



Residential Tenancy Application Form

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

Please take the time to read all the provided information set out in this application including the Privacy Policy. Longstaff Property Group will aim to process your application within (3) business days; however, we are unable to accept and process any uncomplete applications including those with missing documentations.

PLEASE NOTE, we are **not a walk-in office** your application will require scanning or emailing in the event you choose not to use our online application service.

PLEASE NOTE, Our agency will use the following tenancy database/s to check the rental history of each applicant – TICA phone 1902 220 346 (calls charged at \$5.45per minute higher from pay phone)

SUCCESSFUL APPLICATIONS

Should your application be successful, two (2) weeks rent must be paid and the Tenancy Agreement signed within 48 hours or been advised of your acceptance. Prior to Property and key handover, a full bond (equivalent of 4 weeks rent) is also to be paid. **PLEASE NOTE** we do **NOT** accept Bond Transfers.

If your bond is a Department of Housing Bond Loan, possession of the property will not be given until our office has received the Bond Loan verification and Signed FORM 2C.

REQUIRED Supporting Documentation/ 100 points of ID

70 points	40 points	25 Points
Passport	Australian Drivers Licence	Medicare card
Full Birth certificate	Student Id Card (photo)	Bank statement
Citizenship certificate	Proof of age card	Car registration certificate
	State/federal Government ID	Rates Notice
	Centrelink Health care card	Utilities bill/ elec/ phone
	Dept of Veterans Affairs Card	

Proof of income required:

Last 2 employment payslips

Bank statement of 8 week period from date of application

Centrelink Statement

Tax return or accountant letter if self employed

PLEASE NOTE, each applicant must supply above supporting documentation.



Application for Tenancy

- I declare that the information I have provided on this application is True and Correct.
- I consent to this application being verified and to the access of the Tenancy Information Centre of Australia and National database record for information about my Tenancy history.
- I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Lessor of the property for consideration.
- I declare that I am not bankrupt or recently discharged bankrupt.
- I declare I authorise Acting agent of Longstaff property group to conduct reference checks with my employers, previous agents, and family if relevant.

I have inspected the property been address _____
 and with to apply for a Tenancy for a period of _____ months. I accept the rental amount of \$ _____ per week and wish to commence the lease on ____/____/____.

Name:	Signature:	Phone:
Name:	Signature:	Phone:

Authority/ Disclaimer

I the said applicant do solemnly and honestly declare that the information contained in this application is true and that all the information was given of my own free will. I further authorise the letting agent Longstaff Property Group to contact and conduct further enquiries and or searches about myself, the information I have supplied, and the references provided in this application.

I the said applicant do solemnly and honestly declare that I am over 18 years of age and are eligible to enter this agreement. I the said applicant do solemnly declare.

- I have inspected the property located at _____
 _____ in person or via virtual walk through with agent (please circle).
- I have of my own accord decided that I wish to rent the mentioned property commencing on ____/____/____ or as agreed with agent as close to this date for a period of _____ months.
- I have been informed, understand, and agree that the weekly rental price of property _____ is \$ _____ per week and that the rental is within my means to support.
- I have been informed, understand, and agree the rental amount for the mentioned property is to be paid on the said day nominated on the General Tenancy Agreement and is to be always 2 weeks ahead, at all times.
- I have been informed, understand, and agree that the bond is for the mentioned property will be the amount of \$ _____ and I further agree to pay the bond amount upon



signing the General Tenancy Agreement. I further recognise and understand Longstaff property Group will attend the details regarding lodgement of rental bond with the proper authorities.

Name:	Signature:	- / /
Name:	Signature:	/ /

Privacy Act Acknowledgement Form for Tenant Applicants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles Act 1988, and seeks your consent to disclose to TICCA Default Tenancy Control Pty Ltd and Barclay Data base in specified circumstances. If you do not consent to the disclosure of your personal information to Tica we cannot process your application.

Member Name- Longstaff Property Group Phone 0419 015 707 Email- christina@longstaffpropertygroup.com.au, As a professional asset manager we collect personal information about you. The information we collect can be accessed by you via 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 we disclose your information to:

1. The Lessor/ owners for approval or rejection of your application of you application
2. Tica Default Tenancy Control PTY LTD to assess the risk to our clients and verify details provided
3. Referees to validate information supplied in your application
4. Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

During and after the Tenancy we may need to disclose your personal information to

1. Trades people to contact you for repairs and maintenance of property.
2. Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
3. Refer to Debt Collection Agencies where Tribunal and Court orders have been awarded.
4. Refer to Tica Default Tenancy Control to record details of your Tenancy history.
5. Refer to the Lessors/ Owners insurer in the event of an insurance claim.
6. To provide future references to other asset managers or agents.



If you fail to provide your personal information and do not consent to the uses set out above, we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we cannot provide you with the property you requested to rent.

TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

Tica Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenant's personal information from its members including Tenancy application inquiries and tenancy history. In accordance with the National PRIVACY Principles you are entitled to have access to any personal information that we hold on any of our data base. To obtain your information from TICA Default Tenancy Control PTY LTD proof of identity will be required and can be made in any of the following ways, Phone 190 222 0346 calls are charged at \$4.40 per minute including GST (higher from pay phone or mobile) Mail TICA Public Inquires PO BOX 120, Concord NSW 2137 a fee of \$8.80 plus stamped self-addressed envelope is required.

Processing an Application

In most instances, we are able to process your application within 24 hours and advise you by either telephone or email. If we are unable to contact all of your referees, this process may take longer.

Payment of Rent and Bond

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks rents as bond. If your weekly rent is more than \$700 per week, the bond requirement may vary. All monies must be paid in clear funds. We accept 2 forms of payment methods. (1) Direct transfer (internet) (2) Bank deposit. This will be discussed with you when signing your Tenancy Agreement.

Signing of the Tenancy Agreement

All occupants must sign the Tenancy Agreement prior to receiving the keys. The keys will not be released unless all occupants have signed the tenancy agreement, shown photo identification and paid all monies in cleared funds in full. (24 hours of approval to pay funds and return fully signed lease) If you can not electronically sign lease please contact us to make an appointment for signing.

Electricity connections / Telephone connections

It is the tenant responsibility to connect the electricity, gas and phone and to ensure that it is disconnected at the end of the tenancy. All connection costs are the responsibility of the tenant property manager will read water meter and note for water expenses to tenant.

Condition Reports / Inventory

When you move into the property, be very particular with the condition report and inventory to make sure you mark down anything not already outlined on the reports. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the condition report and inventory to our office within 3 days of moving into the property signed...



Contact details.

It is the tenant's responsibility to notify our office of their new phone number or email asap. We require your details in the event that repairs need to be carried out or in the case of an emergency. We are an agency that strongly communicates with email and our tenant portal, so these details are important for us to have updated. Should your work telephone number or mobile number change, we must also be notified.

Tenant Default Agency

Our office is a member of the TICA Group, which is a tenant default agency. Should you default your rent or breach a term of your tenancy agreement, the details will be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent / tenant relationship, and we will only take this course of action when necessary. If you experience financial hardship throughout the tenancy, it is imperative that you contact our office to discuss the matter in further detail.

How many tenants will occupy the property? Adults _____ Children _____ Ages of Children _____

Applicant Name _____

Are you applying with additional applicants Yes / No

Name of applicants _____

Please note each applicant must complete their own application.

Date Of Birth _____

Phone _____

Email _____

Current address _____

Current rent amount _____ Length of time at property _____

Why are you leaving? _____

Agent/ Owner Name _____ Contact number _____

Email address _____



Previous Address _____

Rent amount _____ Length of time at property _____

Why did you leave? _____

Agent/ Owner Name _____ Contact number _____

Email address _____

Are you employed ? Y / N If no do you receive Centrelink payment Y/ N type _____

Current employer Name _____

Time with employer _____ What is your employment status _____

Nett weekly income _____ Employer Phone number _____

Employer email address _____

Previous Employer name _____

Time with employer _____ What is your employment status _____

Nett weekly income _____ Employer Phone number _____

Employer email address _____

Will there be any pets at the property? Yes / No

If yes, Number of pets: _____

Age of pets: _____

Type & breed: _____

The tenant agrees that it will become a condition of the tenancy agreement that upon vacating, you will be responsible for the pest control of fleas inside and outside of the property (Pest Control company must provide 3 month warranty) and to make good any damage caused by the pet including any holes and/or worn out lawn areas. The tenant agrees, that should there be evidence of pet urine smells in the property, it will be professionally treated (cleaned and deodorised) or in extreme cases the carpet underlay will be replaced in effected areas. The tenant accepts full responsibility for any animal that the tenant brings or allows upon the rented premises with or without the consent of the Lessor/agent and will be solely liable for all loss and damage or injury suffered by any person, caused by any such animal. If any action is brought against the Lessor/agent by any person, despite the tenant being responsible as foresaid, the tenant will indemnify and hold harmless the Lessor/agent from any claim, action, suit or demand bought against it/them by any person injured by such animal

