

TENANT APPLICATION FORM

Quick reference:

Address of property:			
Rent:	\$	Date you wish to move in:	
Agreement term required: (Please circle one): Summer/Winter/12-month lease			
Number of all adults:		Number of children:	Ages of children:
Type of pet/s:	Breed:	Age:	Gender:

Please read prior to completing your application.

1. This application allows two adults to apply and must be filled in for each adult occupant.
2. The application must be accompanied by relevant supporting documents.
3. If you are approved, you will be required to pay a **non-refundable holding deposit** of one weeks rent within 3 days of your application being approved. The property will continue to be available and advertised until such time as deposit has been received. A bond (*equivalent of 4 weeks rent*) payable directly to the Bond Board via an email link that will be emailed to you is required at least 2 days prior to the tenancy commencement and an additional 1 weeks rent paid to Snowy Residential Property before you start the lease enabling the tenancy to be 2 weeks in advance at time of commencement.
4. Bank Cheque, Money order made payable to Snowy Residential Pty Ltd or Eftpos or credit card (a fee 1.5% will apply).
5. **All holding deposits are non-refundable.**

Applications Checklist

Before I submit this application, I have:

- Attached photocopies of documents to meet 100 or more points of ID (see below).
- Completed all details in full on the application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statements and Privacy Consent.

Supporting Documentation

When submitting an application, you must include at least **one** item from each section and total **100** points.

Section One

Drivers Licence/Proof of Age Card
Passport
Other Photo ID

Application 1

40

15

Application 2

40

15

Section Two

Current Pay Slip (Minimum of 3)
If new job – Letter of confirmation incl. Salary
Statement of Centrelink Entitlements

30

20

20

30

20

20

Section Three

Previous 4 rent receipts
Written tenancy reference
Council rates
Bank Statement
Utilities account

20

20

10

10

10

20

20

10

10

10

Total Points

Total Points

This application will not be processed until it is filled out completely with copies of all supporting documents attached.

Please return your application and supporting documents to our office at Shop 1, Town Centre, Jindabyne NSW 2627 or email property@snowyresidential.com.au

The property will not be held for an applicant until the application has been approved and the holding deposit has been paid to our office in cleared funds.

Processing an Application

In most instances, we are able to process your application within 3 working days and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

Paying a holding deposit on the property

Once the application has been approved you will be required to pay an amount equal to 1 weeks rent to secure the property. Please note that this must be paid in cleared funds (money order, bank cheque, Eftpos or internet banking). Until a holding deposit is received from an approved application, the property remains on the rental list and can still be shown. All holding deposit are non-refundable.

Payment of Rent & Bond

Prior to taking possession of the property, we require 2 weeks rent (this includes your holding deposit) and the bond (bond is equal to 4 weeks rent). All monies must be paid in cleared funds prior to collecting keys. Payment of rent through Snowy Residential Property Pty Ltd can be made in variety of ways. Our preference is through direct debit however, we do accept cash, Eftpos and bank cheque.

Signing of the Tenancy Agreement

All tenants must be present to sign the Tenancy Agreement prior to release of the keys.

TICA

Our office is a member of TICA, which is a tenant database agency. It is important to note that should you vacate the property owing money in excess of the bond or receive a court order against you for a repeated breach, your details will be listed with the agency when your tenancy has ended. We do look forward to a harmonious agent/tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss that matter in further detail.

Utility Connection

It is the tenant's responsibility to connect and disconnect utilities. All connection costs and deposits are the tenant's responsibility.

TENTANT APPLICATION FORM

PERSONAL DETAILS - Applicant One

Surname:		Given Names:	
Drivers Licence No:		State of issue:	Date of birth:
18+ card No:		Passport No.	
Contact Details: Home ph:		Mobile No:	
Work Ph:		Email Address:	

ACCOMMODATION HISTORY

Current Address:			
Was the accommodation: Owned/Rented/Other (<i>please circle</i>)			
Period occupied from:	To:	Weekly rent:	
Current lease expiry date:		Reason for leaving:	
Name or Managing Agent or other referee:			
Contact No:		Pets Kept at property:	
Email Address:			

Previous Address:			
Was the accommodation: Owned/Rented/Other (<i>please circle</i>)			
Period occupied from:	To:	Weekly rent:	
Current lease expiry date:		Reason for leaving:	
Name or Managing Agent or other referee:			
Contact No:		Pets Kept at property:	
Email Address:			

EMPLOYMENT DETAILS in Jindabyne/Resorts:

Current employment (occupation):			
Business name/Centrelink details/Benefit type:			
Employers address:			
Contact name:		Contact Number:	
Length of employment:		Income per week: \$	
Email address:			

IF YOU ARE SELF EMPLOYED OR OWN YOUR OWN BUSINESS:			
Registered name of business:		ABN:	
Address:			
Personal Net Income per week:	\$	How long in business:	
Name of Accountant:		Phone/fax number	

REFERENCES:

Please provide two (2) personal references: - (not related to you with daytime contact numbers)			
Name:		Phone: Email:	Relationship to you:
Name:		Phone: Email:	Relationship to you:
Emergency contact details: - please provide details of your next of kin (not living with you), in case of an emergency:			
Name:		Phone: Email:	Relationship to you:

PERSONAL DETAILS – Applicant Two

Surname:		Given Names:			
Drivers Licence No:		State of issue:		Date of birth:	
18+ card No:		Passport No.			
Contact Details: Home ph:		Mobile No:			
Work Ph:		Email Address:			

ACCOMMODATION HISTORY

Current Address:					
Was the accommodation: Owned/Rented/Other <i>(please circle)</i>					
Period occupied from:	To:		Weekly rent:		
Current lease expiry date:			Reason for leaving:		
Name or Managing Agent or other referee:					
Contact No:			Pets Kept at property:		
Email Address:					

Previous Address:					
Was the accommodation: Owned/Rented/Other <i>(please circle)</i>					
Period occupied from:	To:		Weekly rent:		
Current lease expiry date:			Reason for leaving:		
Name or Managing Agent or other referee:					
Contact No:			Pets Kept at property:		
Email Address:					

EMPLOYMENT DETAILS in Jindabyne/Resorts:

Current employment (occupation):			
Business name/Centrelink details/Benefit type:			
Employers address:			
Contact name:		Contact Number:	
Length of employment:		Income per week: \$	
Email Address:			

IF YOU ARE SELF EMPLOYED OR OWN YOUR OWN BUSINESS:			
Registered name of business:		ABN:	
Address:			
Personal Net Income per week:	\$	How long in business:	
Name of Accountant:		Phone/fax number	
Email Address:			

REFERENCES:

Please provide two (2) personal references: - (not related to you with daytime contact numbers)			
Name:		Phone:	Relationship to you:
Email address:			
Name:		Phone:	Relationship to you:
Email address:			
Emergency contact details: - please provide details of your next of kin (not living with you), in case of an emergency:			
Name:		Phone:	Relationship to you:

OCCUPANT NAMES:

Full name of people over the age of 18 that will not be on the lease and will be residing at the property:			
1.		2.	
3.		4.	

OTHER INFORMATION:

Smokers:	Yes/No		
Other vehicles/trailers to be parked at premises:			
Have you ever been evicted or are you in debt to another lessor or Agent?	Yes/No		
If yes , give details:			

REQUEST FOR RENTAL REFERENCE

AUTHORITY & PRIVACY POLICY:

The personal information the Applicant provides in this application or in collected from other sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the Applicant in this application and during the course of the tenancy (if the application is successful) may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third-party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent, the Landlord or other agents.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and other relevant person information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, other agents and third-party operators of tenancy references database.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, in complete or out of date.

If this information is not provided, the Agent may not be able to process the application and manage the tenancy.

Consent:

I the Applicant acknowledge I have read the Privacy Policy and authorise the Agent to collect information about me from:

1. My previous letting agents and/or Landlords
2. My personal referees,
3. Any Tenancy Default database which may contain personal information about me I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the resident outside Australia and to any third parties – valuers, contactors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

Applicants Name: _____ **Signature:** _____ **Date:** _____

Applicants Name: _____ **Signature:** _____ **Date:** _____