

Applications will not be processed unless all information is supplied. Each applicant must complete a separate application form.



The property will not be held for you until the application has been approved and the security deposit has been paid to our office in cleared funds.

## PROPERTY MANAGEMENT DEPARTMENT HOURS

Our office is open Monday to Friday 9.00am - 5:30pm and Saturday by appointment only.

## 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.

**In addition we will require a Statement of Assets and Liabilities prepared by your accountant.**

Should you be unable to meet the **100 point check** criteria, please speak with the property manager.

- **50 points** - Passport
- **50 points** - Drivers Licence
- **40 points** - Bond Refund History
- **40 points** - Previous Rent Ledgers
- **20 points** - Birth Certificate
- **20 points** - Current Motor Vehicle Rego Papers
- **20 points** - Min. 2 references from previous Agent/Landlord
- **10 points** - Copy of Phone / Electricity / Gas Account
- **10 points** - Other Identification

Photo Identification (Drivers Licence, University or TAFE Card, Passport)

Other Identification (Medicare card, bank card, pensioner card)

Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)

Proof of regular rental/mortgage payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)

Proof of Income (Wage Slips, Bank Statements, Employee Letter)

Written References (Personal, Rental and Employment)

Statement of assets and liabilities

## PROCESSING AN APPLICATION

In most instances, we are able to 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.

## SECURING THE PROPERTY - PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay the Bond and one months rent to secure the property. Please note that this must be paid by Electronic Funds Transfer, payable to Sam Pennisi Pty Ltd Trust Account. A Tax Invoice and our Bank Account details will be provided to you when your application is accepted by the Landlord.

## **GENERAL INFORMATION PRIOR TO TAKING UP TENANCY**

### **COLLECTION OF KEYS**

You will need to arrange an appointment to collect the keys, finalise payment of monies and sign all documents. Please allow one hour for this process.

### **SIGNING OF THE LEASE AGREEMENT**

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

### **ELECTRICITY, GAS, TELEPHONE AND WATER CONNECTIONS**

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

## APPLICATION FOR COMMERCIAL TENANCY

The 4 pages of this application must be completed in full and signed or your application will not be processed.

RENT: \$  + BOND: \$

PROPERTY ADDRESS:

PROPOSED USE OF PREMISES:

### Applicant's Details

Full Name:

Are you know by another name?  Date of Birth  /  /

Contact No. Home  Work  Mobile

Email Address

Car Registration  Drivers Licence Number  Licensed State

Next of Kin or Emergency Contact Name

Emergency Contact Address

Emergency Contact Phone

### Current Address Details

Address   Rented \$  p/wk  Owned

Name of Landlord or Real Estate Agent

Agent Address  Phone

Period of Occupancy  /  /  to  /  /

### Previous Rental Details

Address   Rented \$  p/wk  Owned

Name of Landlord or Real Estate Agent

Agent Address  Phone

Period of Occupancy  /  /  to  /  /

**Trade or Business References | Do not include relatives. This must be completed in full.**

Name  Address

Phone  Relationship

Email

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Name  Address

Phone  Relationship

Email

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Name  Address

Phone  Relationship

Email

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Name  Address

Phone  Relationship

Email

**Income Details | All income is net or take home "per week"**

Occupation  Period of Employment

Employer  Weekly Wage (net) \$

Employer Address  Phone

Full Time  Part Time  Casual (hours per week)

**Company Details**

Full Registration Name of Company

Registration Number  Incorporation Date

Registered Address

ABN  ACN  GST Registered? Y  N

Trading Name

Solicitor Name  Solicitor Email

Solicitor Address  Phone

## Company Directors Details

Full Name  Phone

Address

Email

---

Full Name  Phone

Address

Email

---

Full Name  Phone

Address

Email

## Bank Details

Bank  Branch

Bank Address  Phone

Account Type  Account Number

Manager or Contact Person  Phone

## Property Details

Monthly Rental Amount \$  GST \$  Bond \$

Lease Term  Further Options

Commencement Date  /  /

Outgoings Payable:  Council \$   Water \$   Insurance \$

Body corp \$   Plate glass \$   Other \$

Rent reviews:  CPI  Market  Percentage

Chattels included:

Special conditions on lease:

Proposed changes to property:

The applicant accepts the property in its present condition subject to the landlord agreeing to the proposed changes (if any).

# TERMS & CONDITIONS

## Authority & Privacy Disclaimer

Applicant's name:

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant, understand that you as the agent for the Landlord have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you, as the agent are bound by the Privacy Act and the National Privacy Principals and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once the lease 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 the Bond to secure the property. THE PROPERTY WILL NOT BE HELD UNTIL THE BOND IS PAID & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason.

Applicant's 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.

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

To Let Sign    Rental List    Telephoned    Internet. Which site?