Tenancy Application Form

PINNACLE REAL ESTATE AGENCY

Office: 1/37-41 Heard Street, Mawson ACT 2607

Post: PO Box 6111, Mawson ACT 2607

Tel: (02) 6162 1908

Email: rentals@pinnaclerealestate.com.au **Web:** www.pinnaclerealestate.com.au





Pre Application Information

Application Process

- Applicants are required to inspect the premises prior to submitting the application
- Complete an Application Form one per Adult Applicant who will be named on the lease
- Include evidence of income eg: Pay slip, Accountant letter, Centrelink or Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.

100 Points – Option List				
Passport	30 points *	Employment reference on letterhead	20 points	
Current Drivers Licence	30 points*	Motor Vehicle/Bike registration	10 points	
Birth Certificate	30 points*	Bank Statement	10 points	
Proof of age card	30 points	Telephone Account	10 points	
Medicare Card	20 points	Electricity Account	10 points	
Credit Card Statement	20 points	Gas Account	10 points	

^{*}You must provide one of the items in bold type

Please Also Atttach The Following Documents				
☐ Proof of rental history:	Printout of tenancy history or Last four rental receipts			
☐ Proof of current address:	Utility statements <u>or</u> Council rates notice			
☐ Proof of income:	3 previous pay slips <u>or</u> Bank statement <u>or</u> Tax returns if self-employed			

Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.

Agency Process

As your Application is a high priority, we will endeavour to have an answer to you as soon as possible, but will advise you if there are delays in reaching your referees and contacts.

Information verification by our Agency

To verify your Application information we contact a National Tenancy Database, TICA. If you have had a problem with a previous tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Landlord and personal referees.

If Application is not accepted

If your Application is not accepted by the Landlord, it will be retained for a short period and then destroyed securely, to comply with Privacy Legislation.

Rent payment method options

DIRECT TRANSFER

We look forward to receiving your Application

Residential Application Form

For your application to be processed you	ou must answer all questions (including		•			
A. AGENT DETAILS		D. APPL	ICANT HIST	ORY		
PINNACLE REAL ESTATE		10. How lor	ng have you li	ived at y	our current ac	ddress?
1/37-41 Heard St, Mawson ACT 260	07		Veere		Months	
Phone: (02) 6162 1908			Years		Months	
Email: rentals@pinnaclerealestate.c		11. Why are	you leaving	this add	 dress?	
Web: www.pinnaclerealestate.com.a	au					
B. PROPERTY DETAILS						
What is the address of the properties.	erty you would like to rent?	12 Landlor	d/Agent detai	ile of thi	s property (if a	annlicable)
			d/Agent detai		s property (ii a	арріїсавіе)
	Postcode	Name or lan	dioid of agent	1		
1a. I have inspected the property	on: / /	Landlord/ag	ent's phone no	D.	Weekly Re	nt Paid
2. Lease commencement date?					1	
Day	Month Year				\$	
	Month Lear	13. What wa	as vour previ	ous resi	dential addres	is?
3. Lease term?			,			
Years	Months					
3a. Are you a smoker?	N				Postco	de
4. How many tenants will occupy th	ne property?	14. Reason	for leaving p	previous	s address?	
Adults Children	Ages of Children					
/ tadito Stillaton	Crillaren					
4a. Who are you applying with?		15. How lor	ng did you liv	e at this	address?	
			Years	1	Months	
5. Do you have any pets?	Y N] rouro			
6. Please provide details of any p	nets	16. Landlor	d/Agent deta	ils of thi	s property (if	applicable)
Breed/type	Council registration / number	Name of lan	dlord or agent	t		
1.]					
2.						
Z.		Landlord/ag	ent's phone no	ο.	Weekly Re	nt Paid
C. PERSONAL DETAILS					\$	
7. Please give us your details						
Mr Ms Miss	Mrs Other	Was bond re	efunded in full	?	If not why r	not?
Surname	Given Name/s					
		E. EMPL	OYMENT H	ISTORY	/	
Date of Birth	Driver's licence number					
			provide your	empioyr	ment details	
		What is you	r occupation?			
Driver's licence expiry date	Driver's licence state					
			ature of your em			
Passport no.	Passport country	(FULL TIME	/PART TIME/0	CASUAL)	
		Employer's	name (inc. acco	ountant if	self employed or	institution if student)
Pension no. (if applicable)	Pension type (if applicable)					
r encion no. (ii applicable)	r endon type (ii applicable)					
		Employer's	address			
8. Please provide your contact deta	ails					
Home phone no.	Mobile phone no.					
					Postco	de
		Contact nan	ne		Dhone no	
Work phone no.	Fax no.	Contact Han			Phone no.	
Email address		Length of er	mplovment			Weekly Net Inc
Littali address		Zongaroror	i		¬	
			Years		Months	\$
9. What is your current address?		18 Please	provide vour	nrevious	─ s employment	detaile
		Employer's		previous	s employment	uetans
		Linployers				
	Postcode					
Please answer the following question	ons: Yes No	Contact	20		D'	
Have you ever been evicted by any landlord or age		Contact nan	iie		Phone no.	
Have you ever been refused another property?						
Are you in debt to another landlord or agent?	\vdash	1 6	mployees a c 4		1	Modelshill
Is there any reason that would affect your rent payr	ment?	Length of er	⊓pioyment		\neg	Weekly Net Inc
Have you been before ACAT/NCAT?			Years		Months	\$
Details:			1 1	1	1	1

Weekly Net Income

Weekly Net Income

F. UTILITY CONNECTIONS

myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone: 1300 854 478 enquiry@myconnect.com.au www.myconnect.com.au

Yes, Please Contact Me

Interpreter Required

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out



G. PRIVACY ACT / DECLARATION

Privacy Act Ackowledgement Form for Tenant Applicants & Approved Occupants: This information relates to how we handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. The information collected by the agent can be accessed by you by contacting our office at the above address.

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 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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting:

TICA 1902 220 346 NTD 1300 563 826

TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 check with TICA

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.

Signature of Applicant	Date

H. CONTACTS /	REFERENCES	5		
19. Please provide a	contact in case	of emergenc	у	
Surname		Given name/s		
2.1.0				
Relationship to you		Phone no.		
00 Diana			-414	
20. Please provide 2	-	· ·	ated to y	ou)
1. Surname		Given name/s		
Relationship to you		Phone no.		
2. Surname		Given name/s		
Relationship to you		Phone no.		
. PAYMENT DE	TAILS			
Property Rental				
Property Kentai	1			7
\$	per week Or	\$		per month
	I			_
			•	
First payment of rent t	upfront (2 weeks	rent)	\$	
Destal Destal (4 and a	0		¢	
Rental Bond (4 weeks	rent):		\$	
Amount payable on	signing tenancy	v agreement	•	
(Dalik Cheque of Illoi	ney order only)		\$	
(ballk cheque of filol	ney order only)		\$	
			\$	
			\$	
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