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**PROPERTY DETAILS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RENT amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you inspected the property? YES NO - (**Application cannot be processed until an inspection is conducted**)

Thank you for applying and please complete the application with all the necessary information plus correct contact numbers.

The following details will greatly assist in processing your application. Please () applicable sections once completed.

The attached documents are copies and are non-refundable as they are required for the 100 point identity checks.

Applicant 1 Applicant 2

 Proof of identity (Drivers licence(s), / Passport(s) / Birth Certificate(s) / Other photo ID(s) 30 pts

 Proof of income(s) - recent payslips / current Centrelink statements / Current bank statement(s) 30 pts

 Current tenancy ledger – last 4 rent payment receipts + Medicare card 40 pts

 Phone / electricity / gas bills showing your current address. 20 pts

 I have read the terms and conditions and signed the application form

 YOUR preferred lease term \_\_\_\_\_\_ months Preferred starting date (if known) : \_\_\_\_ / \_\_\_\_\_ / 2022

**Vacating notice period** you must give your current landlord / agent - None14 days  21 days Other 

Number of persons to occupy the property: Adults + Children Ages \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Do you have pets? NO YES Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DETAILS - APPLICANT (1).** Mr  Mrs  Ms  Miss \_\_\_\_\_\_\_\_\_ 

**Surname**  **Given names** **Date of Birth Drivers licence number State**

Passport number Passport country Pension card number Other

Contact details Phone Mobile Email

**CURRENT** address YRS Months

Reason for leaving? Agent / landlord

Agents / Landlord contact details Email

**PREVIOUS address** YRS Months

Agents / Landlord contact details Email

**EMPLOYMENT DETAILS** - Full time  Part time  Casual TERM YRS Months

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employers name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **INCOME per week (after tax)** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREVIOUS employer** - Full time  Part time  Casual TERM YRS Months

Employers name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACTS** **(*not living with you*)**

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

**REFERENCES** – Please supply personal/ business references

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

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

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**PERSONAL DETAILS - APPLICANT (2).** Mr  Mrs  Ms  Miss \_\_\_\_\_\_\_\_\_ 

**Surname**  **Given names** Date of Birth Drivers licence number State

Passport number Passport country Pension card number Other

Contact details Phone Mobile Email

**CURRENT** address YRS Months

Reason for leaving ? Agent / landlord

Agents / Landlord contact details Email

**PREVIOUS** address YRS Months

Agents / Landlord contact details Email

**EMPLOYMENT DETAILS** - Full time  Part time  Casual TERM YRS Months

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employers name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **INCOME per week (after tax)** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREVIOUS employer** - Full time  Part time  Casual TERM YRS Months

Employers name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACTS** **(*not living with you*)**

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

**REFERENCES** – Please supply personal/ business references

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

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

**APPLICANTS 1 and 2**

**Is supplied information** **correct WITHOUT ANY GAPS** in either addresses or employment details? YES NO

**DRIVERS LICENCE** show the **current address**? YES  NO  why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ***been evicted*** by a landlord or agent? NO  YES  Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever had an application declined? NOYES 

Are you currently ***in debt*** to a landlord or agent? NOYES  Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you attended any Tribunal hearings? NOYES  Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Have you had a ***termination notice issued***? NOYES  Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF **Swimming pool** at property – have you maintained a pool and know what is required? YES NO

**---------------------------------- ENTRY COSTS** (if application approved) ------------------------------------------------------

HOLDING FEE once application approved $ \_\_\_\_\_\_\_\_\_\_\_ becomes 1st weeks rent if you proceed

2nd weeks rent (before lease signed) $ \_\_\_\_\_\_\_\_\_\_\_

Bond $ \_\_\_\_\_\_\_\_\_\_\_\_ (Bond will be paid direct to the Rental Bond Board)

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**Is there any ADDITIONAL information that you wish to advise with this application ? NO**

**YES**  *Details* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION TERMS and CONDITIONS / PRIVACY NOTICE**

**Applicants NAMES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please ensure you fully completed this application. Any false information WILL jeopardise the success of your application.

The completion of this application **does not constitute an offer or acceptance of your application**.

1. No application will be considered unless the intending tenant **has completed** an inspection of the proposed property with a member of the staff.
2. We require identification documentation to accompany this application. *The full lists of such documents are located at the bottom of this application.*
3. Upon Landlords approval of your application, a *holding fee will be required to take the property off the market*. **The holding fee is non-refundable under certain conditions.**
4. The agent reserves the right to accept more than one application on any one property. No property will be removed from our list of available properties unless the holding fee is paid and/or the tenancy agreement is duly signed and all rents, bonds are paid in accordance with this agreement.
5. Upon approval of your application a copy (if requested) of this completed application form may be provided to the landlord for his / her records.

**DECLARATION by ALL APPLICANTS**

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 am not bankrupt.

I/ We authorise the Agent to obtain / supply personal information from or to:

(a) The owner or the Agent (s) of my current or previous residence; (b) My personal referees and employer/s;

(c) Any record listing or database of defaults by tenants; (d) Submit supply a copy of the application / ledger

 to the landlord (if requested)

 **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 in order to:

(a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents

(c) allow trades people or equivalent organisations to contact me (d) lodge/claim/transfer to/from a Bond Authority

(e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (g) complete a credit check with necessary databases

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.

I / We acknowledge and affirm that I / We have read and understood all the information provided in this application.

I / We further acknowledge that Benchmark National BANKSTOWN accepts rent payments from nominated sources outlined in the tenancy agreement.

I / We further agree that my / our current / previous agent can provide all information pertaining to my/ our current/ previous tenancy including but not limited to rent ledgers and condition reports.

**ALL applicants** to SIGN HERE X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022