

Shop 2, 18 Blackall Street, Woombye 4559

Ph: 5442 1888 F: 5442 1110

E: [rentals@riddellrealestate.com.au](mailto:rentals@riddellrealestate.com.au)

## APPLICATION - FACT SHEET

Thank you for applying for one of our Available Rental Properties. We at Riddell will endeavour to make the process as smooth and as hassle free as possible.

### **IMPORTANT – PLEASE READ THE DISCLOSER PRIOR TO SIGNING THIS FORM**

Application will be processed within (2) working days- Please note if we are unable to contact your references the process may take longer than the expected 2 days.

In order for us to assist you when applying for a property with **RIDDELL REAL ESTATE**, please read the following information.

- 1 DRIVE PAST THE PROPERTIES FIRST TO SEE IF IT SUITS YOU-** This will save valuable time for both yourself & the Agent as it eliminates properties that do not appeal to you.
- 2 PROPERTIES MUST BE INSPECTED PRIOR TO SUBMITTING AN APPLICATION**  
Please contact our office to arrange a suitable time for viewing with the Property Manager.
- 3 ALL APPLICATIONS MUST BE COMPLETED IN FULL**
- 4 ONE PERSON PER APPLICATION-**All persons over the age of 18 wishing to be named on the lease must complete an application
- 5 PROOF OF INCOME IS REQUIRED** This can be in the form of pay slips, Accountants letter (if self employed), Letter from your Employer or Centrelink Statement.
- 6 100 POINTS OF ID – MUST INCLUDE - PHOTO ID, PROOF OF SIGNATURE & PROOF OF CURRENT ADDRESS**  
Please see the list below for a guide to make up 100 points

<b>IDENTIFICATION- Minimum of 100 points required</b>	<b>POINTS</b>
Last 4 rent receipts or a copy of Tenant Ledger	50
Drivers Licence, Learners Permit, 18+ Card	40
Passport /Photo ID with signature	40
Proof of Income: Minimum of 4 Consecutive Pay Slips	30
Proof of Bond Refund Amount (RTA Form 4)	30
Copy of Latest Residential Tenancy Agreement	30
Motor Vehicle Rego Papers, Rates Notice, Bank Statement, Insurance Papers, Telephone/Gas/Electricity Accounts etc. (Must have current address listed)	10

## Tenancy Application Form

For your application to be processed all questions applicable must be completed.

**PROPERTY DETAILS:**

What is the address of the property \_\_\_\_\_ Rent amount \$ \_\_\_\_\_

Preferred Tenancy Length: \_\_\_\_\_ months Preferred Commencement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PERSONAL DETAILS** MR MRS MISS MS OTHER \_\_\_\_\_

SURNAME \_\_\_\_\_ GIVEN NAMES \_\_\_\_\_

PREVIOUS NAMES (if applicable) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

How many people will reside in the property ? Adults \_\_\_\_ Children \_\_\_\_ Ages of Children \_\_\_\_\_

DRIVERS LICENCE NO. \_\_\_\_\_ CAR REGISTRATION \_\_\_\_\_ STATE \_\_\_\_\_

HOW MANY VEHICLES WILL BE AT THE PROPERTY - CARS/BOAT/CARAVAN/TRAILERS - \_\_\_\_\_

PASSPORT NO. \_\_\_\_\_ PASSPORT COUNTRY \_\_\_\_\_

Contact phone number \_\_\_\_\_

EMAIL \_\_\_\_\_

**APPLICANT RENTAL HISTORY- We require 3 years of history**

If there is insufficient room for details, please attached information on an additional piece of paper

**CURRENT ADDRESS** \_\_\_\_\_

Lease Dates – \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ RENT AMOUNT \$ \_\_\_\_\_pw

Why are you leaving this address? \_\_\_\_\_

Agents/Landlords Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

Ph No: \_\_\_\_\_ Email: \_\_\_\_\_ FAX: \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_

Lease Dates – \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ RENT AMOUNT \$ \_\_\_\_\_pw

BOND REFUNDED in FULL YES / NO

Agent/landlords Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

Ph No: \_\_\_\_\_ Email: \_\_\_\_\_ FAX: \_\_\_\_\_

DO YOU HAVE ANY PETS? ( This includes fish tanks )

Y / N If yes – How many? \_\_\_\_\_ Breed \_\_\_\_\_

Are they desexed? Y / N \* Are they registered with council- Y / N \* Is the dog classed as dangerous by council Y / N

\*DO YOU OWN A LAWNMOWER Y / N \* DO YOU OWN A WHIPPER SNIPPER Y / N \*DO YOU SMOKE Y / N

\* HAVE YOU EVER BEEN EVICTED FROM A RENTED PROPERTY Y / N \* HAVE YOU GONE BEFORE AN RTA TRIBUNAL Y / N

**EMPLOYMENT HISTORY – We require 12 months employment history.**

If you are self employed –please insert your accountant details

COMPANY NAME \_\_\_\_\_ EMPLOYER/SUPERVISOR NAME \_\_\_\_\_

PHONE NO: \_\_\_\_\_ Length of Employment \_\_\_\_\_ Full Time / Part Time / Casual (please circle)

NET WEEKLY INCOME \$ \_\_\_\_\_ do not include overtime

If under 12 months - please provide previous employer details Company Name \_\_\_\_\_

Contact Name & Ph No: \_\_\_\_\_

**STUDENT INFORMATION**

ARE YOU A STUDENT Y / N

If yes – NAME OF INSTITUTION \_\_\_\_\_ STUDENT ID NO: \_\_\_\_\_

INCOME SOURCE: \_\_\_\_\_ NET WEEKLY INCOME \$ \_\_\_\_\_

**DO YOU RECEIVE A CENTRELINK PAYMENT**

If yes – TYPE OF PAYMENT \_\_\_\_\_ PAYMENT AMOUNT \$ \_\_\_\_\_ per week / fortnight

(Please attach an Income Statement)

**CONTACTS / REFEREE'S -Where possible we would prefer not to have Family members as referee's**

We require a minimum of 2

REFERENCE NAME \_\_\_\_\_ DAYTIME Ph No's: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Relationship to you? \_\_\_\_\_

REFERENCE NAME \_\_\_\_\_ DAYTIME Ph No's: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Relationship to you? \_\_\_\_\_

**NAME OF PARENT/ GUARDIAN/ NEXT OF KIN – CONTACT PERSON 'MUST NOT' LIVE WITH YOU!!!.**

Please provide details of an emergency contact – Contact person must not reside with you.

NAME \_\_\_\_\_ RELATIONSHIP TO YOU \_\_\_\_\_

ADDRESS \_\_\_\_\_ DAYTIME CONTACT PH # \_\_\_\_\_

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**DECLARATION**

1. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

2. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true & correct and given of my own free will.

3. I declare that I have inspected the premises and that I am not bankrupt.

4. I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences:
- (b) My personal referees for this application
- (c) My current and past employers:
- (d) Any person who maintains any record, listing or database of defaults by tenants:

5. And I authorise and consent to each of those persons providing requested personal information about me to the Agent.

6. If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

7. I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) Communicate with referees, employers, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) Communicate with the owner and select a tenant
- (c) Prepare lease/tenancy documents
- (d) Allow tradespeople or equivalent organisations to contact me
- (e) Lodge/claim/transfer to/from a Bond Authority
- (f) Refer to collection agents/lawyers (where applicable)
- (g) Complete a credit check with a tenancy default database
- (h) In the event that I default on my Tenancy Agreement, the Agent will apply to the Small Claims Tribunal for reimbursement of all money owed to the Agent/landlord.

8. I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the agent cannot provide me with the lease/tenancy of the premises.

9. Riddell Real Estate DO NOT ALLOW SMOKING inside properties or attached buildings to the property.

10. Riddell's payment methods for rent payments is via- DIRECT DEPOSIT, BANK CHEQUE, MONEY ORDER

**11. Once I have accepted the property I/We will be required to read, sign and return the Tenancy Agreement to Riddell within 48hrs along with payment of the bond. The balance of 2 weeks rent is required to be paid and cleared into our Trust Account prior to the collection of the keys at lease commencement date.**

12. In the event that the Landlord does not enter into the Residential Tenancy Agreement, the Reservation Fee will be refunded in full

13. The Agent is not required to give an Applicant a reason as to why the Application was rejected by the Landlord.

NAME- \_\_\_\_\_

SIGNED- \_\_\_\_\_ DATE: \_\_\_\_\_