



TENANCY APPLICATION



101 Vincent Street
Cessnock NSW 2325
Office : 02 4991 7977

BAIRD
REAL ESTATE

THE SIGN
THAT SELLS

Email : propertymanagement@bairdrealestate.com.au

Tenancy Application Form

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

A. PROPERTY DETAILS

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

Postcode

1b. Price per week:

--

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

	Years		Months
--	-------	--	--------

4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
--	--------	--	----------	--	------------------

B. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

--

Given Name/s

--

Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

--

6. Please provide your contact details

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

--

C. CURRENT ADDRESS

7. What is your current address?

Postcode

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

	Years		Months
--	-------	--	--------

9. Why are you leaving this address?

--

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

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly Rent Paid

\$

D. PREVIOUS ADDRESS

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		Months
--	-------	--	--------

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

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly Rent Paid

\$

Was bond refunded in full?

--

If not why not?

--

E. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

--

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

--

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

--

Employer's address

Postcode

Contact name

--

Phone no.

--

Length of employment

	Years		Months
--	-------	--	--------

Net Income

\$

16. Please provide your previous employment details

Occupation?

--

Employer's name

--

Contact name

--

Phone no.

--

Length of employment

	Years		Months
--	-------	--	--------

Net Income

\$

Baird Real Estate
will contact you with the
outcome of your application

F. REQUIRED DOCUMENTATION

17. The following information and documentation is required by each applicant (please provide photocopies)

Identification - Minimum of 3 (including photo ID)

<input type="checkbox"/> Current drivers licence	<input type="checkbox"/> Birth certificate
<input type="checkbox"/> Proof of age card	<input type="checkbox"/> Passport
<input type="checkbox"/> Medicare card	<input type="checkbox"/> Credit card
<input type="checkbox"/> Motor vehicle registration certificate	<input type="checkbox"/> Bank Statement
<input type="checkbox"/> Telephone account statement	

Proof of income

<input type="checkbox"/> 3 previous payslips or	<input type="checkbox"/> Bank statement or
<input type="checkbox"/> If self employed - tax returns and business registration	<input type="checkbox"/> Centrelink statement

G. CONTACTS / REFERENCES

18. Please provide a contact in case of emergency

Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>

19. Please provide 2 personal references (not related to you)

1. Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>
2. Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>

H. OTHER INFORMATION

20. Please provide details of any pets

Breed/type

Council registration / number

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

21. Do you smoke?

☐ Yes ☐ No

I. NOTICE TO PROSPECTIVE TENANTS

All rental payments will be made via direct deposit via your bank account or Centrepay to Baird Real Estate. The available of telephone lines: internet services; analogue; digital or cable television (and adequacy of such services); are the sole responsibility of the tenant(s) and the 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 points located in the property are serviceable or will otherwise meet the requirements of the tenant and the tenants must reply upon their own enquires.

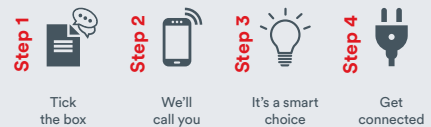
J. UTILITY CONNECTIONS

Direct Connect is a FREE service that can connect you to the following:

<input type="checkbox"/> Electricity	<input type="checkbox"/> Cleaners
<input type="checkbox"/> Gas	<input type="checkbox"/> Pay TV
<input type="checkbox"/> Phone	<input type="checkbox"/> Removalist
<input type="checkbox"/> Internet	<input type="checkbox"/> Truck or van hire



GET CONNECTED IN 4 EASY STEPS



☐ **YES**

I consent to;

- Baird Real Estate providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me in relation to my utilities and service connections.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature

Date

Applicant 2 (if applicable)

Name

Phone

Signature

Date

570 Church St, Cremorne, VIC 3121 P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved. The holding fee of one weeks rent keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement). In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement.
- iii) if the prospective tenant(s) decide not to enter into such an agreement after the holding deposit has been paid, the landlord may retain the weeks holding deposit; and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (v) The whole of the fee will be refunded to the prospective tenant if;
- (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other
- (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Applicant

Date

ONE CALL WILL SAVE YOU TIME AND EFFORT

We are Australia's No. 1 Moving Services Company. Over the last 14 years, we have helped more than 1 million people move house and we would love to help you too!

With just one call, our free, no-obligation service can help you connect all your services from the moment you move in, so you can focus on enjoying your new home.

L. 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 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 about:

(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 220 348 / 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 the 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.

Print Name

Signature

Date

RENTAL REFERENCE CHECK (OFFICE USE ONLY)

Please complete and return by email to Baird Real Estate:
propertymanagement@bairdrealestate.com.au

Lease Start Date

Lease End Date

Rent paid per week

Was rent paid on time?

☐

Yes

☐

No

If no, please specify details:

Was the tenant issued with any Termination Notices?

☐

No

☐

Yes

If yes, please specify details:

Were there routine inspections carried out?

☐

No

☐

Yes - Please specify details:

Internal:

☐

Excellent

☐

Good

☐

Average

☐

Poor

External:

☐

Excellent

☐

Good

☐

Average

☐

Poor

Were the tenants cooperative to deal with?

☐

Yes

☐

No

If no, please specify details: _____

Were the tenants demanding on repairs?

☐

No

☐

Yes - Please specify details: _____

Did the tenants have any pets at the property?

☐

No

☐

Yes

If yes, did they cause any damage to the property?

Were the pets ever inside the house? ☐ No ☐ Yes

What was the reason why the tenants vacated/are vacating the property?

If the tenant has not yet vacated, do you foresee any potential bond claims?

Would you rent to the tenant again?

☐

Yes

☐

No

If no, please specify why not:

Has the tenant ever posted any derogatory comments on social media about your office?

Name and Position of person completing this form

Please attach a copy of the tenant rental ledger
THANK YOU FOR YOUR TIME