

TENANCY APPLICATION

For Property: _____ Date viewed: _____



Bergelin Estate Agents, welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application:

- **HOLDING FEE** (If Applicable) - The Applicant undertakes to pay a Holding Fee of equivalent to one week's rent on approval of Application. The Holding Fee will be credited against the statement of costs owing prior to moving in. If the Applicant decides not to take the premises after the Holding Fee has been paid following approval of Tenancy, the Agent may retain the Holding Fee.
- **RENT AND BOND** – 2 week's Rent and Bond equivalent to four times the weekly rent is due and payable prior to or at commencement of Tenancy. Please refer to our Agency as to monies required to secure the Premises, as there may be circumstances where a Holding Fee is not required but Rent and/or Bond is the preferred monies.
- Applicants are required to inspect the premises prior to final approval of the Application
- One Application is to be completed per person.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required. Please refer to the following list of accepted documents, please supply minimum of one document from each category relevant to you. Please provide COPIES ONLY (our office won't make copies)

BERGELIN ESTATE AGENTS

Ground Floor, 4 Belgrave Street
 MANLY NSW 2095
 P: 02 9977 4200
 F: 02 9977 0755
 E: admin@bergelin.com.au

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK
Submit <u>at least one photographic ID</u> : <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government e.g. Pension Card, Student Card
FINANCIAL SUPPORTING DOCUMENTS
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger <input type="checkbox"/> Current Bank Statement (Showing name and date) <input type="checkbox"/> Current Credit Card Statement <input type="checkbox"/> Employment Contract <input type="checkbox"/> Recent Business Activity Statement
PROOF OF ADDRESS DOCUMENTS
<input type="checkbox"/> Car registration certificate <input type="checkbox"/> Electricity Account <input type="checkbox"/> Gas Account <input type="checkbox"/> Telephone Account
HOME OWNERS SUPPORTING DOCUMENTS (if applicable)
<input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Sydney Water Bill <input type="checkbox"/> Strata Levy Notice
Visa/ Residency status (if applicable)
<input type="checkbox"/> Type of Visa _____ Expiry Date: _____

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, monies are required to secure the Premises. Refer to our Agency for monies required for this Property.
- Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of required documents

- Inspected the Property both internally and externally

- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

- Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Sighted Original ID		/ /	am/pm
<input type="checkbox"/> Compared Signatures to Original		/ /	am/pm
<input type="checkbox"/> Application is completed including Consent		/ /	am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name		Phone	

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)

A. AGENT DETAILS

Bergelin Estate Agents

4 Belgrave Street
Manly NSW 2095

Phone: 02 9977 4200

Fax: 02 9977 0755

Office Email: admin@bergelin.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode	

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

	Years		Months
--	-------	--	--------

4. How many people will normally occupy the property?

	Adults		Children	-	Age.....
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5. Names of all other tenants to live at above property:

C. PERSONAL DETAILS

6. Please give us your details - Mr Ms Miss
Mrs

Last Name

First Name

--	--

Date of Birth

Driver's Licence Number

--	--

Driver's Licence Expiry Date

Driver's Licence state

--	--

Passport no.

Passport country

--	--

Pension no. (if applicable)

Pension type (if applicable)

--	--

7. Please provide your contact details

Home phone no.

Mobile phone no.

--	--

Work phone no.

Fax no.

--	--

Email address

--

8. What is your current address?

Postcode	

9. How long have you lived at your current address?

	Years		Months
--	-------	--	--------

10. Why are you leaving this address?

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11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's phone no.

Weekly rent paid

	\$
--	----

12. What was your previous residential address?

Postcode	

13. How long did you live at this address?

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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

--

Phone number (business hours)

Weekly rent paid

	\$
--	----

D. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

--

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

--

Employer's name (inc. accountant if self employed or institution if a student)

--

Employer's address

Postcode	

Contact name

Phone number (business hours)

--	--

Length of employment

Net income?

	Years		Months	\$
--	-------	--	--------	----

16. Please provide your previous employment details – Occupation?

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Employer's name:

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Length of employment

Net income?

	Years		Months	\$
--	-------	--	--------	----

E. CONTACTS

17. Please provide a contact in case of emergency

Surname

Given name/s

--	--

Relationship to you

Phone no.

--	--

F. REFERENCES

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

--	--

Relationship to you

Phone no.

--	--

Relationship to you	Phone no.

G. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets:

Breed / type	Council registration / number
1.	
2.	

PLEASE NOTE

Initial payments must be made by Credit Card, Bank Cheque or Money Order within 24 hours after approval of application. No Personal Cheques accepted. Keys will not be handed over until the lease agreement has been signed by all applicants. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Property Rental

\$	Per Week	\$	Per Month
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HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- realestate.com.au domain.com.au Other Website
- Window Display The Internet Signboard
- Referral Other (specify)

APPLICANT TO COMPLETE

Have you ever been evicted by any landlord/ agent?

Are you in debt to another landlord/ agent?

Is there any reason known to you that would affect your ability to pay rent when due?

Was bond at your last address refunded in full? If not, why not?

H. DECLARATION

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.

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 and correct and given of my own free will. I declare that I have Inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal Information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

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.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

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. I am aware that I may access personal information on the contact details above.

Signature

Date

X

I. UTILITY CONNECTION SERVICES PROVIDED BY:



Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one-stop connection service.

Please tick utilities as required:

- Electricity Gas Phone Water Internet Pay TV

The Property is:

- Renovated New Property Vacant for 1 month or more

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

Call me to connect my utilities Yes

Signature of Applicant

Date

	____/____/____
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J. Additional Rent Payment Option – RENTAL REWARDS

If you are a RENTAL REWARDS user and would like to pay your rent via this service, please contact our office for more information.

Phone: 02 9977 4200

Email: admin@bergelin.com.au

BERGELIN ESTATE AGENTS
4 BELGRAVE STREET, MANLY NSW 2095
FAX (02)9977 0755 PH (02) 9977 4200
EMAIL: admin@bergelin.com.au

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Landlords or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, 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 Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Landlord. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Landlord, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of BERGELIN ESTATE AGENTS. I authorise BERGELIN ESTATE AGENTS to collect information about me from:

- My previous letting Agents and/or Landlords;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which BERGELIN ESTATE AGENTS subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au, www.tradingreference.com and www.ntd.net.au

I authorise BERGELIN ESTATE AGENTS to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Landlord, other Agents, database operators, other Property Managers, Strata Managers, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree BERGELIN ESTATE AGENTS to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. DIRECT CONNECT is authorized to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	