



**PACIFIC PROPERTY MANAGEMENT PTY LTD**

A.B.N. 21 127 079 145

A.C.N. 127 079 145

P.O. Box 6039 Coffs Harbour NSW 2450

PH: 02 6652 1466 Fax 02 6652 8531 [www.coffsaccommodation.com.au](http://www.coffsaccommodation.com.au)

## **TENANCY APPLICATION INFORMATION**

**Applications Will Not Be Processed Unless All Information Is Supplied**

**Each applicant must complete a separate Application**

**The property will not be held for you until the application has been approved and the first week's rent has been paid to our office**

### **Office Hours**

Our office is open Monday to Friday 9am till 5pm and on Saturday 9am till 12pm only.

### **REQUIRED SUPPORTING DOCUMENTS**

You are required to submit with the application supporting documents. Your application will not be processed if documentation is not provided. Our office requires 100 points for your application to be considered.

### **100 POINT IDENTIFICATION CHECK**

50 points Previous Rent Ledger

30 points Passport

30 points Drivers Licence

30 points Proof of Age Card

20 points Rental Bond Receipt

20 points Council or Water Rates

20 points Written Reference from previous Agent

20 points Current Motor Vehicle Rego Papers

20 points Birth Certificate

10 points Copy of Telstra/ Electricity Account

10 points Pension Card/ Health Care Card

10 points Wage Slips/ Centrecare Statement

### **PROCESSING AN APPLICATION**

We are able to process your application within 3 working days and will advise you by telephone. An application may take longer if we are unable to contact your referees.

### **APPROVAL OF AN APPLICATION**

If your application has been successful, we will require you to collect from our office of letter of introduction with the costs involved, methods of payment for tenancy and our Agency policies.

### **SECURING THE PROPERTY**

Once the application has been approved you will be required to pay a minimum of 1 weeks rent as holding deposit to secure the property. This can be paid by EFTPOS, Money Order or Purchased Bank Cheque, please note personal cheques and cash are not accepted for this payment.

### **PAYMENT OF RENT**

Rental payments at our office are made by EFTPOS facilities at our office or by Reconnect Card One Card ~ which allows for payment via phone, Internet, direct debit from savings, cheque or credit card. PLEASE NOTE Reconnect Card has charges that apply; a brochure is included in the letter of introduction.

### **PAYMENT OF BOND**

Bond is to be paid by Purchased Bank Cheque or Money Order only; no cash or personal cheques are accepted for this payment.

**PLEASE KEEP THIS SHEET FOR YOUR RECORDS AND INFORMATION.**

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101 Park Beach Road, Coffs Harbour NSW 2450

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**APPLICATION FOR RESIDENTIAL TENANCY**The 3 pages of this application must be completed in full & signed or your application will not be processed.

<b>RENTAL PROPERTY:</b>		<b>Rent \$</b>	
<b>Commencement Date</b>	/ /	<b>Term of lease</b>	<b>years months</b>
<b>APPLICANTS DETAILS</b>			
Name	D.O.B.		/ /
Are you know by another name			
Contact No. Home	Work	Mobile	
Email Address		Fax No	
Number of dependants to reside in property		Total occupants	
Age of dependants & names			
Car Registration	Drivers Licence No.	Licence State	
Passport No.	18+ Card No.	Other ID	
No. of cars to be kept at property		Are all cars registered	
Will a	boat	trailer	van
	motorbike	be kept at the property (please circle)	
Pets	yes / no	Breed & Type	No.
Are the pets registered with the Council		yes / no	Are you are smoker
			yes / no
Do you have or will you obtain contents insurance		yes / no	
If the property has a pool – Have you ever cared for a pool previously?		Yes / no	

Full Names of other persons who shall be occupying the property

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**CURRENT ACCOMMODATION DETAILS**

Address	Rent \$	per week or	Owned
Name of Agent or Lessor			
Address of Agent		Phone	
Period of occupancy	/ /	to	/ /
		Reason for leaving	
Do you expect the bond to be refunded in full?		yes / no	If no, why?

**PREVIOUS ACCOMMODATION DETAILS**

Address	Rent \$	per week or	Owned
Name of Agent or Lessor			
Address of Agent		Phone	
Period of occupancy	/ /	to	/ /
		Reason for leaving	
Was the Bond refunded in full		yes	no
		If no, why?	

**QUESTIONS**

Have you ever been evicted or are you in debt to another Agent or Lessor	yes	no
If yes give details		
Have you been place on TICA or another tenant database	yes	no
If yes give details		

**PERSONAL REFERENCE – Does not include relatives (this must be completed in full)**

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

**INCOME DETAILS-** All income in NET or “take Home” per week

Occupation	Period of employment					
Employer	Weekly wage \$					
Address	Phone					
Full time	Part-time	Casual	(	hours per week)		
If Self-Employed how long established						
Accountant Name	Phone					
Other ~ Student (name of College, TAFE, UNI)	Austudy\$					
Student ID No.	Overseas student	yes	no	Visa Expiry Date	/	/
Pensioner Type	Allowance \$					
Unemployment Benefit	Allowance \$					
Other Income \$						

HOW DID YOU FIND OUT ABOUT RENTAL PROPERTY?			
To Let Sign	Rental List	Internet	Window Card

I, the applicant, accept the property in its present condition or as viewed.

Signature \_\_\_\_\_

**WE CARE ABOUT OUR CUSTOMERS**

*We need good tenants – tenants are important to us, you are an integral part of our business, so please do not think your questions and queries are a problem; after all we are here to help you and offer assistance.*

*We offer free services such as utility connections to save you time and inconvenience, your electricity, phone, gas, Internet, Austar can all be arranged for you.*

*We hope to make you feel welcome and for you to enjoy your time with Pacific Property Managements and for you to use our services again and again.*

**We promise to**

- ✓ To ensure the premises are clean and well maintained
- ✓ To process your application within 3 working days
- ✓ To explain your rights and obligations at the commencement of the lease
- ✓ To prepare all documents in accordance with the Residential Tenancies Act
- ✓ To respond to your calls within 24 hours
- ✓ To respond to your emails within 48 hours
- ✓ To attend to complaints promptly and professionally
- ✓ To attend to maintenance promptly in accordance with priority
- ✓ To protect your privacy in accordance with regulations

**To make moving easier we can arrange for your utilities to be connected for you. Direct Connect offer this service FREE OF CHARGE Please circle yes to use this free service YES NO**

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# TERMS & CONDITIONS AUTHORITY & 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, credit worthiness and determining if the applicant will be a suitable tenant for the property.

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

- I. Vacant possession is provided by the current occupants of the premises
- II. The tenancy agreement is signed by the applicant/s: and
- III. The payment of all monies are paid 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 credit worthiness I understand that the Privacy Act binds you as the agent and the Nation 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, which 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, tradespeople, references named in this application or any other 3<sup>rd</sup> party who would have a beneficial interest relating to a tenancy matter and can understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capabilities. 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 weeks rent to secure the property. In this instance that being \$\_\_\_\_\_.

THE PROPERTY WILL NOT HOLD UNTILL WE RECEIVE THE FIRST WEEKS RENT.

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 after 48 hours, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agree that this tenancy shall be binding.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give any reason. If my/our application is declined, my/our details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_

DATE \_\_\_\_\_