

AGENT DETAILS

46 The Boulevard, Lakemba NSW 2195
 Phone: 02 9750 3999
 Fax: 02 9740 5001
 Email: admin@knaption.net.au
 Web: www.knaption.com.au



PROPERTY DETAILS

All occupants over 18 years must complete an Application Form.

- Address of property you would like to apply for: _____
- Start Date: ____ / ____ / ____
- Number of people that will be living in the property:
 Adults ____ Children ____ Ages ____
- RENT: ____ per week

PERSONAL DETAILS

Mr / Ms / Miss / Mrs / Other

First Name: _____
 Surname: _____
 Date of Birth: ____ / ____ / ____ Smoker / Non-smoker
 Current Contact Details:
 Home: _____
 Work: _____
 Mobile: _____
 Email: _____

RENTAL HISTORY

- Current Address: _____
- How long have you lived at your current address? Years ____ Months ____
- Reason for leaving: _____
- Have you given notice to vacate? YES / NO
- Landlord/Agents details of current address:
 5. Name: _____ Contact Number: _____ Weekly Rent: _____
- Previous Address: _____
- How long did you live at this address? Years ____ Months ____
- Reason for leaving: _____
- Landlord/Agents details of previous address:
 9. Name: _____ Contact Number: _____ Weekly Rent: _____

UTILITY CONNECTIONS

myconnect[®]
 a really smart move

MyConnect will contact you to connect your utilities for FREE



- ☒ **Yes, Please Contact Me**
☐ **Interpreter required**
☐ **OR Tick here to opt out**

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

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



1300 854 478 enquiry@myconnect.com.au myconnect.com.au

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 from the date as stated above or a date agreed to by the Agent/Landlord. I declare I have inspected the premises and agree to accept the property in the current condition.

All the information contained in the application (including the reverse side) is true and correct and given of my own free will. I acknowledge that all documents submitted with my application (Original or photo copied) will remain the property of the agent. I authorise the Agent to obtain personal information from any/all of the contacts I have submitted on the application or attachments. I understand that the agent may also check any record listing or database of defaults by tenants and if I default under rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to Agents/Landlords or properties I may apply for in the future.

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

- communicate with the owner and select a tenant,
- prepare lease/tenancy documents,
- allow tradespeople or equivalent organisations to contact me,
- lodge/claim/transfer to/from a Bond Authority,
- refer to Tribunals/Courts & Statutory Authorities (where applicable),
- refer to collection agents/lawyers (where applicable),
- complete a credit check with TRA (Trading Reference Australia)

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 also aware that the application needs to be entirely completed and all required documents provided in order to have the application reviewed by the Agent/Landlord. I understand this application and the attached documents will be reviewed in their entirety by the owner of the rental property.

The availability of telephone/fax lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant and the tenant should make their own enquiries as to the availability and adequacy of such services before executing a tenancy agreement. The landlord does not warrant that any telephone/fax plugs, antenna sockets or other such sockets or service points located in the premises are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries. The landlord is not obliged to install any antenna, plugs or sockets including but not limited to any digital aerials or antennas or to carry out any upgrades in respect of television or internet reception on the residential premises.

If the applicant makes any changes to their application after approval, the application will be re-submitted to the owner for their consideration. The application may be declined as a result of the changes and the holding deposit forfeited accordingly.

I have read and understand this declaration I am signing.

Signature

Date

____ / ____ / ____

EMPLOYMENT HISTORY

CURRENT EMPLOYMENT

1. Occupation: _____ Fulltime / Part Time / Casual
2. Employer's name: _____
3. Employer's Address: _____

4. Contact Name: _____
5. Contact Number: _____
6. Length of Employment: _____ 7. Weekly Income \$ _____

NEXT OF KIN (FRIEND or RELATIVE)

Name: _____ Relation: _____
Address: _____
Contact(s) Mobile: _____ Home: _____ Work: _____

VEHICLE DETAILS

Vehicle Make / Model: _____ Vehicle Registration: _____

REQUEST PERMISSION FOR PET

Pet details: _____

APPLICATION CHECKLIST

☐ **IDENTIFICATION:** Current Photo ID (licence or passport)
☐ **RENTAL HISTORY:** **Real Estate Agent:** Bring in tenant ledger
Private: provide landlord details
☐ **INCOME DETAILS:** Current bank statement in the name of applicant/s
☐ **PLUS - one of the following:** Current Payslips
☐ Current Centrelink Statement
☐ Current Tax Statement

HOLDING FEE & PAYMENT DETAILS

To be completed by Agent

PAYMENT DETAILS

Property rent per week: \$ _____

Rental bond (4 x weeks rent) \$ _____
(to be paid directly to Rental Bond Board)

Two weeks rent in advance \$ _____

Total \$ _____

Holding fee (non-refundable) \$ _____

Date received: ____ / ____ / ____

REC # _____

Balance to be paid to our office when signing lease agreement: \$ _____

CASH / BANK CHQ / MONEY ORDER
If you are making a large payment, you may be required to bring in a bank cheque or money order made to Knapton & Co Pty Ltd.

Lease signing appointment:

All parties appearing on the Residential Tenancy Agreement will need to attend the lease signing appointment. Keys will not be issued until all parties have signed the agreement within our office.

RESERVATION

Payway Card #: _____

Holding Fee: \$ _____

Reservation Period: _____ days

Once the holding deposit has been paid, the landlord undertakes not to enter into a Residential Tenancy Agreement for the premises with any other person within 7 days of payment of the fee.

The whole fee will be refunded if the Landlord fails to carry out (during the reservation Period) repairs or other work in which it is a condition to enter into a Residential Tenancy Agreement.

If the applicant decides not to enter into a Residential Tenancy Agreement or fails to make appropriate arrangements within 7 days of leaving their holding fee, the Landlord may retain the entire deposit amount.

When the Residential Tenancy Agreement is entered into, the holding fee is to be contributed to rent for the premises.

The tenant understands and agrees to arrange payment of the bond directly to the rental bond board immediately upon receiving the mail link containing the payment instructions.

The tenant acknowledges that the lease date will not be amended should there be a delay in payment of the bond to the Rental Bond Board.

Signature of Applicant:

Date: ____ / ____ / ____