

# TENANCY APPLICATION



[www.kitsonproperty.com.au](http://www.kitsonproperty.com.au)

126 Baylis St Wagga Wagga NSW 2650 | Ph 02 6923 3200 (24hrs) | Fax 02 6923 3222 | [reception@kitsonproperty.com.au](mailto:reception@kitsonproperty.com.au)

# Kitson Property Pty Ltd

## PROOF OF IDENTIFICATION REQUIRED - 100 POINT CHECK LIST

You must submit a form of photo identification together with copies of all relevant paperwork requested

Identification required per applicant:	Points Value:
Current rent ledger/rent payment record - showing paid to dates	50
Current Driver's License - with photo, or 18+ card	40
Current passport (Non-Australian Residents only)	40
School/Tertiary Education photo ID	40
Proof of income	30
Recent electricity or gas account	40
Medicare Card	20
Current motor vehicle registration	20
Birth Certificate	10
Bank Account statement	10
Debit/Credit Card (photocopy)	10

**\*Proof of income is mandatory - two current pay slips or bank statement is needed**

**\*Please ensure photocopying of all I.D is done prior to presenting the application to us**

### Kitson Property Pty Ltd

#### PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & APPROVED OCCUPANTS

This form provides information about how Kitson Property Pty Ltd (ABN 70 161 559 440) will handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seek your consent to disclosures to certain parties (which are set out below) in specified circumstances. If you do not consent to disclosure of your personal information to those third parties, we cannot process your application for tenancy.

We will collect and handle personal information about you in order to process your application for a tenancy and the information we collect can be accessed by you contacting our office below:

**Kitson Property Pty Ltd t/as Kitson Property**

126 Baylis Street Wagga Wagga NSW 2650

**PH: (02) 6923 3200 (24hrs) FAX: (02) 6923 3222**

#### PRIMARY PURPOSE

Before a tenancy is accepted, we collect your information to assess any risk to our clients in providing you with the 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 / owner(s) for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details you have provided in your tenancy application.
- Referees to validate information supplied in your application.
- Other Real Estate Agents to assess to risk to our clients.

#### SECONDARY PURPOSE

During and after your tenancy we may need to disclose your personal information to:

- Tradespersons to contact you for repairs and maintenance to the property.
- Refer to Tribunals or Courts having jurisdiction seeking Orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court Orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other managing agents / owners.

If you fail to provide your personal information and do not consent to the uses set out above, we cannot properly assess the risk to our client or carry out our duties as managing agent. Consequently, we cannot provide you with the property you have applied for to rent.

If you fail to provide your personal information and do not consent to the uses set out above, we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we cannot provide you with the property you have applied for to rent.

FOR SIGNATURE BY THE APPLICANT	FOR SIGNATURE BY THE AGENT
SIGNED (by applicant) _____	SIGNED (by agent) _____
PRINT NAME _____	PRINT NAME _____
DATE _____	DATE _____

# Application for Tenancy

to be completed by all adult Applicants and unaccompanied minors

## 1. TENANCY DETAILS

Address: .....

Lease commencement date:        /        /        Lease term:        **weeks / fortnights / months / years**

Rent: ..... per **week / fortnight / month**        Bond: .....

Holding Fee (if applicable): ..... Holding Period: ..... (see Clause 3)

## 2. APPLICANT'S DETAILS

Name: .....

Phone (H): ..... Phone (W): ..... Mobile: .....

Email: .....

Date of Birth:        /        /        Driver's Licence/18+ card No.: ..... State of Issue: .....

Passport/Pension Card/Centrelink Card No.: ..... Expiry: .....

Vehicle Rego No.: ..... Other: .....

## 3. APPLICANT'S HISTORY

### 3.1 Current Address:

Period of Occupancy: ..... Situation: **Renting / Owned / Other** Other Situation: .....

Landlord/Agent Details (if applicable) Name: ..... Phone: .....

Rent: ..... Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: .....

### 3.2 Previous Address (if applicable):

Period of Occupancy: ..... Situation: **Renting / Owned / Other** Other Situation: .....

Landlord/Agent Details (if applicable) Name: ..... Phone: .....

Rent: ..... Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: .....

3.3 Have you ever been evicted from a premises?         Yes         No

3.4 Are you currently in debt to any Landlord or Agent?         Yes         No

## 4. APPLICANT'S EMPLOYMENT

(NOTE: If either occupation is self employment please provide a statement of income from your accountant or tax returns)

### 4.1 Current Occupation:

Employment Type: ..... Duration: ..... Weekly Income: .....

Employer/Business Name & ACN/Centrelink Details: .....

Address: ..... Contact: ..... Phone: .....

### 4.2 Previous Occupation:

Employment Type: ..... Duration: ..... Weekly Income: .....

Employer/Business Name & ACN/Centrelink Details: .....

Address: ..... Contact: ..... Phone: .....

### 4.3 Student at:

Course name: ..... Duration: .....

## 5. OCCUPANTS

Number of Adults: ..... Number of Dependents: ..... Age of Children: ..... Number of Smokers: .....

Full name/s of adult/s and dependents to reside on the Premises:

1. .... 3. ....

2. .... 4. ....

## 6. REFEREES (All Referees should not be related to you)

**Business Referee 1:** ..... Phone: ..... Relationship: .....

**Business Referee 2:** ..... Phone: ..... Relationship: .....

**Personal Referee 1:** ..... Phone: ..... Relationship: .....

**Personal Referee 2:** ..... Phone: ..... Relationship: .....

## 7. EMERGENCY CONTACT

Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.

Next of Kin: ..... Phone (H): .....  
Address: ..... Phone (H): .....  
..... Mobile: .....  
Other: ..... Phone (H): .....  
Address: ..... Phone (W): .....  
..... Mobile: .....

## 8. PETS

Type/Breed: ..... Number: **0**

## 9. USE OF PREMISES

Will the Premises be used for business purposes:  Yes  No

## 10. MONIES PAYABLE ON SIGNING THE TENANCY AGREEMENT

Rent in advance ( ..... weeks / months rent): ..... **\$0.00** From: / / To: / /  
Rental Bond: ..... **\$0.00** (being ..... weeks rent) (not exceeding 4 weeks rent)  
Sub Total: ..... **\$0.00**  
Less Holding Fee (see Clause 3): ..... **\$0.00** (not more than 1 weeks rent)  
Balance due on signing Tenancy Agreement: ..... **\$0.00**

## 11. FREE UTILITY CONNECTIONS



myconnect is a FREE and easy to use utility connection service



Yes, Please Contact Me

Phone: 1300 854 478  
Fax: 1300 854 479  
Email: enquiry@myconnect.com.au  
Web: www.myconnect.com.au

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

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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.

Tick here to opt out

## Terms of Application

### 1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
- (2) it is not bankrupt or insolvent.

### 2. Applicant Agrees

The Applicant agrees that:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Landlord/Agent is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- (6) as tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television - analogue, digital or cable) and the adequacy of existing electrical fittings with respect to the use of such services. The Landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

### 3. Holding Fee (if applicable)

3.1 If a Holding Fee amount is specified in Item (1) the

Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord and paid towards the first payment of Rent.

3.2 Should the Applicant/s refuse to enter into the Tenancy

Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord.

3.3 If the Applicant has paid a Holding Fee, the Landlord must

not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

### 4. Privacy Statement

4.1 The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy. The Privacy Policy outlines how the Agent collects and uses

personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.

4.3 You as the Applicant agree, to further assess your

Application, the Agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:

- (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or
- (2) (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
- (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
- (4) previous managing agents and nominated Referees to confirm information provided by you; &/or
- (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
- (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
- (7) Owners Corporations

4.4 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.

4.5 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

4.6 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

## SIGNATURES

Applicant's Signature: .....

Date: / / .....

Landlord's/Agent's Signature: .....

Date: / / .....