

APPLICATION FORM

APPLICATIONS WILL NOT BE PROCESSED IF ALL INFORMATION IS NOT SUPPLIED. EACH OCCUPANT ABOVE 18 YEARS OF AGE MUST COMPLETE AND APPLICATION.

PLEASE RETURN YOUR APPLICATION AND SUPPORTING DOCUMENTS VIA EMAIL TO:
hpm@myhpm.com.au

PHOTO IDENTIFICATION AND 100 POINTS IDENTIFICATION is a REQUIREMENT

You will be required to submit supporting documents with your application.

YOUR APPLICATION WILL NOT BE PROCESSED IF ALL DOCUMENTS ARE NOT GIVEN.

100 point check – Your supporting documents must include at least one form of Photo ID

If you are unable to meet the 100 points Identification, please speak with the property manager.

- 40 points Previous Rent Ledgers
- 30 points Proof of income (payslips/Centrelink statement)**
- 30 points Passport OR Driver's License**
- 20 points Current Motor Vehicle Rego Papers
- 10 points Copy of Telstra/Energex/Gas Account
- 10 points Birth Certificate

PROCESSING YOUR APPLICATION: We would be able to process your application **within 48 hours** and advise you by telephone. However, if your referees are hard to reach, this process may take longer. **Make sure your referees are reachable.**

SECURING THE PROPERTY AFTER APPROVAL: A payment of **2 weeks rent/deposit is required** once the application has been approved **for securing the property**. Please note that this must be paid in cleared funds - EFT, Money Order or a Bank Cheque. **Cash and Personal Cheques are NOT accepted.** There is **48 hours cooling off period** in which if you decide to pull out of your application the rent/deposit will be refunded.

Upon sign up the **full Bond is required**, which is **equal to 4 weeks rent**.

The property will not be secured for you, **until all money has been received** and all tenancy related documents fully signed by all parties.

TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if applicable) can be made available to you. It is important that you read and understand this documentation including any special conditions prior to entering into the tenancy agreement.

COLLECTION OF KEYS

Our office is open Monday to Friday 8:30am – 5:00pm & Saturday 9:00am – 4:00pm

You will need to collect the keys, finalise the payments of monies and sign all documents Monday-Friday only.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4 weeks' bond. If your weekly rent is more than \$500 per week, the bond requirement may vary. This office does not accept bond transfers. We do accept Department of Housing Bond Loans, provided Form 2C is received prior to the sign-up day. All monies must be paid in cleared funds prior to sign up.

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 or more 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 lease holders 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. ENERGEX (Electricity) 13 12 53 or www.energex.com.au TELSTRA (Telephone) 13 22 00

CONDITION REPORT

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 three working days of moving into the property. Keep the report in a safe place during your tenancy, as the Condition Report hold your Bond with the RTA and 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 database agency. It is important to note that should you vacate the property owing money in excess of the bond or receive a court order against you for a repeated breach, your details will be listed with this agency when your tenancy has ended. 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.

PAYMENT OF RENT

It is our company policy that all rental payments are to be made by either direct debit, BPAY or Credit Card (Visa, MasterCard or Bank card). All banking details will be provided and discussed with you when signing your Tenancy Agreement.

METHODS OF PAYMENT: Rent can be paid by EFT, Money Order, Bank Cheque (Cash and Personal Cheques are not accepted)

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

ADDRESS OF PROPERTY: _____

MOVE IN DATE: _____ RENT: \$ _____ TERM: 6 MONTHS 12 MONTHS

NUMBER OF PETS: _____, PETS TYPE: _____

NAMES OF ALL ADULTS: 1. _____ 2. _____ 3. _____

NUMBER OF CHILDREN: _____, NAMES & DOB 1. _____ 2. _____

3. _____, 4. _____, 5. _____

APPLICANT ONE - PERSONAL DETAILS

FULL NAME : _____

Drivers License No: _____ DOB: _____ 18+ Card No: _____ Passport No: _____

CONTACT DETAILS

Home Ph: _____ Mobile: _____ Work Ph: _____ Fax No: _____

Email Address: _____

RENTAL HISTORY

Current Address: _____

How long have you lived there? _____ Current Lease Expiry Date: _____ Weekly Rent : _____

Name of Lessor or Agent: _____, Contact Name: _____ Contact No: _____

Fax No: _____, Email : _____

PREVIOUS RENTAL HISTORY

Previous Address: _____

How long did you live there?: _____ Weekly Rent Paid: \$ _____

Name of Lessor or Agent: _____ Contact Name: _____

Contact No: _____ Fax: _____, Email : _____

EMPLOYMENT HISTORY

Current Employment (Occupation): _____

Employers Name/Centrelink details/Benefit type: _____

Employers Address: _____, Contact Name: _____ Contact No: _____

Length of Employment: _____ Income per week: \$ _____

PREVIOUS EMPLOYERS DETAILS – IF EMPLOYED FOR LESS THAN 12 MONTHS

Previous employers name: _____, Employers Address: _____

Contact Name: _____ Contact Number: _____, Length of

employment: _____ Income per week: \$ _____

IF YOU ARE SELF-EMPLOYED OR OWN YOUR OWN BUSINESS

Registered name of business: _____ ABN: _____

Address: _____

Personal Net Income per week: \$ _____ How long in business: _____

Name of Accountant: _____, Contact Phone/Fax number: _____

List One Major Creditor: _____ Phone/Fax number: _____

REFERENCES AND EMERGENCY CONTACT DETAILS

Please provide two (2) personal references (not related to you) WITH DAYTIME CONTACT NUMBERS

Name: _____ Phone: _____ Relationship to you: _____

Name: _____ Phone: _____ Relationship to you: _____

Please provide details of your next of kin (not living with you), in case of an emergency:

Name: _____ Phone: _____ Relationship to you: _____

APPLICANT TWO - PERSONAL DETAILS
GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

ADDRESS OF PROPERTY: _____
MOVE IN DATE: _____ RENT: \$ _____ TERM: 6 MONTHS 12 MONTHS
NUMBER OF PETS: _____, PETS TYPE: _____

NAMES OF ALL ADULTS: 1. _____ 2. _____ 3. _____
NUMBER OF CHILDREN: _____, NAMES & DOB 1. _____ 2. _____
3. _____, 4. _____, 5. _____

FULL NAME : _____
Drivers License No: _____ DOB: _____ 18+ Card No: _____ Passport No: _____

CONTACT DETAILS
Home Ph: _____ Mobile: _____ Work Ph: _____ Fax No: _____
Email Address: _____

RENTAL HISTORY
Current Address: _____

How long have you lived there? _____ Current Lease Expiry Date: _____ Weekly Rent : _____
Name of Lessor or Agent: _____, Contact Name: _____ Contact No: _____
Fax No: _____, Email : _____

PREVIOUS RENTAL HISTORY
Previous Address: _____
How long did you live there?: _____ Weekly Rent Paid: \$ _____
Name of Lessor or Agent: _____ Contact Name: _____
Contact No: _____ Fax: _____, Email : _____

EMPLOYMENT HISTORY
Current Employment (Occupation): _____
Employers Name/Centrelink details/Benefit type: _____
Employers Address: _____, Contact Name: _____ Contact No: _____
Length of Employment: _____ Income per week: \$ _____

PREVIOUS EMPLOYERS DETAILS – IF EMPLOYED FOR LESS THAN 12 MONTHS
Previous employers name: _____, Employers Address: _____
Contact Name: _____ Contact Number: _____, Length of
employment: _____ Income per week:
\$ _____

IF YOU ARE SELF-EMPLOYED OR OWN YOUR OWN BUSINESS
Registered name of business: _____ ABN: _____
Address: _____
Personal Net Income per week: \$ _____ How long in business: _____
Name of Accountant: _____, Contact Phone/Fax number: _____
List One Major Creditor: _____ Phone/Fax number: _____

REFERENCES AND EMERGENCY CONTACT DETAILS
Please provide two (2) personal references (not related to you) WITH DAYTIME CONTACT NUMBERS
Name: _____ Phone: _____ Relationship to you: _____
Name: _____ Phone: _____ Relationship to you: _____
Please provide details of your next of kin (not living with you), in case of an emergency:
Name: _____ Phone: _____ Relationship to you: _____

TERMS & CONDITIONS

Applicant's Name/s: _____

I/We, the applicant/s, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will.

I/We, the applicant/s understand that you as the agent for the lessor 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. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months from ____/____/____ at a rental of \$_____ per week.

The rent to be paid is within my means and I agree to pay a bond of \$_____. Once the application has been approved I agree to pay a minimum of 2 weeks rent to secure the property. In this instance that being \$_____.

I/We, acknowledge, that there is a **48 hours cooling off period** after which if I/We decide to pull out of my/our application the rent/deposit will be retained by HPM.

THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE 2 WEEKS RENT AND THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.

In the event that the application is successful, acceptance is communicated and the 2 week's rent is paid, but I decide not to proceed, I agree that two weeks rent will be forfeited to your office. Upon communication of acceptance of this application by the agent, verbal or written, I/We agree that this tenancy shall be binding.

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, all details held will be destroyed.

QUESTIONS?

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

If yes, give details _____

I/We, the Applicant/s, accept the property in its present condition. Yes No
(A detailed Condition Report will be completed prior to you taking possession)

APPLICANTS SIGNATURE: _____ **DATE:** _____

APPLICANTS SIGNATURE: _____ **DATE:** _____

NOTE – Please complete and sign as well the below form

Note : APPLICANT/S TO COMPLETE AND SIGN THIS FORM!

***** URGENT *****

Please return: To Hallmark Property Management
Email – hpm@myhpm.com.au

REQUEST FOR RENTAL REFERENCE

AUTHORITY & PRIVACY DISCLAIMER

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 Principles 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 lessors 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 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.

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 you may access personal information on the contact details above.

NAME: _____ SIGNATURE: _____ DATE: _____

NAME: _____ SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

TO: _____ FROM PROPERTY MANAGER: _____

FAX: _____

DATE: _____

PHONE: _____

Please circle the correct answer to the following questions regarding the tenant history for the tenant/s & property listed below.

CURRENT TENANT/S:

PROPERTY ADDRESS: _____

Rental paid per week \$ _____ Date tenancy ends _____ Period of tenancy _____

Has this tenant been issued with any NTR or NTL's? YES / NO

If yes, for what reason? _____

Does the tenant have a pet at the property? YES / NO

Does the tenant look after the property? YES / NO

Comment: _____

Does the tenant maintain the yard regularly? YES / NO

Comment: _____

Would you rent to this tenant again? YES / NO

Comment: _____

Why is the tenant vacating the property? _____

PONDING PROMPTLY TO THIS REQUEST
PLEASE EMAIL A FULL TENANT LEDGER
WITH THIS REFERENCE TO: hpm@myhpm.com.au

