

Prior to any application(s) being considered the property must be inspected by one of the applicants; each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties providing this identification please advise us prior to completing.

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

100 IDENTIFICATION CHECKLIST

*Note : You MUST have ALL of the documents that are listed with a * next to the points*

• Current Drivers licence OR Current Passport OR Proof of Age Card	30 Points*
• Bank OR credit card statement	15 Points*
• Tenancy History Ledger OR Mortgage repayment statement	30 Points*
• If renting privately reference MUST be provided in writing	
• Previous tenancy agreement	20 Points
• Rental bond receipt	20 Points
• Pay advice (previous 2) OR letter from employer OR Centrelink payment advice	15 Points*
• Copy of business registration paper and last 2 years tax returns if self employed	15 Points*
• Motor vehicle registration	15 Points
• Telephone account	15 Points
• Electricity account	15 Points
• Gas Account	15 Points
• Pension card	15 Points
• Council OR water rates	15 Points
• Health care card	15 Points
• Medicare card	10 Points
• Birth certificate	10 Points

If your application is successful, the following is required upon signing a lease:

- 2 weeks rent (the holding deposit will be used as first weeks rent)
- 4 weeks bond - which is required to be paid online to the rental bond board

(You will be sent an email link to pay this after the holding deposit is paid)

The 2 weeks rent can be paid via bank transfer or in our office by Eftpos, Money Order, Bank Cheque or Credit Card with a 1% surcharge.
(Please Note : Eftpos ONLY available at Leumeah and Glenfield Offices)

PLEASE NOTE:

If an applicant is accepted, a reservation fee of one (1) weeks rent is required in the form of a bank cheque, money order OR Eftpos (if available) within 24 hours.

All applicants for tenancy are referred to NTD, TICA and TRA for a tenancy check.

- Rent will be direct debited from your nominated bank account on the Friday of every week.
 - Water usage will be direct debited after 21 days of being posted out to tenant.
- Please note in new properties the landlord is NOT responsible for connection of telephone and TV antenna.

My Property Consultants

ABN: 31 089 556 847

• 110 Argyle Street, Camden	4655 4288
• Shop 19 Marketfair Shopping Ctr, Campbelltown	4622 1133
• Shop 5-6 Hosking Crescent, Glenfield	9618 5144
• 6 O'Sullivan Road, Leumeah	4628 2011
• 1/100 Argyle Street, Picton	4651 2555

mypropertyconsultants.com.au



A. AGENT DETAILS

My Property Consultants

- CAMDEN
- CAMPBELLTOWN
- GLENFIELD
- LEUMEAH
- PICTON

B. PROPERTY DETAILS

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

2. Lease commencement date?

3. Lease term? Rent per week?

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

4. How many tenants will occupy the property?

Adults	Children	Ages
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C. PERSONAL DETAILS

5. Please provide your details.

Please circle.
Mr/Mrs/Miss/Ms/Other

Surname

Given Name(s)

Date of birth

Medicare Card No./Ref. No.

Drivers Licence/ NSW Card No.

Drivers Licence State/Expiry Date

Passport No.

Country Of Issue/ Expiry Date

Pension No. (If applicable)

Pension Type (If applicable)

Home Ph No.

Mobile No.

Work Ph No.

Email address



D. PRIVACY DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the agent.

Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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 that I am not bankrupt.

I authorize the agent to obtain personal information from:

- the owner or the agent of my current or previous residence;
- my personal referees and employers
- any record listing or database by defaults of tenants; If I default under a rental agreement, I agree that 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 to:

- communicate with the owner and select a tenant
- prepare lease tenancy documents
- allow trades people or equivalent organization contact me
- lodge / claim / transfer a Bond authority
- refer to Tribunals / Courts & Statutory Authorities (where applicable)
- refer to collection agents / lawyers (where applicable)
- Complete a tenancy check with NTD (National Tenancy Database) T.I.C.A (TICA Default Tenancy Control Pty Ltd) and T.R.A (TenantsReference Australia) (TenantsReference Australia)

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 my personal information on the contact details above.

Signature:

E. APPLICANTS HISTORY

6. What is your current address?

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

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

8. Why are you leaving this address?

9. Landlord/Rental OR sales agent details of the property?

Landlord/ Agents Ph No.

Weekly rent paid?

 \$

10. What was your previous residential address?

11. How long did you live at this address?

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

12. Landlord/Rental OR sales agent details of the property?

Landlord/ Agents Ph No.

Weekly rent paid?

Was bond refunded in full?

If not, why not?

F. EMPLOYMENT HISTORY

13. What is your occupation?

What is the nature of your employment? (fulltime/parttime/casual)

Employers Name (accountant details if self employed)

ABN No. and Company Name

Employers Address

Contact Name

Phone No.

Length of employment

Net income (weekly)

14. Please provide your previous employment details
Occupation?

Employers Name (accountant details if self employed)

Phone No.

Net income (weekly)

Length of employment

G. CONTACTS / REFERENCES

16. Please provide a contact in case of an emergency

Surname

Given Name(s)

Relationship to you

Phone No.

17. Please provide 2 personal references (Not related to you and not applying)

Full Name

Phone No.

Full Name

Phone No.

H. OTHER DETAILS

18. Please provide details of any pets
Breed/type?

Registration No.

Breed/type?

Registration No.

19. Are any of the applicants smokers? (Please Circle) Yes/No

H. CENTRELINK DETAILS (IF APPLICABLE)

20. Please provide details of any Centrelink or any other Benefits (if applicable)

Centrelink CRN No.

Payment Frequency

Payment Type

Amount of income

I. RESERVATION

Once the Application is approved, I agree to the following:

(a) The Reservation fee of \$, is equivalent to one weeks rent to reserve the premises in your favour for the period of seven days

(b) That the reservation fee will be banked into a trust account and any refund given will be by way of Cheque.

(c) The reservation fee will be paid towards the first weeks rent.

(d) That should the applicant decide not to proceed, the landlord has the right to retain the whole Reservation Fee.

During my inspection of this property I found it to be in a reasonable condition yes no

If "No", I believe the following items below should be attended to prior to the commencement of the tenancy. I do acknowledge that these items are subject to the Landlords approval.

Signature of Applicant

Please ...
SIGN HERE

Date:

 my Property Consultants



This office utilises the National Tenancy Database, TICA and TRA for tenant screening purposes, including online identity verification. In accordance with current rental legislation if a breach or default occurs under your rental agreement, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties.

National Tenancy Database (Ntd)

If you have any questions relating to this service or information held by the National Tenancy Database you should contact them directly on 1300 563 826.

TICA

Further Information About TICA Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346

TRA

Further Information About TRA Can be found on our website www.tradingreference.com.au. OR by calling TRA on (02) 9363 9244