



1/27 Fletcher Street, Byron Bay, NSW 2481

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## TENANT APPLICATION INFORMATION

**Applications will not be processed unless all information is supplied  
each applicant must complete a separate application**

**The property will not be held for you until the application has been approved and the first two weeks rent has been paid to our office in cleared funds.**

### OFFICE HOURS

Our office is open Monday to Friday 9am – 4pm.

### PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

### REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered. **Please note application will not be processed until proof of income has been supplied.**

### 100 POINT IDENTIFICATION CHECK

**Please speak with the Property Manager should you be unable to meet the 100 point check criteria**

60 points	Drivers License	20 points	Current Motor Vehicle Rego Papers
60 points	Passport	20 points	Min.2 references from previous Agent/Landlord
50 points	Rent Ledger	10 points	Copy of Telstra / Gas Account
40 points	Photo Identification	10 points	Other Identification
20 points	Birth Certificate		

- Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)

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- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
  - Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
  - Proof of Income (3 x Wage Slips or Bank Statements for last 3 months, Employee Letter, Centrelink letter).

### PROCESSING AN APPLICATION

In most instances, we can process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

### APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and The Renting Guide. It is important that you carefully read these documents prior to taking up tenancy.

### PAYMENT of 2 week's rent

Once the application has been approved you will be required to pay two week's rent to secure the property. Please note that this must be paid in cleared funds. Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until this money is received.

# GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

## COLLECTION OF KEYS

Our office is open Monday to Friday 9am – 4pm.

You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

## PAYMENT OF RENT & BOND - When signing the Tenancy Agreement, please bring your bank details

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks bond. **The bond is lodged with the Rental Bond Board.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds prior to collecting the keys.

Ongoing rental payments are required as per the lease agreement to be paid 1 week in advance. We require all tenants to fill in a direct debit request form and be set up via PayWay a direct deposit bank transfer set up by Byron Coastal Real Estate We only accept one rent payment from one of the tenants where there are multiple tenants. ie. If the rent is \$500 per week we require one only payment of \$500. We do not accept 2 or more payments from various people.

## BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

## SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

## ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

The availability of telephone lines, internet services, analogue, digital and cable television (and the adequacy of such services) are the sole responsibility of the tenant and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

## TV RECEPTION

There is nothing in the Tenancy Act 1987 which requires a landlord to supply a television antenna or to guarantee reception.

## ANIMALS

Animals are not permitted on the property without the consent of the owner. If animals are on the property without permission, you will be given a breach notice of 7 days to rectify. Failure to remove the animal could result in a termination notice. If animals are permitted, you will be required to pay a pet bond and a flea treatment will be required to by an authorised pest management company on vacation of the premises.

## CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. **You must return the Condition Report to our office within 7 days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

## TENANT DEFAULT AGENCY

Our office is a member of TICA, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

### VACATING THE PREMISES

To assist in the lodgement of your bond refund efficiently, we request that you comply with the "Byron Coastal Real Estate Exit Inspection Cleaning Guide for Tenants" Please ensure all professional cleaning is complete and all personal items removed from the property. This will avoid the need for us to arrange cleaners/repairs and making deductions from your Bond.

**Upon returning the keys to our office on your vacate date, you will not be given another opportunity to re-enter the property. You will be charged rent until the day of full receipt of keys. All returning keys must be signed off at our office.**

An inspection of your property will be conducted within 3 business days of Byron Coastal receiving your keys.

## APPLICATION FOR RESIDENTIAL TENANCY 1<sup>st</sup> APPLICANT

All pages of this application **must** be completed in full & **signed** or your application will **not** be processed.

### HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?

To Let Sign  Rental List  Telephone  Window Card  Newspaper  Internet

RENTAL PROPERTY: \_\_\_\_\_

Please **circle** your preferred Lease period **3 Months / 6 Months / 12 Months**

### 1<sup>st</sup> APPLICANTS DETAILS

Name	D.O.B. / / optional		
Contact No. Home	Work	Mobile	
Email Address	Fax No		
Number of Persons to Reside in Property			
Please list ALL persons names:			
Car Registration	Drivers Licence No.	Licensed State	
Passport No.	Other ID		
Car Make/Model & Year	No of Cars to be kept on premises		
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed	
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No		

### 1<sup>st</sup> APPLICANT INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME "PER WEEK "

Occupation	Period of employment		
Employer	Gross Weekly wage \$		
Address	Phone		
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	( hours per week)		
If less than 6 months Previous Employer			
Occupation	Period of employment		
Address	Phone	Gross Weekly wage \$	
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	( hours per week)		
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$		

<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment benefit	Allowance \$
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$

**1<sup>ST</sup> APPLICANT CONTINUED:**

**CURRENT ACCOMMODATION DETAILS**

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone		
Period of occupancy	/ /	to / /	Reason for leaving
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

**PREVIOUS ACCOMMODATION DETAILS**

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone		
Period of occupancy	/ /	to / /	Reason for leaving
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

Name of Relative or Other Person to Contact in Case of Emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Have you ever been evicted or are you in debt to another Landlord or Agent?**  Yes  No

If yes, give details \_\_\_\_\_

I, the **Applicant 1**, accept the property in its present condition  Yes  No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details \_\_\_\_\_

**Please note: Proof of Income must be attached for application to be processed**

# APPLICATION FOR RESIDENTIAL TENANCY ADDITIONAL APPLICANT

All pages of this application **must** be completed in full & **signed** or your application will **not** be processed.

RENTAL PROPERTY: \_\_\_\_\_

Please **circle** your preferred Lease period **3 Months / 6 Months / 12 Months**

## 2<sup>ND</sup> APPLICANT'S DETAILS

Name	D.O.B.	/	/	optional
Contact No. Home	Work	Mobile		
Email Address	Fax No			
Number of Persons to Reside in Property	<i>(You must list ALL persons names below)</i>			
Car Registration	Drivers Licence No.	Licensed State		
Passport No.	Other ID			

## 2<sup>ND</sup> APPLICANT'S INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME "PER WEEK "

Occupation	Period of employment			
Employer	Gross Weekly wage \$			
Address	Phone			
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual	(	hours per week)
If less than 6 months Previous Employer				
Occupation	Period of employment			
Address	Phone	Gross Weekly wage \$		
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual	(	hours per week)
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$			
<input type="checkbox"/> Pensioner Type	Allowance \$			
<input type="checkbox"/> Unemployment benefit	Allowance \$			
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$			
Address	Phone			
How long established	ABN No.			
Accountant Name	Phone			
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$			

## 2<sup>ND</sup> APPLICANT CONTINUED:

### CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone		
Period of occupancy	/	/	to / / Reason for leaving
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

**PREVIOUS ACCOMMODATION DETAILS**

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone		
Period of occupancy	/ /	to / /	Reason for leaving
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

Name of Relative or Other Person to Contact in Case of Emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Have you ever been evicted or are you in debt to another Landlord or Agent?**  Yes  No

If yes, give details \_\_\_\_\_

I, the **Applicant 2**, accept the property in its present condition  Yes  No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details \_\_\_\_\_

**Please note: Proof of Income must be attached for application to be processed****APPLICATION FOR RESIDENTIAL TENANCY ADDITIONAL APPLICANT**All pages of this application **must** be completed in full & **signed** or your application will **not** be processed.

RENTAL PROPERTY: \_\_\_\_\_

Please **circle** your preferred Lease period **3 Months / 6 Months / 12 Months****3<sup>rd</sup> APPLICANT'S DETAILS**

Name	D.O.B.		/	/	optional
Contact No. Home	Work	Mobile			
Email Address	Fax No				
Number of Persons to Reside in Property		<i>(You must list ALL persons names below)</i>			
Car Registration	Drivers Licence No.	Licensed State			
Passport No.	Other ID				

**3<sup>rd</sup> APPLICANT'S INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME "PER WEEK "**

Occupation	Period of employment	
Employer	Gross Weekly wage \$	
Address	Phone	
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (      hours per week)
If less than 6 months Previous Employer		
Occupation	Period of employment	
Address	Phone	Gross Weekly wage \$
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (      hours per week)
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$	
<input type="checkbox"/> Pensioner Type	Allowance \$	
<input type="checkbox"/> Unemployment benefit	Allowance \$	
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$	
Address	Phone	
How long established	ABN No.	
Accountant Name	Phone	
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$	

**3<sup>rd</sup> APPLICANT CONTINUED:**

**CURRENT ACCOMMODATION DETAILS**

Address	<input type="checkbox"/> Rented \$      per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold		
Address	Phone	
Period of occupancy    /    /    to    /    /	Reason for leaving	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

**PREVIOUS ACCOMMODATION DETAILS**

Address	<input type="checkbox"/> Rented \$      per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold		
Address	Phone	
Period of occupancy    /    /    to    /    /	Reason for leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

Name of Relative or Other Person to Contact in Case of Emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Have you ever been evicted or are you in debt to another Landlord or Agent?**

Yes  No

If yes, give details \_\_\_\_\_

I, the **Applicant 2**, accept the property in its present condition

Yes  No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details \_\_\_\_\_

**Please note: Proof of Income must be attached for application to be processed**

# TERMS & CONDITIONS - AUTHORITY & PRIVACY DISCLAIMER

**Applicant 1** Name: \_\_\_\_\_

**Applicant 2** Name: \_\_\_\_\_

**Applicant 3** Name: \_\_\_\_\_

I/We, the applicant/s, do solemnly and sincerely declare that the information provided is true and correct. I/We have inspected the premises and wish to take a tenancy of such premises from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week.

The rent to be paid is within my means and I/we agree to pay a bond of \$\_\_\_\_\_. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant’s credit worthiness and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I/We **authorise** the agent to give information to the lessor of the property, credit providers, tenant default agencies and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay first weeks rent to secure the property. In this instance that being \$\_\_\_\_\_. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST WEEKS RENT**

Upon communication of acceptance of this application by the agent I/We agreed that this tenancy shall be binding and the application deposit will be transferred as part bond payment.

I/We, the applicant/s, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

**IMPORTANT PRIVACY NOTE:** The information provided in this application is used for the purpose of determining if the applicant will be a suitable tenant. If you have any concerns regarding your privacy, please refer to the property manager.

**APPLICANT 1.** SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**APPLICANT 2.** SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**APPLICANT 3** SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AGENT to witness \_\_\_\_\_

DATE \_\_\_\_\_

### **WE ARE HERE TO HELP**

If you require further assistance or information prior to moving into your property, please feel free to contact our office.