

# BENCHMARK NATIONAL



**Residential  
Tenancy  
Application**

**BENCHMARK NATIONAL MOOREBANK**  
43 Stockton Avenue Moorebank NSW 2170  
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# BENCHMARK NATIONAL

Address of premises applying for: \_\_\_\_\_

Name of First Applicant: \_\_\_\_\_ Date application submitted: \_\_\_\_\_

Email for first point of contact: \_\_\_\_\_

## VERY IMPORTANT- PLEASE READ

- 1) **Complete this form accurately, neatly & complete ALL sections.**
- 2) **Attach photocopies of relevant identification documents. Photo ID should be in colour. We will not make photocopies.**
- 3) **Submit to our office by bringing in, faxing or emailing. See contact details on the cover page.**
- 4) **You will be notified ONLY if you are the successful applicant. This can take up to 5 working days from submission. If you do not hear within that time you have not been successful.**
- 5) **If approved, you will receive further instruction of what comes next. See General Terms of Pre-Tenancy on the last page for some of those details.**

## 100 POINTS OF IDENTIFICATION

Prior to any Application being considered each applicant is required to produce sufficient identification, which totals at least 100 points.

**An application is automatically unsuccessful without:**

- At least 100 points per applicant.
- Each of the Mandatory ID.

MANDATORY ID (Must include)		
POINTS	ITEM	APPLICANT ✓
30	Drivers Licence and/or Passport (if applicable)	1 <input type="checkbox"/> 2 <input type="checkbox"/>
30	Proof of age/other photo ID card	1 <input type="checkbox"/> 2 <input type="checkbox"/>
15	Pay Advice/Letter or statement	1 <input type="checkbox"/> 2 <input type="checkbox"/>
15	Bank or Credit Card Statement	1 <input type="checkbox"/> 2 <input type="checkbox"/>
15	Utility Bill (in your name)	1 <input type="checkbox"/> 2 <input type="checkbox"/>
20	Tenancy Ledger (if applicable)	1 <input type="checkbox"/> 2 <input type="checkbox"/>
<b>APPLICANT 1 TOTAL POINTS</b> (Mandatory + Additional)		
<b>APPLICANT 2 TOTAL POINTS</b> (Mandatory + Additional)		

Choose from the following for ADDITIONAL points		
POINTS	ITEM	APPLICANT ✓
20	Previous Tenancy Agreement	1 <input type="checkbox"/> 2 <input type="checkbox"/>
20	Rental Bond Receipt	1 <input type="checkbox"/> 2 <input type="checkbox"/>
15	Motor Vehicle Registration	1 <input type="checkbox"/> 2 <input type="checkbox"/>
15	Pension / Student Card	1 <input type="checkbox"/> 2 <input type="checkbox"/>
15	Key Card or Credit Card	1 <input type="checkbox"/> 2 <input type="checkbox"/>
15	Health Care Card	1 <input type="checkbox"/> 2 <input type="checkbox"/>
10	Medicare Card	1 <input type="checkbox"/> 2 <input type="checkbox"/>
10	Birth Certificate or Australian Citizen Certificate	1 <input type="checkbox"/> 2 <input type="checkbox"/>

## OTHER OCCUPANTS

Complete details of all other people (including children) to occupy the property **NOT going on the lease.**

Full Name	Date of Birth	Full Name	Date of Birth
1.		3.	
2.		4.	

## PLEASE ANSWER ALL THE FOLLOWING QUESTIONS

1. What is your reason for renting? \_\_\_\_\_
  2. How many cars will be parked at the property: \_\_\_\_\_
  3. Will Centrelink or Department of Housing be assisting with any payments? ☐ No ☐ Yes - details: \_\_\_\_\_
  4. Are you a smoker? ☐ Yes ☐ No
  5. Can you commence this tenancy within 7-14 days? ☐ No ☐ Yes - details: \_\_\_\_\_
  6. Do you have any pets? ☐ No ☐ Yes - details: \_\_\_\_\_
- (Note: If you say you do not own any pets and you are found to be having pets on the property your lease will be terminated immediately)
7. Has your tenancy ever been terminated by a landlord or agent? ☐ No ☐ Yes - details: \_\_\_\_\_
  8. Have you ever been refused a property by any landlord or agent? ☐ No ☐ Yes - details: \_\_\_\_\_
  9. Are you in debt to another landlord or agent? ☐ No ☐ Yes - details: \_\_\_\_\_
  10. Have any deductions ever been made from your rental bond? ☐ No ☐ Yes - details: \_\_\_\_\_
  11. Is there any reason known to you that would effect your future rental payments? ☐ No ☐ Yes - details: \_\_\_\_\_

**I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.**

**Applicant 1 Signature**

**X**

**Applicant 2 Signature**

**X**

## FIRST APPLICANT

### PERSONAL DETAILS - Applicant 1

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Card No. \_\_\_\_\_

Licence State: \_\_\_\_\_ Expiry: \_\_\_\_\_

Make/Model of vehicle: \_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_ Expiry: \_\_\_\_\_

### CURRENT LIVING DETAILS - Applicant 1

Current Address: \_\_\_\_\_

\_\_\_\_\_

Are you currently: (please tick)

- ☐ Renting ☐ Living with parents
- ☐ Own your own home ☐ Armed forces
- ☐ Other (give details): \_\_\_\_\_

### RENTAL HISTORY - Applicant 1

*If you have previously rented, please complete this section*

Address of current / last premises rented: \_\_\_\_\_

\_\_\_\_\_

Rental amount: \$ \_\_\_\_\_ per week

How long have you lived there: \_\_\_\_\_

#### Landlord/Agent details of this property

Landlord/Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

### EMPLOYMENT DETAILS - Applicant 1

Employer's Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Manager's Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Weekly Salary: \$ \_\_\_\_\_

### BANK REFERENCES - Applicant 1

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

☐ CHEQUE ☐ SAVINGS ☐ CREDIT

### PERSONAL REFERENCES (provide 2) - Applicant 1

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### NEXT OF KIN (provide 2) - Applicant 1

1. Name: \_\_\_\_\_ Ph: \_\_\_\_\_

2. Name: \_\_\_\_\_ Ph: \_\_\_\_\_

## SECOND APPLICANT

### PERSONAL DETAILS - Applicant 2

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Card No. \_\_\_\_\_

Licence State: \_\_\_\_\_ Expiry: \_\_\_\_\_

Make/Model of vehicle: \_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_ Expiry: \_\_\_\_\_

### CURRENT LIVING DETAILS - Applicant 2

Current Address: \_\_\_\_\_

\_\_\_\_\_

Are you currently: (please tick)

- ☐ Renting ☐ Living with parents
- ☐ Own your own home ☐ Armed forces
- ☐ Other (give details): \_\_\_\_\_

### RENTAL HISTORY - Applicant 2

*If you have previously rented, please complete this section*

Address of current / last premises rented: \_\_\_\_\_

\_\_\_\_\_

Rental amount: \$ \_\_\_\_\_ per week

How long have you lived there: \_\_\_\_\_

#### Landlord/Agent details of this property

Landlord/Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

### EMPLOYMENT DETAILS - Applicant 2

Employer's Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Manager's Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Position held: \_\_\_\_\_

Weekly Salary: \$ \_\_\_\_\_

### BANK REFERENCES - Applicant 2

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

☐ CHEQUE ☐ SAVINGS ☐ CREDIT

### PERSONAL REFERENCES (provide 2) - Applicant 2

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### NEXT OF KIN (provide 2) - Applicant 2

1. Name: \_\_\_\_\_ Ph: \_\_\_\_\_

2. Name: \_\_\_\_\_ Ph: \_\_\_\_\_

## FREE UTILITY CONNECTION SERVICE



**MyConnect will contact you to connect your utilities for FREE**



☒ **Yes, Please Contact Me**

☐ **Interpreter required**

☐ **OR Tick here to opt out**

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



Get in touch: ☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

## GENERAL TERMS OF PRE-TENANCY

- Under no circumstances do we allow pets on to properties we manage.
- All of our leases are a standard term of 6mths, unless otherwise stated.
- All leases are signed on a Friday afternoon only to commence Saturday.
- Properties are unfurnished unless otherwise stated.
- Under no circumstances does this office accept cash.
- Once approved we require a holding deposit of 1 week rent to cease advertising of the property. If this has not been received within 2 days of approval, the property is re-opened for inspection.
- If for any reason the lease is not signed prior to the agreed lease start date the holding deposit is forfeited and property re-opened for inspections.
- There is STRICTLY no access to a rental property FOR ANY REASON once you have been approved prior to receiving the keys.

### If you are the successful applicant then we require:

- Reservation fee (used as first weeks rent)
- Advance rent payment (used to keep 1x week in advance)
- Payment of rental bond ( 4x weeks rent)(bank cheque or money order ONLY made payable to RENTAL BOND BOARD)

All applicants must be present at the lease signing appointment & all payments must be ready or keys will NOT be handed over.

**Applicant 1 Signature**

X

**Applicant 2 Signature**

X

## MATERIAL FACTS

- ☐ Yes ☐ No There is a contract for the sale of this Property
- ☐ Yes ☐ No A serious violent crime has been committed at this premises in the last five years.
- ☐ Yes ☐ No There is Mortgagee taking action for possession of this premises
- ☐ Yes ☐ No The Premises Has been Subject to serious flooding or Bushfires in The last 5 years
- ☐ Yes ☐ No The premises is subject to a significant health or safety risk/s
- ☐ Yes ☐ No Council waste services will be provided to the tenant on a different basis To what is generally applicable to a residential premises
- ☐ Yes ☐ No Because of ZONING the tenant will NOT be able to apply for a parking permit
- ☐ Yes ☐ No The existence of a driveway that the tenant is required to share legally with other persons
- ☐ Yes ☐ No The Landlords intention to add any special clauses to the standard Lease and what those might be: \_\_\_\_\_

## PRIVACY DISCLOSURE & AUTHORITY

This form provides information about how we use your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### **Primary Purpose:**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor/ Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application. Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

### **Secondary Purpose:**

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors/ Owners insurer in the event of an insurance claim and Future rental references to other asset managers/owners.

### **TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80.

### **TICA Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date or birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

### **Authority:**

I authorise the landlord's agents, Benchmark National Moorebank to;

1. To check with my previous or current employer, my previous or current landlord and all of my referees named as my suitability as a tenant;
2. To report any details of the tenancy to any Tenancy Re-coding Services as the agent deems necessary, including breaches of the tenancy agreement or positive references.
3. To request and receive from any tenancy re-coding services and from other Real Estate Agents regarding my previous tenancies;

**Applicant 1 Print Name:**

**Applicant 1 Signature:**

X

**Applicant 2 Print Name:**

**Applicant 2 Signature:**

X