



## Application Checklist

All applicants over 18 years of age will need to apply and sign each section of the application. Please provide non-returnable copies of the following documentation.

**The below information is required for us to process your application.**

### Tenant History

- Tenant ledger/statement – Obtained by your current managing agent.

### Proof of Income

- Last 3 pay slips, **must be recent**.
- A letter from your employer stating income, position and length of employment. Letter must state the employer's Australian business number (ABN), registered business address.
- If you are self employed your most recent tax return as well as a letter from your accountant.
- If you receive Centrelink Benefits, please obtain a current statement and attach to this application.

### Proof of Current Address

- Bank statement, must show your current address, and your name.
- Utility Account, ie Telephone, Electricity, Gas, Mobile phone bill, Rates Notice/Water Account

### Identification must total 100 Points.

One document showing a photo is a must. Information must be current & up to date.

- |  |                  |
|--|------------------|
| • <b>Passport (Photo ID)</b>                       | <b>30 points</b> |
| • <b>Drivers' Licence (Photo ID)</b>               | <b>30 points</b> |
| • <b>Proof of Age Card (Photo ID)</b>              | <b>30 points</b> |
| • <b>Current Tenancy History Ledger /statement</b> | 20 points        |
| • Previous Tenancy Agreement                       | 20 points        |
| • Previous 4 rent receipts                         | 20 points        |
| • Rental Bond Receipt                              | 20 points        |
| • 3 current Pay Slips                              | 15 points        |
| • Motor Vehicle Registration                       | 15 points        |
| • Telephone/Electricity/Gas Account                | 15 points (each) |
| • Bank or Credit card statements                   | 15 points (each) |
| • Pension/Health card                              | 15 points (each) |
| • Current Medicare Card                            | 10 points        |
| • Birth Certificate                                | 10 points        |

**If you would like your application to be considered, please take the time to complete the application in full and provide the necessary documentation. If not received in full your application will not be processed. Don't forget to sign the Privacy Declaration**

**TIP: If you can put a covering letter with your application, telling the agent about yourself, family, pets and why you are needing a property, would be great.**

**Thank you and good luck with your application**



# CENTRAL COAST

PROPERTY MANAGEMENT

0447 060 066  
info@ccpropertymgmt.com.au

Pegasus Business Centre  
Suite 2A/3 Racecourse Road  
West Gosford NSW 2250

PO Box 1482 Gosford NSW 2250  
ABN 27625929919

## Application for Residential Tenancy

### RENTAL PROPERTY DETAILS

Address of the property that you would like to rent:

Property #1: \_\_\_\_\_

If you have a second preference, the address of that property;

Property #2: \_\_\_\_\_

Preferred move in date? \_\_\_\_/\_\_\_\_/\_\_\_\_ Preferred lease term? Years \_\_\_\_\_ Months \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Bond (4 Weeks Rent) \_\_\_\_\_

How did you find out about this property? (Please Circle)

- Newspaper
- Internet
- Referral
- Signboard

### PERSONAL DETAILS

(Please Circle) Mr Mrs Miss Ms Other \_\_\_\_\_

#### **Full Legal name (Including Middle names)**

\_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License no: \_\_\_\_\_ Driver's Licence Expiry date \_\_\_\_\_

Driver's license State \_\_\_\_\_ Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Pension no: (If applicable): \_\_\_\_\_ Pension Type: (If Applicable) \_\_\_\_\_

#### **Please provide your contact details:**

Mobile: \_\_\_\_\_ Home No: \_\_\_\_\_ Work: \_\_\_\_\_

Email address: \_\_\_\_\_

#### **How many people will normally occupy the property? (Please Specify)**

Adults \_\_\_\_\_ Children \_\_\_\_\_ (Ages of children) \_\_\_\_\_

**Do you smoke?** (Please Circle) Yes/No

**Do you have pets?** (Please Circle) **Yes/No** How many? \_\_\_\_\_

Breed/Type: \_\_\_\_\_ Council registration no: \_\_\_\_\_ Inside/Outside (Please Circle)



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## APPLICANT HISTORY

**What is your current address?** \_\_\_\_\_ Postcode: \_\_\_\_\_

How long have you lived at your current address? \_Years\_\_\_\_\_ Months\_\_\_\_\_

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

### Agent/landlord details of this property?

Real estate agents/landlords name: \_\_\_\_\_ Phone: \_\_\_\_\_

Weekly rent paid \$ \_\_\_\_\_ Was bond refunded in full? \_\_\_\_\_ If not, why not? \_\_\_\_\_

**What was your previous address?** \_\_\_\_\_ Postcode: \_\_\_\_\_

How long did you live at this address? Years \_\_\_\_\_ Months \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

### Agent/landlord details of this property?

Real estate agents/landlords name: \_\_\_\_\_ Phone: \_\_\_\_\_

Weekly rent paid \$ \_\_\_\_\_ Was bond refunded in full? \_\_\_\_\_ If not, why not? \_\_\_\_\_

## EMPLOYMENT DETAILS

**What is your occupation?** \_\_\_\_\_ Full Time/Part Time/Casual or Not working  
(Please Circle)

**Employers Name if employed or Centrelink Details (inc accountant if self-employed or institution if a student)** \_\_\_\_\_

Employers address \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Length Of Employment: Years \_\_\_\_\_ Months \_\_\_\_\_

**Net Weekly Income (after tax)** \_\_\_\_\_

Please provide your previous occupation \_\_\_\_\_ Full Time/Part Time/Casual (Please Circle)

Employers name \_\_\_\_\_ Length of employment \_\_\_\_\_  
Years \_\_\_\_\_ Months.

**Net Weekly Income (after tax)** \_\_\_\_\_

### If studying;

What course are you studying? \_\_\_\_\_

Length of course? \_\_\_\_\_

### You must answer the following questions:

Have you ever been evicted from a property? Yes/No (Please Circle)

Are you in debt to another landlord or agent? Yes/No ( Please Circle)



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## CONTACTS/REFERENCES

### Please provide two personal/business references (not related to you)

1 Full name: \_\_\_\_\_ Phone no: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

2. Full name: \_\_\_\_\_ Phone no: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### Please provide in case of an emergency. (Please note we may contact this person should your rent fall into arrears).

Full name: \_\_\_\_\_ Mobile no: \_\_\_\_\_

Phone no: \_\_\_\_\_ Work No: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## DECLARATION/PRIVACY

### I Confirm the following:

I have inspected the property that I am applying for \_\_\_\_\_ Yes/No \_\_\_\_\_

Date inspected \_\_\_\_\_

During my inspection of this property I found it to be in a reasonably clean condition Yes/No \_\_\_\_\_

**If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.**

## TERMS & CONDITIONS

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 pursuant to the Residential Tenancies Act 2010.

I acknowledge that the application is subject to the approval of the 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 declared that I have inspected the premises and am not bankrupt. I acknowledge if I pull out after approval. I will lose my whole deposit in accordance to the Residential Tenancies Act 2010.

I authorise the Agent to obtain personal information from:

- (A) The owner or 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, 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.



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

- (a) Communicate with the owner & select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow organizations/tradespeople to contact me
- (d) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) Refer to Tribunals/Court & Statutory Authorities (where applicable)
- (f) Refer to collection agents/lawyers (where applicable)
- (g) Verify the information I have provided by accessing any information which is listed about me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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

## **PRIVACY STATEMENT**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy. If your application is successful, may be disclosed for the purpose of which it was collected to other parties including the Landlord, referees, other agents and third-party operators of tenancy reference databases. Information already held on these databases may also be closed to us and the landlord. If you enter into a Residential tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may be also be disclosed to the landlord, third party operators of tenancy reference database and other agents. If you would like to access the personal information we hold about you, you may contact your property Manager. You can also correct this information if its inaccurate or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

## **HOLDING DEPOSIT**

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 hours of my application being approved. This must be paid by EFT into the Central Coast Property Management Trust Account. BSB 032523 Acct: 391318 (REF: Property address) or through any local Westpac Branch contact agent for reference.

Should I elect not to pay a holding deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

Please Note: Should you withdraw your application your Holding Deposit will be lost as this is non -refundable.

**HOLDING DEPOSIT \$** \_\_\_\_\_ **One (1) week's rent**

\_\_\_\_\_  
**Signature**

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