet, as detailed below, on the premises:
Туре:	Colour:
Size:	.Weight:
Baby / Teenager / Adult / Elderly	
Council registration /number:	

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

- D 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)
- 2 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 occour).
- ² We agree not to leave food or water for the pet outside the premises where it may attract other animals / insects (pests).
- ² 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:	
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