

# Application Form

For your application to be processed you must answer all questions (including the reverse side)

<b>A. AGENT DETAILS</b>	
<b>Paul Jones First National</b>	
1. Address: 39 Berowra Waters Road, Berowra NSW 2081	
Phone no: 02 9456 1333 Fax no: 02 94562459 Email address: <a href="mailto:mail@pjberowra.com.au">mail@pjberowra.com.au</a>	
<b>B. PROPERTY DETAILS</b>	
2. What is the address of the property you would like to rent?	
<input type="text"/> <input type="text"/> Postcode	
3. Lease commencement date?	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
4. Lease term?	
<input type="text"/> Years	<input type="text"/> Months
5. How many people will normally occupy the property?	
<input type="text"/> Adults	<input type="text"/> Children
<b>C. PERSONAL DETAILS</b>	
6. Please give us your details	
Mr. <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other <input type="checkbox"/>
Surname	Given name/s
<input type="text"/>	
Date of Birth	
<input type="text"/>	
Driver's license no.	Driver's license state
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension no. (If applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>
7. Please provide your contact details	
Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
8. What is your current address?	
<input type="text"/> <input type="text"/> Postcode	

<b>D. UTILITY CONNECTIONS</b>	
ID: FNHRN	
If you would like assistance, (at no additional charge) with the connection of telephone, electricity and gas (if applicable) to your new home then tick the box below. UtilityOne will then contact you and explain the details of the services available.	
9. Please contact me regarding CONNECTION of my utilities <input type="checkbox"/>	
Utility connection services are provided by: <b>UTILITYONE</b>	
Phone: 13 18 19	Email: <a href="mailto:contact@utilityone.com.au">contact@utilityone.com.au</a>
Fax: 1300 73 18 19	Web: <a href="http://www.utilityone.com.au">www.utilityone.com.au</a>
If the box in this section is ticked, UtilityOne will use the information on this page to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). All details on this page must be completed for the service to be provided. Personal information collected by UtilityOne may be accessed by contacting UtilityOne using the contact details above. Normal service provider fees or bonds may apply.	
<b>E. DECLARATION</b>	
I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section J.	
I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.	
I authorize the Agent to obtain personal information from: (a) The owner or the Agent of my current or previous residence; (b) My personal referees and employer/s; (c) Any record, listing or database of defaults by tenants; If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.	
I am aware that the Agent will use and disclose my personal information in order to (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow organizations/tradespeople to contact me (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable)	
I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.	
If Section D is completed, I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and UtilityOne may receive a fee/benefit from a service provider in relation to the connection of a utility service.	
Signature	Date
<input type="text"/>	<input type="text"/>
<b>NOTICE: Section 42A</b> If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.	

**N.B. Both sides of this application must be completed**

Property manager name	<input type="text"/>
Application faxed to UtilityOne (if required)	<input type="checkbox"/>

**F. APPLICANT HISTORY**

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

	Years		Months
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11. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

13. What was your previous residential address?

  
  


Postcode

14. How long did you live at this address?

	Years		Months
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15. 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?


**G. EMPLOYMENT HISTORY**

16. 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
--	-------	--	--------

\$

17. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

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

\$

**H. CONTACTS / REFERENCES**

18. Please provide a contact in case of emergency

Surname

Given name/s



Relationship to you

Phone no.



19. 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.


**I. OTHER INFORMATION**

20. Car Registration

21. Please provide details of any pets:

Breed / type Council registration / number

1.

2.

21. Smokers? (Please Circle One)

Yes

No

**J. PAYMENT DETAILS**

Property rental

\$	Per week OR	\$	per month
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First payment of rent in advance

\$

Rental bond (4 weeks rent)

\$

Tenant's share of cost of preparing tenancy agreement

\$

Sub Total

\$

Less: deduct Reservation Fee (see below)

\$

Amount payable on signing tenancy agreement  
(Cash or bank cheque only)

\$

**K. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE

RESERVATION PERIOD

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 entry 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 the Landlords agent

Date

X

**L. 100 POINT CHECK**

In order for your application to be processed you must provide 100 points (minimum) of identification, one of which must be photo ID. The following documents are acceptable.

Drivers license (40 pts)	_____	Previous 2 rent receipts (20 pts)	_____
Passport (40 pts)	_____	Employment reference on letterhead (20 pts)	_____
Birth certificate (certified copy) (30pts)	_____	Motor vehicle registration (10 pts)	_____
Other Photo ID (30 pts)	_____	Bank statement (10 pts)	_____
Current wages advice (20 pts)	_____	Telstra account (10pts)	_____
Previous landlord reference (20 pts)	_____	Electricity account (10pts)	_____