

# Costigan Hills Real Estate

Shop 12, 216 Farnham Road, Quakers Hill  
Phone 9626 3333

Fax 9626 3176

[www.hillsrealestate.com.au](http://www.hillsrealestate.com.au)

[rentals@hillsrealestate.com.au](mailto:rentals@hillsrealestate.com.au)

**TENANTS COPY  
FORM 1**

## TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied  
Each applicant must complete a separate Application

**Tenant  
to  
Retain**

**The property will not be held for you until the application has been approved and the first week's rent has been paid to our office in cleared funds.**

### OFFICE HOURS

Our office is open Monday to Friday 9:00am - 7:00pm and Saturday & Sunday 9:00am - late.

### PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

### REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

### PLEASE SUPPLY US WITH AN UP TO DATE TENANT LEDGER

### IF YOU ARE MOVING FROM A HOUSE YOU CURRENTLY OWN PLEASE INCLUDE A COPY OF YOUR COUNCIL RATES

**100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager**

50 points	Rent Ledger	10 points	Current Motor Vehicle Rego Papers
40 points	Drivers License	20 points	Min. 2 references from previous Agent/Landlord
30 points	Photo Identification	30 points	Passport
10 points	Birth Certificate	10 points	Copy of Telstra / Energy / Gas Account
10 points	Other Identification		

✓

- Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter).
- Written References (Personal, Rental and Employment)

### PROCESSING AN APPLICATION

In most instances, we are able to process your application on the same day and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

### APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in New South Wales". It is important that you carefully read these documents prior to taking up tenancy.

### PAYMENT OF 1<sup>ST</sup> WEEKS RENT

Once the application has been approved you will be required to pay one week's rent to secure the property. Please note that this must be paid in cleared funds (money order or bank cheque). Personal cheques or cash will not be accepted when paying the initial monies. The property will not be secured for you until this money is received.

FORM 1

## GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

Tenant  
to  
Retain

### COLLECTION OF KEYS

Our office is open Monday to Friday 9:00am - 7:00pm and Saturday 9:00am - 5:00 pm only. You will need to collect the keys, finalise payment of monies and sign all documents in these hours 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 \$300 per week, the bond requirement may vary. **This office does not except full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or cash prior to collecting the keys.

### 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 for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

### PAYMENT OF RENT – When signing the Tenancy Agreement, please bring your bank details

It is our company policy that all rental payments are to be made direct to the Bank. We offer 2 forms of banking methods. (1) Deposit book payments (2) Money order/Cheque into office (3) Internet transfer (4) Automatic transfer arranged by your own bank or (5) Direct bank transfer payments. This will be discussed with you in further detail when signing your Tenancy Agreement.

### 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 occupants 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 13 77

TELSTRA (Telephone) 13 22 00

### CONDITION REPORTS

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 7 days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

### TENANT DEFAULT AGENCY

Our office is a member of **TICA & TRA**, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency. Once listed, the information will remain on file until the default is rectified. 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.

FORM 1

# Costigan Hills Real Estate

Shop 12, 216 Farnham Road, Quakers Hill

www.hillsrealestate.com.au

Phone 9626 3333

Fax 9626 3176

rentals@hillsrealestate.com.au

**FORM 1**

**OFFICE USE ONLY:**

Money required in money order or bank cheque prior to moving In:  
4 Weeks Bond 2 Weeks Rent \$15.00 Lease fee (or as stated)

Advised - request 1<sup>st</sup> weeks rent

RENT \$ \_\_\_\_\_ + BOND \$ \_\_\_\_\_

Application Signed & all details complete

Photocopy Tenants ID  100 point check

TICA check: Listed  Yes  No Attach F1A/B/C

Approved:  Yes  No

14527

**connectnow.**

Phone: 1300 554 323

Fax: 1300 889 598

Email: info@connectnow.com.au

**A free service – Connecting your utilities has never been easier!**

Connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

**Call me to connect my utilities**  Yes  No

**APPLICATION FOR RESIDENTIAL TENANCY –**

The 3 pages of this application must be completed in full & signed or your application will not be processed

RENTAL PROPERTY: \_\_\_\_\_

**APPLICANTS 1 DETAILS**

Name	D.O.B. / /	
Contact No. Home	Work	Mobile
Email Address	Fax No	
<b>Number of Persons to Reside in Property:</b> (You must list ALL persons names below)		
Car Registration	Drivers Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID
Car Make/Model & Year	No of Cars to be kept on premises	
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	

If children how old? \_\_\_\_\_

**APPLICANTS 2 DETAILS**

Name	D.O.B. / /	
Contact No. Home	Work	Mobile
Email Address	Fax No	
<b>Number of Persons to Reside in Property:</b> (You must list ALL persons names below)		
Car Registration	Drivers Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID
Car Make/Model & Year	No of Cars to be kept on premises	
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	

# Costigan Hills Real Estate

Shop 12, 216 Farnham Road, Quakers Hill  
Phone 9626 3333

Fax 9626 3176

www.hillsrealestate.com.au  
rentals@hillsrealestate.com.au

## APPLICANTS 3 DETAILS

Name	D.O.B. / /	
Contact No. Home	Work	Mobile
Email Address	Fax No	
Number of Persons to Reside in Property	<i>(You must list ALL persons names below)</i>	
Car Registration	Drivers Licence No.	Licenced State
Passport No.	18+ Card No.	Other ID
Car Make/Model & Year	No of Cars to be kept on premises	
Pets (Check with Agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed
Are the pets registered with the Council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	

- Full name and Age of all persons wishing to occupy the premises

### APPLICANT 1 CURRENT RENTAL DETAILS – If you are considering a bond transfer, contact our office

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold or rented			
Address	Phone:	Fax:	
Period of occupancy / / to / /	Reason for leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

### APPLICANT 2 CURRENT RENTAL DETAILS – If you are considering a bond transfer, contact our office

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone:	Fax:	
Period of occupancy / / to / /	Reason for leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

### APPLICANT 3 CURRENT RENTAL DETAILS – If you are considering a bond transfer, contact our office

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Landlord or Agent if property sold			
Address	Phone:	Fax:	
Period of occupancy / / to / /	Reason for leaving		
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

# Costigan Hills Real Estate

Shop 12, 216 Farnham Road, Quakers Hill  
Phone 9626 3333

Fax 9626 3176

www.hillsrealestate.com.au  
rentals@hillsrealestate.com.au

FORM 1

## YOU MUST FILL OUT 3 REFERENCES FOR EACH APPLICANT

### APPLICANT 1 PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address	
Phone	Relationship	How long have you known them:
Name	Address	
Phone	Relationship	How long have you known them:
Name	Address	
Phone	Relationship	How long have you known them:

Name of Relative or Other Person to Contact in Case of Emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### APPLICANT 2 PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address	
Phone	Relationship	How long have you known them:
Name	Address	
Phone	Relationship	How long have you known them:
Name	Address	
Phone	Relationship	How long have you known them:

Name of Relative or Other Person to Contact in Case of Emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### APPLICANT 3 PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address	
Phone	Relationship	How long have you known them:
Name	Address	
Phone	Relationship	How long have you known them:
Name	Address	
Phone	Relationship	How long have you known them:

Name of Relative or Other Person to Contact in Case of Emergency \_\_\_\_\_

# Costigan Hills Real Estate

Shop 12, 216 Farnham Road, Quakers Hill

www.hillsrealestate.com.au

Phone 9626 3333

Fax 9626 3176

rentals@hillsrealestate.com.au

Address \_\_\_\_\_ Phone \_\_\_\_\_

## APPLICANT 1 INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “ PER WEEK “

Occupation	Period of employment
Employer	Net <b>weekly</b> wage \$
Address	<b>Phone</b>
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	(          hours per week)
If less than 6 months Previous Employer	
Occupation	Period of employment
Address	Phone                      Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	(          hours per week)
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment benefit	Allowance \$
<input type="checkbox"/> <b>Self Employed (Name of Business)</b>	<b>Wage \$</b>
<b>Address</b>	<b>Phone</b>
<b>How long established</b>	<b>ABN No.</b>
<b>Accountant Name</b>	<b>Phone</b>
<input type="checkbox"/> <b>Other type of Income (ie. Savings or Investments)</b>	<b>Other Income \$</b>

## APPLICANT 2 INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “ PER WEEK “

Occupation	Period of employment
Employer	Net <b>weekly</b> wage \$
Address	<b>Phone</b>
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	(          hours per week)
If less than 6 months Previous Employer	
Occupation	Period of employment
Address	Phone                      Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual	(          hours per week)
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment benefit	Allowance \$
<input type="checkbox"/> <b>Self Employed (Name of Business)</b>	<b>Wage \$</b>
<b>Address</b>	<b>Phone</b>
<b>How long established</b>	<b>ABN No.</b>
<b>Accountant Name</b>	<b>Phone</b>
<input type="checkbox"/> <b>Other type of Income (ie. Savings or Investments)</b>	<b>Other Income \$</b>

# Costigan Hills Real Estate

Shop 12, 216 Farnham Road, Quakers Hill

www.hillsrealestate.com.au

Phone 9626 3333

Fax 9626 3176

rentals@hillsrealestate.com.au

## APPLICANT 3 INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “ PER WEEK “

Occupation	Period of employment	
Employer	Net weekly wage \$	
Address	Phone	
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (      hours per week)
If less than 6 months Previous Employer		
Occupation	Period of employment	
Address	Phone	Weekly wage \$
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual (      hours per week)
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$	
<input type="checkbox"/> Pensioner Type	Allowance \$	
<input type="checkbox"/> Unemployment benefit	Allowance \$	
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$	
Address	Phone	
How long established	ABN No.	
Accountant Name	Phone	
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$	

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?  To Let Sign  Rental List  
 Telephoned  Newspaper \_\_\_\_\_  Window Card  Internet

### QUESTIONS

Have you ever been evicted or are you in debt to another Landlord or Agent  Yes  No  
 If yes, give details \_\_\_\_\_

I, the applicant, accept the property in its present condition  Yes  No  
 (A detailed Condition Report will be completed prior to you taking possession)  
 If no, give details \_\_\_\_\_

# Costigan Hills Real Estate

Shop 12, 216 Farnham Road, Quakers Hill  
Phone 9626 3333

Fax 9626 3176

www.hillsrealestate.com.au  
rentals@hillsrealestate.com.au

terms & conditions -

## AUTHORITY & PRIVACY DISCLAIMER

Applicant 1 Name: \_\_\_\_\_

Applicant 2 Name: \_\_\_\_\_

Applicant 3 Name: \_\_\_\_\_

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months/years from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I **authorise** the agent to give information to the lessor of the property, credit providers, tenant default agencies and references named in this application and understand this can include information about my 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.

Once the application has been approved I agree to pay first weeks rent to secure the property. In this instance that being \$\_\_\_\_\_. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE FIRST WEEKS RENT**

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding and the application deposit will be transferred as part bond payment.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

IMPORTANT PRIVACY NOTE: The information provided in this application is used for the purpose of determining if the applicant will be a suitable tenant. If you have any concerns regarding your privacy, please refer to the property manager.

APPLICANT 1 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.