



WHAT YOU NEED TO COMPLETE A RESIDENTIAL TENANCY APPLICATION

Before any application will be considered, each applicant **MUST** achieve a minimum of 100 check points.

Drivers licence / proof of age	# 40 points
Bank statements	# 40 points
Passport	# 40 points
Last 4 pay slips	# 40 points
Last 4 rent slips	# 30 points
Bankcard / Medicare	# 30 points
Ref from previous I/I agent	# 30 points
Copy of birth certificate	# 30 points
Invoice with your current address	# 25 points
Letter of employment	# 25points
Student ID	# 10 points

A minimum of one photo identification is required upon application

SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS, PLEASE SPEAK TO THE **PROPERTY MANAGER.**

ALL TENANCY APPLICATIONS ARE REFERRED TO **TICA** FOR CONFIRMATION OF DETAIL SUPPLIED.

IN ADDITION PLEASE COMPLETE A **SEPARATE APPLICATION** FORM AND PROVIDE REFERENCE FOR EACH PERSON OVER THE AGE OF **18+** THAT WILL BE LIVING IN THE PROPERTY.

YOU ARE RESPONSIBLE TO ARRANGE THE **CHANGE OF DETAILS** FOR FACILITIES SUCH AS ELECTRICITY, GAS, WATER AND TELEPHONE.

LEASE PREPARATION FEE \$16.50 GST INCLUDED FOR EACH TENANT.

TO ENSURE A QUICKER APPLICATION PROCESS, PLEASE MAKE SURE YOUR REFERENCES ARE PHOTOCOPIED PRIOR TO HANDING IN YOUR APPLICATION

PLEASE COME PREPARED

Suite 2/33-35 Cowper Street Parramatta 2150

Phone : 9687 3999 Fax : 9687 3900

Commercial

Industrial

Residential

Ic Property Residential Tenancy Application

Application Form

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



A. AGENT DETAILS

IC Property Sales & Management
Shop 2, 33-35 Cowper Street PARRAMATTA 2150

Phone no: 02 9687 3999

Fax no: 02 9687 3900

Email address: rentals@icproperty.com.au

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

<input style="width: 30px; height: 20px;" type="text"/> Day	<input style="width: 30px; height: 20px;" type="text"/> Month	<input style="width: 30px; height: 20px;" type="text"/> Year
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3. Lease term?

<input style="width: 30px; height: 20px;" type="text"/> Years	<input style="width: 30px; height: 20px;" type="text"/> Months
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4. How many people will normally occupy the property?

<input style="width: 30px; height: 20px;" type="text"/> Adults	<input style="width: 30px; height: 20px;" type="text"/> Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr. Ms. Miss Mrs. Other

Surname	Given name/s
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Date of Birth

Driver's licence no.	Driver's licence state
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Passport no.	Passport country
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Pension no. (If applicable)	Pension type (if applicable)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

6. Please provide your contact details

Home phone no.	Mobile phone no.
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Work phone no.	Fax no.
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Email address

7. What is your current address?

Postcode

Our Office accepts payments by Credit Card



D. FREE UTILITY CONNECTION SERVICE

ID: NICPA

To save you time when you're moving house, UtilityOne can help you arrange your utility connections:

PHONE <input type="checkbox"/>	ELECTRICITY <input type="checkbox"/>	GAS <input type="checkbox"/>
ADSL <input type="checkbox"/>	DIAL UP INTERNET <input type="checkbox"/>	PAY TV <input type="checkbox"/>

It's a FREE service and there's NO obligation - so just tick this box if you want UtilityOne to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.

Yes, please contact me!

Utility connection services are provided by:



Phone: 13 18 19 Email: contact@utilityone.com.au
 Fax: 1300 73 18 19 Web: www.utilityone.com.au

UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply.

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section J.

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 authorize 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 the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

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.

If Section D is completed, I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. [I consent to UtilityOne disclosing confirmation details \(including NMI, MIRN, telephone number, water company\) to the Agent.](#) I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the UtilityOne service; normal service provider fees or bonds may apply.

Signature	Date
X	

Property Managers Name

Application faxed to Utility One (if required) <input type="checkbox"/>	Rental Rewards Registration Form completed and faxed (if required) <input type="checkbox"/>
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F. APPLICANT HISTORY

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

<input type="text"/>	Years	<input type="text"/>	Months
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9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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11. What was your previous residential address?

Postcode

12. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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13. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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Was bond refunded in full?

If not why not?

<input type="text"/>	<input type="text"/>
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G. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

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

Employer's address

Postcode

Contact name

Phone no.

<input type="text"/>	<input type="text"/>
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Length of employment

Net income?

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
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15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
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H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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17. Please provide two personal references (not related to you)

1. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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2. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets:

Breed / type Council registration / number

1. <input type="text"/>
2. <input type="text"/>

J. PAYMENT DETAILS

Property rental

\$ <input type="text"/>	Per week OR	\$ <input type="text"/>	per month
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First payment of rent in advance

\$

Rental bond (4 weeks rent)

\$

Tenant's share of cost of preparing tenancy agreement

\$

Sub Total

\$

Less: deduct Reservation Fee (see below)

\$

Amount payable on signing tenancy agreement
(Credit Card, Cash or Bank Cheque only)

\$

K. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE

RESERVATION PERIOD

\$ <input type="text"/>	<input type="text"/> Days
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The Landlord's Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords agent

Date

<input type="text"/>	<input type="text"/>
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