

Checklist (please tick once completed)

- I have read and accepted the Terms and conditions of this application and I have signed the declaration
- If approved, I understand that I am responsible to pay 2 weeks rent, 4 weeks bond, \$50 common area fee at the commencement of signing my lease agreement.
- I understand that I will be responsible for a yearly common area fee contribution of \$50, payable on invoice
- Supporting Documents: Proof of Identity (eg: Passport, Birth Certificate, ID Proof card, Drivers Licence)
- Supporting Documents: Proof of Address (eg: Water or Land Rates notices, Phone Bill, Electricity/Gas Account)
- Supporting Documents: Proof of Income (eg: Two (2) recent payslips, Bank/Centrelink Statement, letter of Scholarship)
- Supporting Documents: Additional (eg: Visa Information, Rent ledger, University Acceptance/Offer, Referee for contact)
- Date you inspected the property:** _____ / _____ / _____

PROPERTY APPLYING FOR: _____

Rent Per week: \$ _____ Parking Request Levy*: YES / NO \$ _____pw ***availability not guaranteed*

Proposed start date: ____/____/20____ Lease Term Preferred: (Please Circle) 6mth / 12mth / Other _____

<p>APPLICANT DETAILS</p> <p>Name : _____</p> <p>Phone number: _____ Date of Birth: _____/____/____</p> <p>Student Email: _____</p> <p>Drivers Licence No: _____ Drivers licence State: _____</p> <p>Passport No: _____ Passport Country: _____</p> <p>Vehicle Registration No: _____ Vehicle Type: _____</p>	<p>ADDRESS HISTORY</p> <p><u>Current Address:</u></p> <p>_____</p> <p>Time at address: Years: _____ Months: _____</p> <p>Reason you are leaving: _____</p> <p>_____</p> <p>Name of Agent/ Landlord of this address: _____</p> <p>_____</p> <p>Contact Number: _____ Weekly Rent: _____</p> <p>_____ \$ _____</p> <p>Was this property your family home: YES / NO</p>
<p>STUDENT INCOME INFORMATION</p> <p><i>Please specify how you will pay your rent:</i></p> <p>Scholarship: YES / NO <i>Ensure you have a copy of your scholarship paperwork</i></p> <p>Family Support: YES / NO <i>How much do you receive per month: \$ _____ AUD</i></p> <p>Centrelink: YES / NO <i>Centrelink Benefit Name: _____</i> <i>Amount Per Fortnight: \$ _____ AUD</i></p> <p>All students MUST supply a copy of current Student ID Card</p> <p>Student ID Card No: _____</p>	<p>STUDENT COURSE INFORMATION</p> <p>What Degree / PHD are you studying? _____</p> <p>How many years are you into the course? (please circle)</p> <p style="text-align: center;">1st 2nd 3rd 4th 5th 6th</p> <p>Where is your course located? (please circle)</p> <p style="text-align: center;">Callaghan Campus or City campus</p> <p>Is your course? (please circle) Full time or part time</p> <p>Are you an international student? YES / NO</p> <p>What is your first language? _____</p>

EMPLOYMENT HISTORY

Current Employment:

Occupation: _____

Company Name: _____ FT/PT/ Casual

Employers Name: _____ Contact number: _____

Length of Employment: _____ Net weekly income: _____

_____ \$ _____

Previous Employment:

Occupation: _____

Company Name: _____ FT/PT/ Casual

Employers Name: _____ Contact number: _____

Length of Employment: _____ Net weekly income: _____

_____ \$ _____

DECLARATION

I hereby offer to rent the property from the owner under a Residential Tenancy Agreement which will be prepared by Reece Realty Newcastle.

Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement. I acknowledge this application is subject to the approval of the Landlord.

I declare that all information in this application is true and correct and given of my own free will. I declare I have inspected the premises and am not bankrupt.

I authorise Reece Realty Newcastle to use and obtain my personal information to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow trades people to contact me
- Lodge, claim, transfer, to and from a bond authority
- Refer to tribunals, Courts and Statutory authorities
- Refer to collection agents/lawyers (where applicable)
- Obtain information from owner/agent of current/previous residence
- Obtain personal referees and employers
- Complete a credit check with TICA
- Obtain any record listing or database of defaults by tenants
- If I default under a rental agreement, I agree that Reece Realty Newcastle may disclose details of such defaults to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that if information is not provided or I do not consent to use of personal information, Reece Realty Newcastle cannot provide me with the lease/ tenancy of the premises. I am aware that Reece Realty Newcastle may access personal information using the contact details provided.

Yes, I Agree that I have read and agree with the declaration above including authority for Reece Realty Newcastle to obtain information.

Signature: _____ Date: ____/____/____

REFERENCES

Please provide two references of no relation to you:

Name 1: _____

Contact number: _____ Relationship: _____

Name 2: _____

Contact number: _____ Relationship: _____

EMERGENCY CONTACTS

Please provide two emergency contacts

Name 1: _____

Contact number: _____ Relationship: _____

Email: _____

Name 2: _____

Contact number: _____ Relationship: _____

Email: _____

HOLDING DEPOSIT

Under clause 24 of the Residential Tenancy Act 2010 and subject to the provision of that clause, if your application is approved, you may be required to pay a holding deposit of two weeks rent within 24 hours. If you proceed with the tenancy this deposit will be applied to your first two weeks rent. If however you refuse to proceed and do not enter into an agreement, the deposit can be retained by the owner.

Signature: _____ Date: ____/____/____

PAYMENTS REQUIRED

I the applicant hereby acknowledge that subject to my application being approved with Reece Realty that I am liable for an initial payment at the lease signing.

- 2 weeks Rent
- 4 weeks Bond (tick box if using a Rent Start Bond Loan)
- \$50 Common area Fee

I the tenant acknowledge that the Common area fee will be charged to me yearly on the anniversary of my lease commencement date. This fee is will go towards use of appliances, end of year clean and/or rubbish removal from the common areas at the discretion of the agent. I understand that this is charged at the anniversary of my lease and will be invoiced to me, which is payable within 21 days from issue.

Signature: _____ Date: ____/____/____

Please return completed form with Ledger to rentals@recerealty.com.au or 02 4950 2024

APPLICANT NAME: _____
CURRENT RENTAL ADDRESS: _____
PERIOD OF TENANCY: FROM: _____ TO: _____ RENT PER WEEK: \$ _____
AGENT / LANDLORD: _____ CONTACT NUMBER: _____
SIGNATURE OF APPLICANT: _____

Name & Position of Person Completing: _____

Tenancy Period: From: _____ To: _____

Weekly Rent Paid: \$ _____ per week

Was the rent paid on time: YES / NO Comments/ Issues: _____

Termination Notices Issued: YES / NO Comments/ Issues: _____

Routine Inspections Completed: YES / NO Comments/ Issues: _____

Were Lawns & Gardens Kept neat & tidy: YES / NO Comments/ Issues: _____

Did the tenant have Pets, please note if the pet damaged the property: YES / NO Comments/ Issues: _____

Have the tenants Vacated: YES / NO

Bond Refunded in Full: YES / NO / NOT YET VACATED

Comments/ Issues: _____

Would you rent to them Again: YES / NO Comments: _____

Were they co-operative: YES / NO Comments/ Issues: _____

Other important notes: Comments/ Issues: _____

Agent Signature & Date: Sign: _____ Date: _____