

# Tenancy Application Form

Date Applied:

Property you are applying for:

Please note that we require the following in order to process your application:

1. This application form to be completely filled out
2. Proof of Income (refer to below)
3. 100 points of ID

## Proof of Income

You **must** provide proof of income (less than 2 weeks old) for:

- Yourself; **and**
- All others who will be living with you aged 16 years and over; **and**
- Others named on your registration who are aged under 16 who receive an independent income.

### Acceptable forms of income include:

- Statement of Income for Housing from Centrelink showing the benefit paid in the previous fortnight.
- Statement / letter from Centrelink, Veterans Affairs, Austudy or other Government department confirming current pension / benefit payments.
- Employer's Declaration Form (phone 131 299 for a copy).
- Current payslip showing gross wages (including overtime) with year to date earnings, or 6 to 8 weeks recent consecutive pay slips.
- PAYG or Group Certificate
- Current letter / statement from your employer showing current or average gross weekly income.
- For self employed people – copy of the most recent tax return showing the net business income (gross income minus expenses) divided by 52 to determine average weekly income.
- For self employed people – letter from a Certified Practising Accountant or Tax Consultant showing personal gross weekly income.
- Statutory declaration signed from registrant's parents where income is provided by the parent, stating the weekly / monthly financial support provided and value of any other support provided.

## 100 Points of ID

Applicant One Please Tick ✓		Applicant Two Please Tick ✓		Identification Required	Point Value
				Current Passport	70
				Birth Certificate	70
				Australia Citizenship Certificate	70
				Drivers Licence	40
				Centrelink Card	40
				Tertiary Education Student Card	40
				Previous Tenancy Reference	25
				Prev. Rental Payment History	25
				Motor Vehicle Rego Certificate	25
				Bank Statement	25
				Telephone Account	25
				Electricity Account	25
				Gas Account	25

**Applicant 1**

**About You**

Title (eg, Mr, Mrs, Miss, Ms):		Family Name:	
Given Name:		Other names you have been known by (eg. Maiden Name)	
Date of Birth:		Driver's license Number or Passport number:	
Car Registration Number:		Pension no:	
Home Phone:		Work Phone:	
Mobile Phone:		Email:	
Emergency Contact Name:		Emergency Contact Number:	

**Current Address**

Address:		Name of Landlord / Agent:	
How long have you lived at this address?	From	To	Phone Number of Landlord / Agent:
Rent Paid		Reason you are leaving this address:	
Was your bond refunded in full?		If not, why?	

**Previous Address**

Address:		Name of Landlord / Agent:	
How long have you lived at this address?	From	To	Phone Number of Landlord / Agent:
Rent Paid		Reason you are leaving this address:	
Was your bond refunded in full?		If not, why?	

**Current Employment**

Name of Employer:		Duration of Employment	
Address of Employment		Phone Number of Employer:	
Position Held:		Gross Wages per week:	

**Previous Employment (If you have been in your current employment for less than 12 months)**

Name of Employer:		Duration of Employment	
Address of Employment		Phone Number of Employer:	
Position Held:		Gross Wages per week:	

**Government Payments Received**

Centrelink Customer Reference Number:		Veteran Affairs File Number:	
Amount of Payments Received per week:		Centrelink Statement attached? To application:	

**Other Income**

Type		Amount	
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**References (Cannot be family or friends)**

Contact Name		Phone Number:	
Contact Name		Phone Number:	

**Applicant 2**

**About You**

Title (eg, Mr, Mrs, Miss, Ms):		Family Name:	
Given Name:		Other names you have been known by (eg. Maiden Name)	
Date of Birth:		Driver's license Number or Passport number:	
Relationship to Applicant 1:		Pension no:	
Home Phone:		Work Phone:	
Mobile Phone:		Email:	
Emergency Contact Name:		Emergency Contact Number:	

**Current Address**

Address:		Name of Landlord / Agent:	
How long have you lived at this address?	From	To	Phone Number of Landlord / Agent:
Rent Paid		Reason you are leaving this address:	
Was your bond refunded in full?		If not, why?	

**Previous Address**

Address:		Name of Landlord / Agent:	
How long have you lived at this address?	From	To	Phone Number of Landlord / Agent:
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**Current Employment**

Name of Employer:		Duration of Employment	
Address of Employment		Phone Number of Employer:	
Position Held:		Gross Wages per week:	

**Previous Employment (If you have been in your current employment for less than 12 months)**

Name of Employer:		Duration of Employment	
Address of Employment		Phone Number of Employer:	
Position Held:		Gross Wages per week:	

**Government Payments Received**

Centrelink Customer Reference Number:		Veteran Affairs File Number:	
Amount of Payments Received per week:		Centrelink Statement attached? to application:	

**Other Income**

Type		Amount	
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**References (Cannot be family or friends)**

Contact Name		Phone Number:	
Contact Name		Phone Number:	

**Additional Household Members**

	Member 1	Member 2	Member 3
Family Name:			
Given Name:			
Relationship to Applicant 1:			
Gender			
Date of Birth:			
Mobile Phone:			
Email:			
Will this member be on the lease?			
Current Address:			

**Current Employment**

Name of Employer:			
Position Held:			
Duration of Employment			
Address of Employment			
Phone Number of Employer:			
Gross Wages per week:			

**Previous Employment (If you have been in your current employment for less than 12 months)**

Name of Employer:			
Position Held:			
Duration of Employment			
Address of Employment			
Phone Number of Employer:			
Gross Wages per week:			

**Government Payments Received**

Centrelink Customer Reference Number:			
Veteran Affairs File Number:			
Amount of Payments Received per week:			
Centrelink Statement attached to application:			

**Other Income**

Type			
Amount			

**Housing Preferences**

Pets – please specify the type and number of pets you have

Dog		Cat		Bird		Other	
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Number of Bedrooms

1		2		3		4	
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Please indicate the timeframe required for new housing arrangements:

Immediately		1-2 weeks		3-4 Weeks		4+ weeks	
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Please describe any other requirements you may have

Please indicate a maximum weekly rent that you are willing and can afford to pay. In determining this amount please take into account your current financial situation (ie. Debts, expenses, disposable income etc).

How will you pay for your upfront rent?

Own Funds		Borrowed Funds		Housing Trust		Other	
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How will you pay for your Bond?

Own Funds		Borrowed Funds		Housing Trust		Other	
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**Utility Connection – this is a FREE service that connects all your utilities.**

Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.



Please Tick Utilities as required

Gas		Electricity		Phone		Internet	
Pay TV		Insurance		Removalist		Cleaning Service	

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until 28 days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

**Terms and Conditions**

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (all pages) is true and correct and given of my own free will.

I authorise the Agent to obtain personal Information from:

1. The owner or the Agent of my current, previous or future residence;
2. My personal referees and employer/s;
3. Any record listing or database of defaults by tenants;

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 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/submit with any relevant Government Department
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)

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. National Housing Group is an Affordable Housing Provider. The tenant accepts that their lease is subject to the tenant meeting certain eligibility criteria as assessed by us. The tenant further accepts that this lease cannot be accepted until the supporting documentation as requested by us, to assess said criteria, has been provided to our satisfaction. Tenants acknowledge that we rely on the information provided in their application and communications from time to time, to assess the eligibility and suitability to enter into a lease. Tenants agree to advise us of any changes to household income and composition. To ensure the accuracy and integrity of the information provided, Tenants consent to the transposition and use of this information to pre-fill any forms and action any compliance obligations that the tenant is responsible for.

I am aware that the Agent will use my email or forwarding address to serve notices.

The applicant acknowledges:

1. that the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance
2. that the terms and conditions were available at the time of applying as these form part of the tenancy agreement
3. that possession of the property will not take place until the tenancy agreement is signed by the applicant and a security bond and rent in advance is paid

I confirm that the above information is true and correct and I accept the authorisations and agreements as set out above.

Full Name of Applicant 1		Signature of Applicant 1		Date	
Full Name of Applicant 2		Signature of Applicant 2		Date	

Please return completed Application Forms via one of the following methods:

**Electronic:** Press the submit button at the top of this form and email your supporting documents to [applications@nationalhousinggroup.com.au](mailto:applications@nationalhousinggroup.com.au)

**Email:** [applications@nationalhousinggroup.com.au](mailto:applications@nationalhousinggroup.com.au)

**Fax:** (02) 8078 4328

**Post:** Suite 303/12 Century Cct, BAULKHAM HILLS NSW 2153