



Tenancy Application Form

GITTOES

61-63 Victoria Street

East Gosford NSW 2250

P: 02 4323 3811

E: lease@gittoes.com.au

ALL QUESTIONS MUST BE ANSWERED FOR YOUR APPLICATION TO BE PROCESSED

- * Anyone over the age of 18 MUST APPLY SEPARATELY.
- * This application must have all documents below attached.
- * Submit your application via email: lease@gittoes.com.au or by dropping it into our office.

120 POINTS OF DOCUMENTATION CHECKLIST

PRIMARY (Category A) – 60Pts

- | | | | |
|--|--------|--|--------|
| <input type="checkbox"/> Drivers Licence | 30 Pts | <input type="checkbox"/> Passport | 30 Pts |
| <input type="checkbox"/> Photo ID Card | 30 Pts | <input type="checkbox"/> Birth Certificate | 30 Pts |

SECONDARY (Category B) – 40Pts

- | | | | |
|--|--------|--|--------|
| <input type="checkbox"/> Medicare Card | 20 Pts | <input type="checkbox"/> ATM Card | 10 Pts |
| <input type="checkbox"/> Travel Visa | 10 Pts | <input type="checkbox"/> Student Card | 10 Pts |
| <input type="checkbox"/> Electricity or Gas Bill | 10 Pts | <input type="checkbox"/> Council or Water Bill | 10 Pts |
| <input type="checkbox"/> Phone or Internet Bill | 10 Pts | <input type="checkbox"/> Ledger or Lease | 10 Pts |

PROOF OF INCOME – 20Pts

- | | | | |
|--|--------|---|--------|
| <input type="checkbox"/> 3x Current Payslips | 10 Pts | <input type="checkbox"/> Centrelink Statement | 10 Pts |
| <input type="checkbox"/> New Job Agreement | 10 Pts | <input type="checkbox"/> BAS (Self-Employed) | 10 Pts |
| <input type="checkbox"/> Bank Statement | 10 Pts | | |

PROPERTY DETAILS YOU ARE APPLY FOR

Street Address:

Suburb: Postcode:

Weekly Rent: \$.00 Bond (Weekly Rent x4) : \$.00

Ideal Start Date: Ideal Length: 6mths 12mths

INSPECTION DETAILS

Have you inspected the property personally? No Yes

If No, Full Name of person who inspected:

Inspected Date:

OCCUPANCY DETAILS

No. of Adults: No. of Children:

Ages of Children:

First & Last Names of other Adult Occupants who are required to apply:

APPLICANT DETAILS

First Name:

Middle Name/s:

Last Name/s:

Date of Birth:

Mobile No.:

Work No.:

Email:

@

IDENTIFICATION

Drivers Licence/Photo ID No.: State:

Passport No.: Country of Issue:

Vehicle Type: Make: Model: Registration No:

PET DETAILS

Do you have pets? No Yes, please provide details below:

Age: Type: Breed:

Age: Type: Breed:

QUESTIONS

Are you an Australian Citizen/Permanent Resident? Yes No

Are you in debt to another Lessor/Agent? Yes No

Do you have an existing Bond Online account? Yes No

Have you applied for any other properties? Yes No

Do you have a truck, caravan, boat or trailer? Yes No

Are you applying for a Department of Housing bond &/or rent assistance? Yes No

Have you contacted your referees to advise them to expect our contact? Yes No

Have you been known by any other names? Yes No
If yes, please provide details:

CURRENT ADDRESS DETAILS

Street Address:			
Suburb:	Postcode:		
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Private Landlord	<input type="checkbox"/> Owner	<input type="checkbox"/> Family/Friend
Name of Real Estate Company <i>(if ticked)</i> :			
Name of Agent/Private Landlord/Owner/Family or Friend below -			
First Name:	Last Name:		
Contact Number:			
Contact Email:			
@			
Weekly Rent:	Start Date:		
Reason for Leaving:			

PREVIOUS ADDRESS DETAILS

Street Address:			
Suburb:	Postcode:		
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Private Landlord	<input type="checkbox"/> Owner	<input type="checkbox"/> Family/Friend
Name of Real Estate Company <i>(if ticked)</i> :			
Name of Agent/Private Landlord/Owner/Family or Friend below -			
First Name:	Last Name:		
Contact Number:			
Contact Email:			
@			
Weekly Rent:			
Start Date:	End Date:		
Was your bond FULLY refunded? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain below?			
Reason for Leaving:			

NEW/CURRENT EMPLOYMENT DETAILS

<input type="checkbox"/> Casual	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Full-Time
Occupation:		
Company Name:		
Company Address:		
Suburb:	Postcode:	
Full Name of Employer:		
Employer Phone:		
Employer Email:		
@		
Weekly Net Income: \$.00	Start Date:

PREVIOUS EMPLOYMENT DETAILS

<input type="checkbox"/> Casual	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Full-Time
Occupation:		
Company Name:		
Company Address:		
Suburb:	Postcode:	
Start Date:	End Date:	

SELF-EMPLOYMENT DETAILS

ABN:	
Business Name:	
Business Address:	
Suburb:	Postcode:
Accountant Name:	
Accountant Phone:	
Accountant Email:	
@	
Weekly Net Income: \$	Start Date:

CENTRELINK/ADDITIONAL INCOME

Income Type:	Weekly Rent: \$.00
--------------	-----------------	-----

STUDENT DETAILS

Institution Name:	Course Name:
Course Length: Years	Start Date:

2x EMERGENCY CONTACT DETAILS — NOT LIVING WITH YOU

1. First Name:	Last Name:
Relationship:	Mobile No.:
Email: @	
Street Address:	
Suburb:	Postcode:

2. First Name:	Last Name:
Relationship:	Mobile No.:
Email: @	
Street Address:	
Suburb:	Postcode:

2x REFEREES DETAILS — NOT LIVING WITH YOU

1. First Name:	Last Name:
Relationship:	Mobile No.:
Email: @	

2. First Name:	Last Name:
Relationship:	Mobile No.:
Email: @	

PAYMENT DECLARATION

Holding Fee (1st Weeks Rent):	\$.00
2nd Weeks Rent:	\$.00
Bond (Weekly Rent x4):	\$.00
Total Amount Due (prior to collecting keys):	\$.00

HOLDING FEE & PRIVACY ACT DELCARATION

The Holding Fee can only be accepted after the application for tenancy is approved. The Holding Fee of 1 Week's Rent keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that;

1. The application for tenancy has been approved by the landlord.
2. The premises will not be let during the above period, nor will a Holding Fee be received from any other application/s.
3. If the prospective tenant/s decide not to enter into such an agreement, the landlord will retain the full amount of the Holding Fee.
4. Once a Residential Tenancy Agreement is entered into, the Holding Fee will be converted to the first weeks rent for the residential premises.
5. The full amount of the Holding Fee may be refunded to the prospective tenant/s if the landlord decides not to proceed with their application.

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Gittoes Investments Pty Ltd. I solemnly and sincerely declare that all the information contained on this application is true and correct and has been willingly supplied to assist in the assessment of my application.

I herby authorise and give permission for Gittoes Investments Pty Ltd to request, collect and be issued any information required to assess my suitability as a tenant, such as previous rental records, salary/income levels, identity and work history under the provisions of the Privacy Act www.privacy.gov.au.

I warrant that I am authorised to make this application and to provide invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

I acknowledge that I have been issued with, I have read and understood, and I have retained a copy of the Application.

Gittoes Investments Pty Ltd collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent, and if considered acceptable, provide you with a tenancy for the property.

By submitting this application, and in accordance with Section 18n(1)(b) of the Privacy Act, I/We authorise the Lessor/Managing Agent to conduct investigations into my suitability as a tenant. These investigations may include my identity, credit worthiness, employment and credit history and/or capacity. These investigations are not limited to the contact on my application form, and may include other sources such as national databases on tenant histories and also enquiries to such other persons or agencies as the Owner may see fit.

The personal information the prospective Lessee provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application, to manage the tenancy and to conduct the Agent's business.

In order to assess your application, the Agent may disclose your personal information to all or any of the following;

- The Lessor/Owners
- DVS Document Verification Service www.dvs.gov.au
- NTD/Equifax/Veda National Tenant Database 1300 526 836 www.ntd.net.au.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd. 1902 220 346 www.tica.com.au
- RP DATA 1300 734 318 www.rpdata.com.au.
- BARCLAY MIS 1300 883 916 www.barclaysmis.com.au
- TRA 02 9363 9244 www.tradingreference.com
- InfoTrack <https://www.infotrack.com.au/>
- www.inspectrealestate.com.au
- Current and Past Employers.
- Referees & Emergency Contacts
- Other Real Estate Agents, Asset managers or Private Landlord of current and previous residences.
- Any person who maintains any records, listing or database of defaults by tenants.

Gittoes Investments Pty Ltd also has a number of secondary purposes for collecting your information.

Personal information collected about the Applicant in this application, during and after the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the owner, referees, other agents, third party operators of tenancy reference databases, third party providers of rental bond loans, and prospective buyers of the Premises. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor.

APPLICANTS SIGNATURE

X	Date:
---	-------