

## APPLICATION FOR TENANCY

Should there be more than one applicant a separate application form needs to be completed for each applicant.

### PREMISES

ADDRESS OF PROPERTY APPLIED FOR:	COMMENCEMENT DATE:
TERM OF LEASE: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> Other	RENT: \$ _____ WK
Is this the first time you have leased a property?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you rented an older style property before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you mobile friendly? i.e. can take photos etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO

### APPLICANT

Title: Mr Mrs Miss Ms Dr Other	Date of Birth:
Full Legal Given Name:	
Australian Resident: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, what country?	
Present Address:	
Owner / Renting / Living at home (please circle)	
Phone Home:	Fax Home:
Phone Work:	Fax Work:
Email:	Mobile:

### APPLICANTS ADDITIONAL REQUEST

**PLEASE NOTE - Property Management Appointment Hours**  
**9:00 – 3:30pm Monday – Friday**

Email: [nikki@innerwestre.com.au](mailto:nikki@innerwestre.com.au) , [blake@innerwestre.com.au](mailto:blake@innerwestre.com.au)  
[www.baywest.com.au](http://www.baywest.com.au)

**\* ONLY FULLY COMPLETED APPLICATIONS WITH THE CORRECT ATTACHED DOCUMENTS  
 WILL BE PROCESSED \***

- \* The agent/owner has the right to accept or deny this application. No further discussion or correspondence will be entered into.
- \* Rent will be calculated on a weekly basis always.
- \* The property will remain on the market until an application has been approved and the deposit received.
- \* If the application is not accepted, all documents will be destroyed.
- \* Once approved and your application is accepted, all monies must be paid in full and monies cleared.
- \* You agree to take the property as it was inspected and this notice has been specially added for the parties, partners, children, relatives of the person or persons that inspected the property that are also being added to the lease or applying for the property with the person or persons that inspected the property.
- \* Keys will not be available for collection until the lease date and only during office hours of 9:00 till 3:30pm.
- \* All leases will be signed for at the office of Bay West Real Estate and keys handed over at the office of Bay West Real Estate. We do not meet tenants at properties to sign the lease. Appropriate appointment times for signing will be booked in with your agent prior to coming into the office.
- \* Please **DO NOT** apply for this property if you the applicant/ applicants will not allow the agents to do their regular scheduled work on behalf of the owner and agents manager which includes access to this property at appropriate times where and when needed. If you have a concern, please note it on the front page of this application in the box supplied.
- \* We do not accept transfer bonds.

### CURRENT EMPLOYMENT

Occupation:	Period of Employment:
Employer's Name:	Phone Numbers:
Employer's Address:	
Employment Status: Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual <input type="checkbox"/> Self- Employed <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/>	

### OCCUPANT(S) DETAILS

No of persons who will occupy premises: Adults	Children
Ages of Children:	Pets: Yes / No If Yes, number & type:
Smoker(s): Yes / No	

## Acknowledgements & Consents

Tenants are to be aware and agree that it is the tenant's responsibility to take out Insurance on your contents. Any insurance a landlord may have, does not cover Tenants possessions.	<input type="checkbox"/> YES
I/We understand that the Managing Agent will be doing <u>Periodic Inspections</u> of the property at the inspection day and time scheduled, I/We will allow the agent to do their inspection and take photos for agency and landlord records where needed which may include our personal items and furniture.	<input type="checkbox"/> YES
I/We agree that there could be video recordings taken at my Periodic Inspections for agency and landlord records	<input type="checkbox"/> YES
While a Periodic Inspection is being done on the property, all rooms must be available to view. All rooms must be UNLOCKED and accessible on Periodic Inspection day.	<input type="checkbox"/> YES
Tenants will agree and allow access to STRATA companies for building inspections and maintenance issues when required.	<input type="checkbox"/> YES
Tenants will agree and allow access to fire safety companies for audits of building inspections, fire alarm inspections and fire door inspections when required.	<input type="checkbox"/> YES
I Will look after the property while I am living there and keep it well maintained in a clean and tidy state at all times.	<input type="checkbox"/> YES
I will report all water leaks as soon as I see them and send a photo of the water leak or water stain as soon as possible to my property manager for appropriate action by approved Trades people.	<input type="checkbox"/> YES
<b>APPOINTMENT times are required to be made with your Property Manager or another member of the Bay West staff before coming into the office unannounced.</b>	<input type="checkbox"/> YES
Understand - Maintenance Requests need to be placed in writing via email, Bay West Website – <a href="http://www.baywest.com.au">www.baywest.com.au</a> or an appointment to be made in the office – Tenancy Maintenance form will need to be completed. Forms are available at our Bay West office.	<input type="checkbox"/> YES
<b>Tenants will agree and understand that under <u>NO circumstances</u> are they allowed to Paint any part of the property that they are leasing.</b>	<input type="checkbox"/> YES
<b>General &amp; Study Areas</b> All furniture – chairs, sofas etc. on <b>floorboards</b> need to have <u>protective floor covering or felt protectors</u> to minimise marking.	<input type="checkbox"/> YES
The property must be cleaned to a satisfactory standard to the same standard condition as the move in date on vacating the property, taking into account wear and tear. <b>IF BAYWEST REAL ESTATE NEEDS TO ORGANISE MAINTENANCE OR CLEANING e.g Cleaner, tradesperson, carpet cleaner, change light bulbs etc. an <u>additional 20% surcharge</u> WILL be charged to the initial cost.</b>	<input type="checkbox"/> YES

Why are you moving/ vacating the residential premises you are living in now?

If applicable

**REASON**

Have you been issued a termination notice from your landlord/ landlords agent?

YES  NO

**REASON**

Have you given sufficient notice to your landlord/ landlords agent on your intent to vacate the property you are living in now before applying for this property?

YES  NO

We DO NOT accept you splitting the rental payments with another person when your name is on the lease.  YES

TENANT – I am responsible to pay the FULL Weekly Rent in full by myself when my name is on the lease only and not share or split weekly rental payment to another person or persons that are not on the lease of the above property I am applying for.  YES

Please put your approximate net weekly income. \$.....

During my/our inspection of this property, I/we found it to be in very reasonable condition and have noted any requests or conditions pursuant to this application for tenancy in writing. (Space provided on first page of application). I/We agree to accept the property as inspected and no further requests are necessary or warranted.  YES

**I UNDERSTAND AND AGREE WITH EVERYTHING WRITTEN ON THIS APPLICATION.**

Signature: \_\_\_\_\_

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

**TENANT HISTORY**

Name of Present Landlord / Agent:

Phone Work:

Mobile:

Email:

Length of Time at Present Address:

Current Weekly Rent: \$ **per week**

Please supply previous residential address over the past/ last 5 years.

**Details**

**EMERGENCY CONTACT**

Full Name:	Relationship:
Present Address:	
Phone Home:	Phone Work:

Full Name:	Relationship:
Present Address:	
Phone Home:	Phone Work:

**Note: The Applicant acknowledges & consents to the Agent verifying personal, employment & tenant history references.**

**Thank you for choosing a Bay West property. Please complete this application thoroughly so we can process it as quickly as possible.**

Print Full Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**All documentation provided to Bay West Real Estate will be photocopied for our records.**

Please Note: Tenants are responsible for connecting services such as phone, electricity and gas as applicable. Bay West Real Estate or the property owners take no responsibility for the status of the telephone, gas or electricity connections. If a property is separately metered, the tenant will be charged for water usage. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, and the first two weeks rent.

I, the Applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned premises and wish to take a tenancy for such premises for a **period of \_\_\_\_\_ weeks**, at a **rental of \$ \_\_\_\_\_ per week** and that the rental to be paid is within my means. I undertake to pay a rental bond as requested before the signing of a Residential Tenancy Agreement.

I/We, TEAMRAFT PTY LTD trading as BAYWEST REAL ESTATE, the Real Estate Agents acting for the owner of the above premises, acknowledge receipt of the above application and if the applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement / Lease of the premises.

**THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:**

<b>100 POINTS OF IDENTIFICATION</b>			
<b>40 POINTS</b> <ul style="list-style-type: none"> <li>• Current Australian Driver's Licence</li> <li>• Current Rental Ledger</li> <li>• Proof of Age Card</li> <li>• Passport</li> </ul>	<b>20 POINTS</b> <ul style="list-style-type: none"> <li>• Medicare Card</li> <li>• Bank ATM Card</li> <li>• Credit Card</li> <li>• Bank Statement</li> <li>• Council Rate Notice</li> <li>• Vehicle Registration</li> </ul>	<b>10 POINTS</b> <ul style="list-style-type: none"> <li>• Telephone Bill</li> <li>• Current Payslip</li> <li>• Other Photo ID</li> <li>• Electricity Bill</li> <li>• Gas Bill</li> </ul>	<p>* You must meet at least <b>100 points of identification;</b> One of which must be photo identification. A photocopy of all the documents will be retained with this application.</p>

**\* IT IS THE APPLICANTS RESPONSIBILITY TO HAVE ALL IDENTIFICATION PHOTOCOPIED AND ATTACHED TO THE APPLICATION FORM \***

### Proof of Rental History

Last four rental receipts or printout of tenancy history / payments / ledger.

If you have had a private landlord, a copy of bond lodgement details from the rental bond board or copy of lease agreement is required.

### Proof of Current Address

Utility statements: i.e. telephone, gas, electricity, water rates, and council rates

### Proof of Income

3 previous pay slips

Bank statements

If self-employed – tax returns & business registration certificate

### References

**WRITTEN REFERENCES FROM PREVIOUS AGENT OR LANDLORD WOULD ASSIST**

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY? (Please tick)**

- innerwestrealestate.com.au
- baywest.com.au
- domain.com.au
- realestate.com.au
- innerwestre.com.au
- For lease signboard
- Office
- Referral

**PRIVACY POLICY**

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 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 application fails to comply with their obligations under that agreement, the facts 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 information is not provided, the agent may not be able to process the application and manage the tenancy.

**NOTICE TO PROSPECTIVE TENANTS**

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 service before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such serve points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Managing Agent/landlord: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

Property you are leasing: \_\_\_\_\_

Print full name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

January 2014 FTR72

# 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.



## 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 NSW Civil and Administrative 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](http://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.