

**TENANCY APPLICATION FORM**

Ph: (02) 6554 1450

Fax: (02) 6554 1647

NABIAC REAL ESTATE ABN: 92 137 374 175

Shop 2 Nabiac Street, Nabiac 2312

Email: office@nabiacrealty.com.au

**IF THIS APPLICATION IS NOT COMPLETE IN FULL, IT WILL NOT BE ACCEPTED**

<b>PROPERTY APPLIED FOR</b>				<b>WEEKLY RENT</b>	<b>\$</b>
Term of lease Required in months			I would Prefer my lease To Commence on (Date):		
<b>APPLICANT DETAILS</b>					
<b>APPLICANTS FULL NAME</b>	Surname	Given		D.O.B.	
Contact Phone Numbers	Home	Mobile	Work No:	Email:	
<b>TOTAL</b> number of people to occupy the property		Number of Children:	Age/s of Children:	Car Rego No:	License No:
Do You Smoke?	Yes / No	Inside / Outside		Passport Number:	
Do You Have Pets?	Yes / No	Inside / Outside		Type of Pet/s:	
<b>Next of Kin:</b> (Not living with you) (Name/ Address/ Phone)				<b>Relationships:</b>	
<b>Next of Kin:</b> (not living with you) (Name/ Address/ Phone)				<b>Relationships:</b>	
<b>PRESENT ADDRESS</b>			Period of Tenancy:	Amount per Week:	
<b>PRESENT LANDLORD/ AGENT</b>			Phone No's:	Contact:	
<b>REASON FOR LEAVING:</b>					
<b>PREVIOUS RENT DETAILS</b>					
<b>PREVIOUS ADDRESS:</b>			Period of Tenancy:	Amount Per Week:	
<b>PREVIOUS LANDLORD/ AGENT:</b>			Phone No's:	Contact:	
<b>REASON ROR LEAVING:</b>					
If you have had a PRIVATE LANDLORD, a copy of the BOND LODGEMENT DETAILS from Rental Bond Board & copy of the lease are required. If you have OWNED A HOME, a copy of the COUNCIL RATES will be required.					
<b>EMPLOYMENT</b>					
If you are currently unemployed, please explain <i>ie-</i> pension, benefits, study allowance (please specify current course)					
Current Employer:					
Employer Address & Phone:					
Contact Person & Their Position:	Your Work Title:		Period Employment:		
<b>OTHER RENTAL &amp; CHARACTER REFERENCES (OTHER THAN AM IMMEDIATE FAMILY MEMBER)</b>					
Name:			Name:		
Address:			Address:		
Phone:			Phone:		
Relationship (if any) to You:			Relationship (if any) to You:		

**IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS,  
PLEASE PROVIDE AN EXPLANATION.**

**YES**

**NO**

**1. Have any civil judgements been entered against you for the collection of debt in the past 10 years?**

**2. Have you ever been evicted or have you ever refused to pay rent for any reason?**

**3. I do not have a pet, but I intend to get one.**

(Please Supply – type, size, age and past references for responsible pet ownership)

I understand that I am required to have:

- a) reference made to a pet at the property in the Lease Agreement; or if not mentioned in lease,
- b) a letter stating that I have permission to keep an animal at the premises from Nabiac Realty before I purchase the pet

**Details for Question no: \_\_\_\_\_ and/ or I have attached a letter**

**How did you hear of this vacancy?**

Newspaper/ Internet/ Visiting our Office/ Word of Mouth/ Sign at Property/ Other

**OTHER INFORMATION RELEVANT TO YOUR APPLICATION**

On signing the lease, you are required to pay:

A bond of 4 weeks rent (PAID BY BANK CHEQUE, MONEY ORDER OR CASH ONLY)

- Rent in advance of 2 weeks
- \$15.00 lease preparations fee

Payment to be made by building society cheque, bank cheque or money order to Nabiac Realty

**DECLARATION BY APPLICANT**

I, the applicant, hereby agree:

- That the above information is true and correct;
- That I have physically inspected the property;
- That I am financially able to meet all commitments under the Residential Tenancy Agreements;
- That Nabiac Realty may check all references and make any enquiries that they feel necessary;
- That I have not been declared bankrupt;
- That I agree Nabiac Realty is not responsible for telephone concerns.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

Please ensure your application is **FULLY COMPLETED**- too much information is better than not enough. If we have insufficient details and/ or have trouble contacting you, it may disadvantage your application.

**WHAT HAPPENS AFTER YOU APPLY TO RENT THROUGH US?**

- Provided sufficient ID has been made available we will then check and confirm all details you have provided to us.
- The property manager and the property owner will then evaluate each applicant on its merits.
- The property owner will then approve the most suitable applicant via the property manager
- A reservation fee of one week rent will be required to remove the property from the availability list if the lease documents are not being signed straight away. This amount contributes to part of the required monies. The successful applicants will then sign the lease documents and pay appropriate monies at the arranged time.

**THE TIME TAKEN TO APPROVE APPLICATIONS VARIES. USUALLY WE WILL PROCESS THE APPLICATION IN AROUND 2-3 WORKING DAYS. HOWEVER, SOME DELAYS COULD BE EXPERIENCED IF THE PROPERTY OWNERS CANNOT BE CONTACTED.**