



# Tenancy Application

**NP Evernest Real Estate**

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### Documentation required to apply

- Each adult who will be residing in the property is required to complete this application
- 100 points of identification are required - this must be photocopied and attached to this application.

### Security deposit and rental payments

A security deposit and first month's rent must be paid in advance. The security deposit will be held in trust , and must be made payable to NP Evernest Estate Agents or R.T.B.A. (Residential Tenancies Bond Authority).

### Additions that will help your application.

- If you have any rental history, please attach rental receipts to help us establish your payment history
- The inclusion of pay slips, bank statements and proof of employment will help us confirm your ability to service the rent
- Ensure you have completed all questions, and submit your application as quickly as possible.

### The application processes

Once your application has been received, NP Everest's property management department will assess it.

Your application, together with any others received for the property, will then be referred to the owner.

You will then be contacted by the NP Everest's relevant property manager and advised of the outcome.

If your application is successful, you will be asked to make an appointment with the property manager to sign leases and make payment of the security deposit and first month's rent.

### You will be provided with an information pack containing:

- A document outlining your rights and responsibilities as a tenant
- After-hours emergency maintenance procedures
- A copy of your signed lease agreement, and
- General advice to help you with your move.



- Electricity
- Gas
- Water
- Telephone
- Pay TV
- Internet
- Car Insurance
- Home & Contents
- Health Insurance
- Life Insurance
- Home Loans

**YourPorter is a FREE service connecting utilities and other services.**

If the Agent approves this application, YourPorter will connect your water, where permitted, for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Telephone: 1300 400 600  
Fax: 1300 326 468  
www.yourporter.com.au

#### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter, and the Agent, may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Tenancy Application Form

**Property details you would like to rent if this application is accepted:**

Property address \_\_\_\_\_ P/Code \_\_\_\_\_  
Rent Per Week \$ \_\_\_\_\_ Bond Amount \$ \_\_\_\_\_ Length of Tenancy \_\_\_\_\_ Years \_\_\_\_\_ Months  
Tenancy to Commence \_\_\_\_ / \_\_\_\_ / \_\_\_\_ How many tenants will occupy the property? Adults \_\_\_\_ Children \_\_\_\_ Ages \_\_\_\_\_  
Have you inspected the property? Yes No Do you accept the property in its current condition? Yes No  
Comment \_\_\_\_\_  
Pets: Yes No Types \_\_\_\_\_ Registered? Yes, No Breed/s \_\_\_\_\_ Ages \_\_\_\_\_  
Do you have any other applications or other properties pending? Yes No

## Applicant & Contact Details

Title  Mr  Mrs  Ms  Dr First Name \_\_\_\_\_  
Last Name \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Drivers Licence No. \_\_\_\_\_ Expiry \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Licence State \_\_\_\_\_ Vehicle Registration \_\_\_\_\_ State \_\_\_\_\_  
Passport No. \_\_\_\_\_ Passport Country \_\_\_\_\_ Pension No. (if applicable) \_\_\_\_\_ Type \_\_\_\_\_  
Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
E-Mail : \_\_\_\_\_

## Current Accommodation History

Current Address \_\_\_\_\_ Suburb \_\_\_\_\_  
Are you the:  Owner  Tenant How long at current address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for leaving \_\_\_\_\_  
Landlord / Agent \_\_\_\_\_ Phone \_\_\_\_\_ Rent \$ \_\_\_\_\_ P/Code \_\_\_\_\_

## Previous Accommodation History

Previous Address \_\_\_\_\_ Suburb \_\_\_\_\_  
Are you Owner / Tenant How long at Previous address : Years Months  
Reason for leaving \_\_\_\_\_  
Landlord / Agent \_\_\_\_\_ Phone \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Bond refunded  Yes  No

If not, why? \_\_\_\_\_



## Employment History

Current Occupation \_\_\_\_\_ Nature of Employment:  Full Time  Part Time  Casual  
Employer's Trading Name \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Employer's Address \_\_\_\_\_ Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months Net Income: Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

### If Self Employed:

Accountant's Name \_\_\_\_\_ Company Name \_\_\_\_\_ ABN \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Previous Employment History:

Previous Occupation \_\_\_\_\_ Nature of Employment  Full Time  Part Time  Casual

Employer's Trading Name \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Employer's Address \_\_\_\_\_ Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months Net Income: Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

### If you are a Student:

Institution \_\_\_\_\_ Department \_\_\_\_\_ Union No \_\_\_\_\_ Student ID \_\_\_\_\_

### If you receive a Centrelink Payment:

Type \_\_\_\_\_ Customer No \_\_\_\_\_ Amount Per Fortnight \$ \_\_\_\_\_

## Emergency Contact

Name \_\_\_\_\_ Address \_\_\_\_\_

Suburb \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Relationship to you \_\_\_\_\_



## Previous Accommodation History

1. Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_

## Tenancy Collection Statement (Privacy Act 1988: APP Privacy Policy)

The information on this form is being collected by "NP Evernest Estate Agent" ("we"/"us"). It is a condition of application for a tenancy for any property managed by us, or in conjunction with other agents that you consent to us collecting and using your personal information. We require this information so we can consider your application to become a preferred tenant and/or rent a property. If you provide us with the personal information of other parties (such as a joint tenant, emergency contact or of your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information had been provided to us.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. You authorise us to conduct a tenant check with National Tenancy Database ("ntd"). Your information may be listed with ntd and might be made available to other users or the ntd in the future. You may contact ntd directly on 1300 563 826 to verify the accuracy of the information on ntd and request any amendments.

Your personal information will be added to our database and may be used for the secondary purposes of providing you with further information about properties and services marketed by us, and for marketing, planning, product development, research and other commercial purposes. NP Evernest Estate Agent will have access to this database and your information.

Your personal information may be disclosed by us to third parties who provide services to us. From time to time we may also share personal information with partner businesses

offering complementary products or services that we believe may be of interest to you.

If you do not wish to receive marketing material or information about such complementary products or services please tick the box below.

I do not wish to receive offers from partner businesses.

Your personal information will otherwise be collected, held and disclosed in accordance with NPEvernest Estate Agent privacy policy, which is available at [http://www.npevernest.com.au/privacy\\_statement.html](http://www.npevernest.com.au/privacy_statement.html) and which sets out how to access or correct your personal information and how to complain about the treatment of your personal information as held by us.

### Declaration

If the 'property details' section is complete, I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a security deposit and that this application is subject to the approval of the owner. I declare that I have inspected the premises and should my application be accepted by the owner; I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I/We declare that all information contained in this is true and correct and given of my own free will and I am not bankrupt.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature/s Date