

RESIDENTIAL TENANCY APPLICATION



1. It is a condition of renting with Shiels+Co property that rent is paid weekly or fortnightly via **Direct Debit only**.

2. Please ensure a separate Application is completed for each person over the age of 18 years of age who will be living at the property.

3. Please ensure you have photocopies of all identification and documents you wish to submit to support your application. Unfortunately, we are not able to photocopy your documents in the office.

4. You **MUST** inspect the property prior to submitting an Application. Shiels+Co Property will not process any Application until the property has been viewed by at least one prospective tenant.

5. Identification

100 Points of Identification must be provided with your Application including Photo Identification. Incomplete Applications will not be processed.

You must provide:

- | | |
|--|--------|
| <input type="checkbox"/> A current drivers licence or other photo ID | 40 pts |
| <input type="checkbox"/> Proof of current income | 10 pts |
| <input type="checkbox"/> Current rent ledger (if renting) | 10 pts |
| <input type="checkbox"/> Proof of current residential address | 10 pts |
| <input type="checkbox"/> Medicare card | 10 pts |

Other items of acceptable identification:

- | | | | |
|--|--------|--|--------|
| <input type="checkbox"/> Passport | 40 pts | <input type="checkbox"/> Birth Certificate/Extract | 20 pts |
| <input type="checkbox"/> Other photo ID | 20 pts | <input type="checkbox"/> Landlord reference | 20 pts |
| <input type="checkbox"/> Car registration | 10 pts | <input type="checkbox"/> Bank statement | 20 pts |
| <input type="checkbox"/> Phone account | 10 pts | <input type="checkbox"/> Pension card | 20 pts |
| <input type="checkbox"/> Electricity account | 10 pts | | |

6. If your Application is approved a Holding Deposit (equivalent to 1 weeks rent) must be paid to the office within 24 hours to secure the property. The Deposit can be paid by Eftpos, Cheque or Money Order. Please note that cash is NOT accepted at this office.

7. We will endeavour to notify you within 2 working days of receiving your completed Application whether you have been successful in acquiring the property for rent.

8. Appointments to Sign your Residential Tenancy Agreement

Once confirmed with you, appointments to sign your Residential Tenancy Agreement will only be changed under extreme or extenuating circumstances.

9. Housing NSW Assistance

If you are applying to Housing NSW for assistance in paying part, or all of your bond or rent please ensure you allow enough time for the processing and approval of your application with Housing NSW and the signing your Residential Tenancy Agreement.

If you have been approved for a tenancy with Shiels+Co Property, please bring the Housing NSW form with you when you are paying your Holding Deposit so we can complete the real estate agents section. Please be aware that it can take Housing NSW up to 14 days to approve your application for assistance and send us the Bond Lodgement Form.

Only after we have received the Bond Lodgement Form from Housing NSW will you be able to sign your Residential Tenancy Agreement, collect keys and move into the property.

10. Tenancy Start-Up Costs

On approval of your tenancy application, you will be required to pay a Holding Deposit (equivalent to 1 weeks rent) within 24 hours in order to secure the property. The holding deposit is non-refundable if you choose not to proceed with the tenancy.

When signing your Residential Tenancy Agreement, you will be required to have the full Bond payment and an additional 1 weeks rent in advance.






















You are able to pay any start-up costs associated with your tenancy by eftpos, bank cheque or money order. Cash will not be accepted.

12. NO CASH accepted in this office

Shiels+Co Property have a Cashless Office Policy and will not accept cash under any circumstances. All ongoing rent payments must be made using our FREE Direct Debit Payment System.

8. MyConnect

MyConnect is a free, no-obligation service offering a range of options to suit your needs. Whether you simply need your electricity and gas connected, a new phone connection, or even if you need the help of a removalist, they have an option to suit you - all in one simple phone call, at no cost to you. Once your tenancy application has been approved your contact details will be submitted to MyConnect and one of their helpful team members will give you a call. When you have so much else to think about its great to have MyConnect to help you out.

 <p>MyConnect offer a completely FREE service for home movers.</p> <p>MyConnect will call you to arrange the connection of your required utilities at your new property.</p> <p><input checked="" type="checkbox"/> Yes, please contact me</p> <p><input type="checkbox"/> Interpreter required</p> <p><input type="checkbox"/> OR Tick here to opt out</p>	<p>We connect</p> <div>  Electricity  Gas  Phone  Internet </div> <div>  Pay TV  Truck hire  Removals  Insurance </div> <p>Our retailers</p> <div>       </div> <div>       </div>	<p>Unless I have opted out of this section, I/we:</p> <p>Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.</p>
<p>1300 854 478 enquiry@myconnect.com.au myconnect.com.au</p>		

TENANCY APPLICATION

PAGE 1



A. PROPERTY DETAILS

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

Lease commencement date ____/____/____ Lease term _____ months

Weekly Rent offer \$ _____ per week

How many tenants will occupy the property? _____ Adults _____ Children

Ages of Children (if any) _____

B. PERSONAL DETAILS

Please provide us with your details.

Please Circle: Mr Ms Miss Mrs Other

Full Name _____ Date of birth ____/____/____

Licence No. _____ State _____ Expiry ____/____/____

Passport No. _____ Country _____ Expiry ____/____/____

If applicable please provide: Pension No. _____ Expiry: ____/____/____

Mobile Phone _____ Work Phone _____

Home Phone _____ E-mail: _____

C. OTHER INFORMATION

Please list registration no. of all cars to be kept at property _____

Please provide details of any pets

Breed Type _____

Age _____

Council registration no. _____

D. APPLICANT HISTORY

What is your current address? _____

How long have you lived at your current address? _____ years _____ months

Why are you leaving this address? _____

Name of Landlord Agent _____ Suburb _____

Landlord Agents Phone _____ Weekly rent \$ _____

TENANCY APPLICATION

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E. APPLICANT HISTORY CONTINUED

What was your previous address? _____

How long did you live at your previous address? _____ years _____ months

Why did you leave this address? _____

Name of Landlord Agent _____ Suburb _____

Landlord Agents Phone _____ Weekly rent \$_____

Was bond refunded in full? YES / NO

If not, why? _____

F. EMPLOYMENT HISTORY

What is your occupation? _____ Full time / Part time / Casual

Employers name _____ Contact Name _____

Employers address _____

Employers Ph # _____

Length of Employment _____ Years _____ Months

Net income \$_____ Week / Fortnight / Month

Previous Employment

What was your occupation? _____ Full time / Part time / Casual

Employers name _____ Contact Name _____

Employers address _____

Employers Ph # _____

Length of Employment _____ Years _____ Months

Period Employed From _____ to _____

Net income \$_____ Week / Fortnight / Month

TENANCY APPLICATION

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G. CONTACTS / REFEREES

Please provide a contact in case of emergency.

Full Name _____
Phone No. _____ Relationship to you _____

Please provide 2 personal references **not related to you.**

Full Name _____
Phone No. _____ Relationship to you _____

Full Name _____
Phone No. _____ Relationship to you _____

I. 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 (including the reverse side) 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

NTD: 1300 563 826 TICA: 1902 220 346 TRA: (02) 9363 9244

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.

J. PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for Shiels+Co Property to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third-party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to this agency and/or Landlord. If the applicant enters into a Residential tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information that this agency holds, they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete, or out-of-date. If the information is not provided, this agency may not be able to process the application and manage the tenancy.

FULL NAME: _____ SIGNED: _____ DATE: ____/____/____

RENTAL REFERENCE CHECK

CURRENT ADDRESS



In accordance with the Privacy Act, I/we the undersigned, authorise the recipient of this fax/email to give information to Shiels+Co Property regarding my/our rental history.
I/We understand this information will be used to assess my/our application.

Applicant's Name: _____
Property Rented: _____
Period of Tenancy: From _____ To _____ Weekly Rental: \$ _____
Agent/Landlord Name: _____ Contact Name: _____
Contact Phone: _____ Contact Email: _____
Signature of Applicant: _____ Dated: _____

PLEASE FILL IN ABOVE ONLY AND RETURN WITH YOUR APPLICATION

Our office will email this to your agent and request a reference from them. Do not complete any of the lower section

Dear Agent,

Please complete and return by email to info@shielsproperty.com.au

Name and position of person filling out this form: _____
How long did they occupy the property?: _____
How much rent did they pay per week: \$ _____
Was the tenant cooperative to deal with? _____
Did they pay rent on time? _____
If not perfect and consistent, please specify problems: _____
Result of general inspections, if any? _____
Were lawns and gardens kept in good order? _____
Kind of pet/s were kept on premises, if any: _____
Please specify any damage caused by the pets, if any: _____
Were the tenant/s considerate of neighbours? _____
Notices to Remedy Breach issued to the tenant/s, if any? _____
Reason given for leaving the property? _____
Was the full bond returned? _____
If no, please give details: _____
Would you rent to them again? _____
Signature of Landlord/Agent _____ **Date:** _____

Please provide a copy of the tenancy ledger in reply to this email.

Shenbrook Pty Limited Trading as Shiels+Co Property

ABN: 86 643 824 677

Phone: 4941 6901

Email: info@shielsproperty.com.au

Website: shielsproperty.com.au

RENTAL REFERENCE CHECK

PREVIOUS ADDRESS



In accordance with the Privacy Act, I/we the undersigned, authorise the recipient of this fax/email to give information to Shiels+Co Property regarding my/our rental history.
I/We understand this information will be used to assess my/our application.

Applicant's Name: _____
Property Rented: _____
Period of Tenancy: From _____ To _____ Weekly Rental: \$ _____
Agent/Landlord Name: _____ Contact Name: _____
Contact Phone: _____ Contact Email: _____
Signature of Applicant: _____ Dated: _____

PLEASE FILL IN ABOVE ONLY AND RETURN WITH YOUR APPLICATION

Our office will email this to your agent and request a reference from them. Do not complete any of the lower section

Dear Agent,

Please complete and return by email to info@shielsproperty.com.au

Name and position of person filling out this form: _____
How long did they occupy the property?: _____
How much rent did they pay per week: \$ _____
Was the tenant cooperative to deal with? _____
Did they pay rent on time? _____
If not perfect and consistent, please specify problems: _____
Result of general inspections, if any? _____
Were lawns and gardens kept in good order? _____
Kind of pet/s were kept on premises, if any: _____
Please specify any damage caused by the pets, if any: _____
Were the tenant/s considerate of neighbours? _____
Notices to Remedy Breach issued to the tenant/s, if any? _____
Reason given for leaving the property? _____
Was the full bond returned? _____
If no, please give details: _____
Would you rent to them again? _____
Signature of Landlord/Agent _____ **Date:** _____

Please provide a copy of the tenancy ledger in reply to this email.

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