

**NOBLE REALTY  
6555 9415**

**TENANT APPLICATION INFORMATION**

**Applications will not be processed unless all information is supplied  
Each applicant must complete a separate application**

**WHAT YOU NEED !!**

**PHOTO IDENTIFICATION**

When returning your application, you **must** submit a form of photo identification.

**REQUIRED SUPPORTING DOCUMENTS**

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

**100-POINT IDENTIFICATION CHECK**

**Please speak with the Property Manager should you be unable to meet the 100-point check criteria**

50 points Previous Rent Ledgers

30 points Passport

30 points Driver's Licence

20 points Birth Certificate

20 points Min. 2 references from previous Agent/Lessor

20 points Current Motor Vehicle Rego Papers

10 points Copy of Telstra/Country Energy/Gas Account

10 points Other Identification

**Applications will not be processed unless  
all information is supplied.**

**Each applicant must complete a separate  
application.**

**OFFICE USE:** Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ Rent \$ \_\_\_\_\_ Bond \$ \_\_\_\_\_

# APPLICATION MUST BE COMPLETED IN FULL

## APPLICANT'S DETAILS

Name	D.O.B. / /	
Are you known by another name		
Contact No. Home	Work	Mobile
Email Address		Fax No
Number of dependants to reside in property		Total occupants
Age of dependants		(You must list ALL occupants names below)
Car Registration	Driver's Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID
No. of cars to be kept at property	Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No		
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number Type and Breed
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		
If the property has a pool – Have you cared for a pool previously? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold		
Address	Phone	
Period of occupancy / / to / /	Reason for leaving	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

## PREVIOUS ACCOMMODATION DETAILS IF ABOVE IS LESS THAN 5 YEARS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold		
Address	Phone	
Period of occupancy / / to / /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

**PERSONAL REFERENCES** – Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of kin or other person to contact in case of an emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**INCOME DETAILS** – ALL INCOME IS (NETT) OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual    (        hours per week)	
If less than 6 months    Previous Employer	
Occupation	Period of employment
Address	Phone                      Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual    (        hours per week)	

**SMOKING CLAUSE**

**Acknowledged**  Yes  No

It is our company policy that no smoking is permitted inside the property due to health and safety and fire risks.

**PROCESSING AN APPLICATION**

**Acknowledged**  Yes  No

In most instances, we are able to process your application within 48 Hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer. If, the applicant is declined, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

**QUESTION**

Have you ever been evicted or are you in debt to another Lessor or Agent?  Yes  No

If yes, give details \_\_\_\_\_

I, the applicant, accept the property in its present condition  Yes  No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details \_\_\_\_\_

**OFFICE USE ONLY (photocopy for tenant):**

- Application signed and all details complete     TICA check: Listed  Yes  No
- Photocopy Tenants ID  100 point check     Approved:  Yes  No  Lessor Approved
- Tenant Advised – request 2 week rent     Enter tenant name and start date to computer

# TERMS AND CONDITIONS AUTHORITY AND PRIVACY DISCLAIMER

Applicant's Name: \_\_\_\_\_

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I, the applicant, understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months/years from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_.

I, the applicant, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's creditworthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches that may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, creditworthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third-party operators of tenant default registry agents and/or other agents.

Once the application has been approved I agree to pay a minimum of the first **TWO** weeks rent to secure the property. In this instance that being \$\_\_\_\_\_. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST TWO WEEKS RENT AND THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful and acceptance is communicated and the first weeks rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding. I will make an appointment for the signing of the documents.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of. I hereby give my authority for you to obtain references.

**I hereby give my authority for any previous landlord/agent to give reference details to Noble Realty in order to process this application.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AGENT to witness \_\_\_\_\_ DATE \_\_\_\_\_