

Tenancy Application Form

For your application to be processed you must answer all questions

Each adult occupant must complete a separate application form

A. AGENT DETAILS

Attention: Shiraz Manoukian
Phone: 0423 152 272
E-mail: shiraz@sohoproperty.com.au

Post: PO.BOX 770 Milsons Point
NSW 1565

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

	Postcode

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

	Years		Months
--	-------	--	--------

4. How many people will normally occupy the property?

	Adults		Children
--	--------	--	----------

5. Property rental

	Per week OR		Per month
--	-------------	--	-----------

C. PERSONAL DETAILS

6. Please give us your details

Mr. Ms Miss Mrs. Other

Surname	Given name/s

Date of Birth

--

Driver's licence no.	Driver's licence state

Passport no.	Passport country

Pension no. (If applicable)	Pension type (if applicable)

7. Please provide your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address

--

8. What is your current address?

	Postcode

D. CONTACTS

9. Please provide a contact in case of emergency

Surname	Given name/s

Relationship to you	Phone no.

E. REFERENCES

10. Please provide two personal references (not related to you)

1. Surname	Given name/s

Relationship to you	Phone no.

2. Surname	Given name/s

Relationship to you	Phone no.

PAYING RENT:

WE ACCEPT RENTAL PAYMENTS VIA EFT



WE WILL PROVIDE YOU WITH OUR TRUST BANK ACCOUNT DETAILS UPON SIGNING A LEASE

Signature of Applicant:

F. PAYMENT DETAILS

MONEY REQUIRED UPON SIGNING THE LEASE

A DEPOSIT CAN ONLY BE PAID AFTER YOUR APPLICATION HAS BEEN ACCEPTED

PLEASE COMPLETE YOUR OFFER TO LEASE

RENT IN ADVANCE (minimum 2 weeks)	
-----------------------------------	--

+	
LEASE PREPARATION FEE	NIL

TOTAL (by way of bank cheque)		<u>Cheque 1</u>
In the name off:		
(SOHO PROPERTY GROUP)		

+		<u>Cheque 2</u>
BOND (4 weeks rent)		<u>Cheque 2</u>
(by way of bank cheque)		

In the name off: (The department of fair trading – Bond board)

Signature of Applicant	Date
X	----/--/--

By law a minimum of 2 weeks rent in advance is required and 4 weeks rent for Bond is needed upon signing a lease.

N.B. All pages of this application must be completed

G. APPLICANT HISTORY

11. How long have you lived at your current address?

	Years		Months
--	-------	--	--------

12. Why are you leaving this address?

13. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

	\$	
--	----	--

14. What was your previous residential address?

Postcode

15. How long did you live at this address?

	Years		Months
--	-------	--	--------

16. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

	\$	
--	----	--

Was bond refunded in full?

If not why not?

--	--

H. EMPLOYMENT HISTORY

17. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

--	--

Length of employment

Net income?

	Years		Months	\$	
--	-------	--	--------	----	--

18. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

	Years		Months	\$	
--	-------	--	--------	----	--

I. Please provide details of any pets

Breed / type

Council registration / number

1.

2.

J. NOTICE TO ALL TENANCY APPLICANTS

Before any application will be accepted, each applicant must achieve a minimum of 100 points for identification purposes. Faxed or scanned copies are acceptable to process the application, but original documents must be provided prior to signing a lease.

At least one of the following items are essential

Driver license	20 points
----------------	-----------

Current Passport	20 points
------------------	-----------

Proof of Age Card	20 points
-------------------	-----------

Other: These are some examples of additional paperwork that could be submitted. The more information you provide the stronger your application.

Tenancy History Ledger	30 points
------------------------	-----------

Rental Bond Receipt	20 points
---------------------	-----------

Copy of birth certificate	20 points
---------------------------	-----------

Last four rent receipts	20 points
-------------------------	-----------

Copy of utility invoices	10 points
--------------------------	-----------

Vehicle registration papers	10 points
-----------------------------	-----------

Medicare Card	10 points
---------------	-----------

Pay Advice	10 points
------------	-----------

Bank/Credit Card Statements	10 points
-----------------------------	-----------

Should you not be able to meet the above criteria please speak to the Property Manager

IMPORTANT NOTE: Rents are advertised as a weekly figure for comparative purposes only. All rents are due & payable as a monthly amount, unless requested otherwise. To calculate the monthly rental figure, use the following calculation: Weekly rent divided by 7 to get the daily rate. Daily rate x 365 to get the yearly rate. Yearly rate divided by 12 to get the monthly rate.

K. RESERVATION

Complete this section if you intend to reserve the property for a period of time
Applicants may only put a deposit after our office advises that the landlord has accepted your application

RESERVATION FEE

RESERVATION PERIOD

\$	One week
----	----------

Seven Days

The Landlord's Agent undertakes:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to enter into a residential tenancy agreement;
- (d) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Applicant

Date

X

----/----/----

N.B. All Pages of this application must be completed

PRIVACY STATEMENT – DECLARATION

- (1) Soho Property Group collects and uses personal information provided by you as Applicant to assess your application for a residential tenancy and provide services required by you and your Landlord to establish a tenancy as well during the tenancy.
- (2) You, as Applicant agree that Soho Property Group may, subject to the privacy Act 1988 (CTH) where applicable, collect, use and disclose personal information to:
 - (a) The landlord of the premises to which this application applies, and/or
 - (b) Tenancy databases (subject to the provisions of Division 2 of the Residential Tenancies Act 2010), and/or
 - (c) Nominated Referees to confirm information provided by you, and/or
 - (d) Tradespeople and similar contractors engaged by the Landlord/Landlord's Agent in order to facilitate the carrying out of work with respect to the premises, and or,
 - (e) The Landlord's insurer(s), authorised real estate personnel, courts and tribunals, collection agencies and other third parties as may be required our Agency relating to the administration of the premises, your tenancy and use of our services, and or
 - (f)

I understand this Agent is a member of Trading Reference Australia Pty. Ltd. (herein referred to as TRA) and TICA Default Tenancy Control Pty. Ltd. (herein referred to as TICA) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA & TICA for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA & TICA.

I acknowledge that if I am currently listed as a defaulter with TRA & TICA, this Agency/landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA & TICA until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/landlord, and I hereby authorise this Agent to provide information about me to TRA & TICA in connection with that listing.

I acknowledge that information provided to TRA & TICA by these authorities given by me may be available to:

- a) Real Estate Agents and Landlords to assist them in evaluating applications for lease.
- b) Video stores to evaluate applications for membership.
- c) Real Estate Agents, Landlords, Video Stores and other persons or institutions for the purpose of locating me.

Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step, which the former agent could have taken.

(If more than one applicant, "It" means "We" in this form)

PRINT NAME:

SIGNATURE: DATE: