

RESIDENTIAL TENANCY APPLICATION FORM

Thank you for choosing Yasmin Laycock Properties. Please note the following terms & conditions when submitting your "tenancy application form"

1. Each person must complete and individually submit a separate "Tenancy Application Form" sign and date where indicated.
2. Upon a successful tenancy application a rental deposit to secure the premises is required in the form of One (1) weeks rent.
3. Per Calender Month (PCM) rental payments are a preferred method of payment on the 15th of each month. PCM breakdown is as follows:
\$weekly rental amount / 7 (days in the week) x 365 (days in the year) / 12 (months in the year) = \$ PCM rental amount.

RENTAL PROPERTY ADDRESS:

FULL NAME OF APPLICANT:

APPLICANTS CURRENT ADDRESS:

MOBILE NUMBER:	WORK NUMBER:	HOME NUMBER:
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EMAIL ADDRESS:

RENTAL AMOUNT: \$	P/W	COMMENCEMENT DATE OF TENANCY AGREEMENT:
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LENGTH OF TENANCY:	MONTHS	NUMBER OF OCCUPANTS WITHIN PROPERTY:
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NUMBER / AGE OF CHILDREN (IF ANY)	NUMBER / TYPE OF PET (IF ANY)
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RENTAL PAYMENT OPTIONS: FORTNIGHTLY / MONTHLY (Monthly payments a preferred method on the 15th of each month)

DATE OF BIRTH:	PASSPORT NUMBER / COUNTRY of ISSUE:
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DRIVERS LICENCE NUMBER:	D/L STATE of ISSUE:
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CAR REGISTRATION NUMBER:	CAR FINANCE DETAILS:
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BANK ACCOUNT	BSB:	ACCOUNT NO:	INSTITUTION:
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CURRENT RENTAL INFORMATION / OWNER OCCUPIER DETAILS

Should you have been an OWNER OCCUPIER please circle the above status, insert the property address below & provide proof of ownership when submitting your "tenancy application form" i.e. Council Rates, Water Rates or Strata Levies Notice.

APPLICANTS CURRENT ADDRESS:

REAL ESTATE AGENCY / LANDLORD NAME:

REAL ESTATE AGENCY PHONE NUMBER:	CONTACT PERSON:
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RENTAL AMOUNT: \$	P/W (No. of other tenants:)	TENANCY DURATION:
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REASON FOR LEAVING:

PREVIOUS RENTAL INFORMATION

APPLICANTS PREVIOUS ADDRESS:

PREVIOUS REAL ESTATE AGENCY / LANDLORD NAME:

PREVIOUS AGENCY PHONE NUMBER:

CONTACT PERSON:

PREVIOUS RENTAL AMOUNT: \$

P/W

PREVIOUS TENANCY DURATION:

REASON FOR LEAVING:

CURRENT EMPLOYMENT INFORMATION

NAME OF COMPANY / ADDRESS:

YOUR EMPLOYMENT POSITION:

FULL TIME POSITION / PART TIME POSITION

HR CONTACT NAME:

HR CONTACT NUMBER:

LENGTH OF EMPLOYMENT:

NET INCOME: \$

PW / MONTHLY

PREVIOUS EMPLOYMENT INFORMATION (ONLY TO COMPLETE IF CURRENT EMPLOYMENT IS LESS THAN 8 MONTHS)

NAME OF COMPANY / ADDRESS:

YOUR EMPLOYMENT POSITION:

FULL TIME POSITION / PART TIME POSITION

HR CONTACT NAME:

HR CONTACT NUMBER:

LENGTH OF EMPLOYMENT:

NET INCOME: \$

PW / MONTHLY

EMERGENCY CONTACT INFORMATION

NAME OF CONTACT PERSON:

RELATIONSHIP:

CONTACT NUMBER:

ADDRESS:

TWO BUSINESS / PERSONAL REFERENCES (NOT DIRECT RELATIVES)

NAME:

OCCUPATION:

NUMBER:

NAME:

OCCUPATION:

NUMBER:

STATEMENT OF COSTS & RENTAL PAYMENT METHOD

RENTAL BOND (4 Weeks Rent)

RENTAL BOND (4 WEEKS RENT)	\$
+	
RENT IN ADVANCE (REQUEST PER CALANDER MONTH)	\$
=	
TOTAL PAYABLE	\$

THE RENTAL PAYMENT METHOD will occur by Direct debit from your Bank Account. (This will occur by default from our office – Transaction fee may be charged from your bank. Dishonor fees will apply). Upon signing your lease, you will be required to bring your bank account details with you to complete the registration form, which will be kept confidentially on file. We do not accept transfers of bonds. We do not accept cash payments for rent. Applications that are incomplete will NOT be processed. Should you have any questions whilst completing the form, please contact our office.

IF A HOLDING DEPOSIT IS BEING PAID ON THE PREMISES, THE FOLLOWING CONDITIONS WILL APPLY:

IN ACCORDANCE WITH SECTION 24 OF THE RESIDENTIAL TENANCY ACT 2010, IT IS HEREBY ACKNOWLEDGED THAT THE RESERVATION FEE REFERRED TO IN THIS APPLICATION FOR THE TENANCY FORM IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. The premises will be reserved for the application for a period of _____ days.
2. The Reservation Fee of \$ _____ is equivalent to one week's rent and shall reserve the premises in favour of you for a period of seven days.
3. During this period the premises will not be reserved for any other applicant, nor will another Reservation fee be taken on the premises.
4. Should the landlord decline the application, the Reservation fee shall be refunded.
5. Should the landlord accept the application, the Reservation fee shall go towards the initial rent payment.
6. If the premises are vacant & should the applicant once approved withdraw the tenancy application a daily penalty rate shall apply and not be returned to the applicant. For example should you withdraw your application four days into the approved application, then those four days of rent is the landlords and the remaining three days rent shall be returned to the applicant.
7. The Reservation fee shall be banked into the Yasmin Laycock Properties Trust Account and should a refund be given it shall ONLY be done so via EFT to a nominated bank account.

PRIVACY STATEMENT

The personal information the prospective tenant provides in this application 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 to landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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 their 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 the agent holds, they can do so by contacting Yasmin Laycock Properties at 3/95 Mount St, COOGEE NSW 2034. Phone 8021 5145 or by email yasmin@yasminlaycockproperties.com.au The applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

IDENTIFICATION DOCUMENTATION

THE FOLLOWING INFORMATION & DOCUMENTATION IS REQUIRED BY EACH APPLICANT WHEN SUBMITTING A TENANCY APPLICATION FORM TO YASMIN LAYCOCK PROPERTIES:

IDENTIFICATION (at least 100 Points must be provided)

	CURRENT DRIVERS LICENCE	40 POINTS
	BIRTH CERTIFICATE	30 POINTS
	PROOF OF AGE CARD	30 POINTS
	PASSPORT	40 POINTS
	MEDICARE CARD	20 POINTS
	CREDIT CARD	20 POINTS
	MOTOR VEHICLE REGISTRATION CERTIFICATE	10 POINTS
	TELEPHONE ACCOUNT STATEMENT	10 POINTS
	GAS ACCOUNT STATEMENT	10 POINTS
	ELECTRICITY ACCOUNT STATEMENT	10 POINTS

PLEASE ATTACH THE FOLLOWING DOCUMENTS

PROOF OF RENTAL HISTORY	
	LAST FOUR RENTAL RECEIPTS
	PRINTOUT OF TENANCY LEDGER (Available from your Rental Agent)

PROOF OF CURRENT ADDRESS	
	UTILITY STATEMENTS (no greater than six months old) or
	COUNCIL RATES NOTICE

PROOF OF INCOME	
	THREE PREVIOUS PAY SLIPS or
	BANK STATEMENT or
	IF SELF-EMPLOYED – Tax Returns and business registration

REFERENCES	
	MINIMUM OF 1 WRITTEN REFERENCE FROM PREVIOUS AGENT OR LANDLORD and / or
	WRITTEN REFERENCE FROM EMPLOYER OF FRIEND

I, the applying tenant _____ (insert full name)

CONFIRM & ACKNOWLEDGE

- ✓ That I have inspected the premises being applied for and or have sent an authorised representative on my behalf.
- ✓ That I have been advised of the Agents recommendation to have the carpets professionally cleaned upon vacating and requested to provide a receipt to the managing rental agent.
- ✓ That there is NO SMOKING within the premises.
- ✓ That there is a NO PET policy within the premises.
- ✓ That any loss or damage to keys, swipe cards, garage remotes, fobs etc. given and not returned upon vacating the premises are my sole cost and responsibility.
- ✓ That should I make a payment that is dishonoured, I shall be responsible to reimburse Yasmin Laycock Properties for all costs incurred.
- ✓ That I am NOT bankrupt or insolvent.
- ✓ That all information supplied to Yasmin Laycock Properties within my "Residential Tenancy Application Form" can be used by Yasmin Laycock Properties to confirm it's a true and correct statement.
- ✓ That this is a tenancy application to rent these premises and that my tenancy application is subject to the landlord (s) approval.
- ✓ That I have retained a copy of my completed "Tenancy Application Form" for my records.
- ✓ That all information provided in this "Tenancy Application Form" is to be verified and a tenancy reference check completed.
- ✓ That I apply for approval to rent the premises referred to in this "Tenancy Application Form" and that my application will be referred to he landlord (s) of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared in preparation for signing.
- ✓ That all monies due and payable at the signing of the Residential Tenancy Agreement shall be made payable to Yasmin Laycock Properties via EFT, bank cheque or money order.
- ✓ That I have been provided with a copy of the fact sheet "New Tenancy Checklist" authored by the NSW Fair Trading. (Attached to and forms part of the Tenancy Application Form completed by me).

NOTICE TO PROSPECTIVE TENANT

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

APPLICANTS SIGNATURE: **DATED**

New tenant checklist

What you must know before you sign a lease

At the start of every tenancy you should be given the following by the landlord or agent:

- a copy of this information statement
- a copy of your lease (tenancy agreement)
- 2 copies of the premises condition report (more on that later)
- a bond lodgement form for you to sign, so that it can be lodged with NSW Fair Trading
- keys to your new home.

The first thing you should do before you sign the lease is read it thoroughly. If there is anything in it which you don't understand, ask questions.

Remember, you are committing to a legally binding contract for which there is no cooling-off period. You will want to be certain you understand and agree to what you are signing.

Only when you can respond with a **Yes** to the following statements, should you sign the lease.

The lease

- I have read the lease and I asked questions if there were things I didn't understand.
- I know the length of the lease is negotiated before I sign, which means it can be for 6 months, 12 months, or some other period.
- I know that I must be offered at least **one** way to pay the rent which does not involve paying a fee to a third party.
- I know that any additional terms to the lease are negotiated before I sign.
- I have checked that all additional terms to the lease are legal, for example, the lease does **not** include a term requiring me to have the carpet professionally cleaned when I leave, unless I have agreed to that as part of a condition to allow me to keep a pet on the premises.

Yasmin Laycock Properties requires you, the applicant to sign & date here confirming you have read the above "New Tenant Checklist"

SIGNATURE **DATE**

Promised repairs

In relation to any promises by the landlord or agent (for example, replace the oven, paint a room, clean up the backyard etc):

- I have made sure these have already been done, or
- I have an undertaking in writing (before signing the lease) that they will be done.

Upfront costs

I am not being required to pay:

- more than 2 weeks rent in advance, unless I freely offer to pay more
- more than 4 weeks rent as a rental bond.

I am not being charged for:

- the cost of preparing my lease
- the initial supply of keys and security devices to each tenant named on the lease.

After you move in

Make sure you:

- Fill in your part of the condition report and don't forget to return a copy to the landlord or agent within 7 days. This is an important piece of evidence. If you don't take the time to complete it accurately money could be taken out of your bond to pay for damage that was already there when you moved in.
- Get a letter from Fair Trading sometime during the first 2 months saying that your bond has been received and advising you of your Rental Bond Number. If this doesn't arrive call Fair Trading to make sure it has been lodged.

Top tips for problem-free renting

Follow these useful tips to help avoid problems while you are renting:

- Photos are a great way to record the condition of the property when you first move in. Take pictures (that are date stamped) of the property, especially areas that are damaged or unclean. Keep these in case the landlord objects to returning your bond at the end of your tenancy.
- Keep a copy of your lease, condition report, rent receipts, Rental Bond Number and copies of letters/emails you send or receive in a designated 'tenancy' file folder and put it somewhere you can easily find it later.
- Never stop paying your rent, even if the landlord is not complying with their side of the agreement (eg. by failing to do repairs) – you could end up being evicted if you do.
- Keep a diary of your dealings with the landlord or agent – record all the times and dates of conversations, who you spoke to and what they agreed to do. If repairs are needed, put your request in writing to the landlord or agent and keep a copy. This type of evidence is very helpful if a dispute arises which ends up in the Consumer, Trader and Tenancy Tribunal.
- Comply with the terms of your lease. In particular, never make any alterations, keep a pet or let other people move in without asking the landlord or agent for permission first.
- Consider taking out home contents insurance. It will cover your belongings in case of theft, fires and natural disasters. The landlord's building insurance, if they have it, will not cover your things.
- If the property has a pool or garden be clear about what the landlord or agent expects you to do to maintain it.

- Be careful with what you sign relating to your tenancy, and don't let anybody rush you. Never sign a blank form, such as a Claim for refund of bond.
- If you are happy in the place and your lease ends, consider asking for the lease to be renewed for another fixed term. This will remove the worry about being unexpectedly asked to leave, and helps to lock in the rent for the next period of time.

Further information

Go to the Fair Trading website, call 13 32 20 or visit a Fair Trading Centre for more information about your renting rights and responsibilities.

The NSW Government funds a range of community based Tenants Advice and Advocacy Services across NSW to provide advice, information and advocacy to tenants. Go to the Tenants Union website at www.tenants.org.au for details of your nearest service or check your local phone directory.

Landlords and agents must give a copy of this information statement to all new tenants before they sign a residential lease. Fines can be imposed if this is not done.

Yasmin Laycock Properties requires you, the applicant to sign & date here confirming you have read the above "New Tenant Checklist"

SIGNATURE DATE

www.fairtrading.nsw.gov.au
Fair Trading enquiries 13 32 20
TTY 1300 723 404
Language assistance 13 14 50

This fact sheet must not be relied on as legal advice. For more information about this topic, refer to the appropriate legislation.

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