



TOP NOTCH PROPERTY MANAGEMENT

Tenancy Application Form

PO Box 7005 Karabar NSW 2620

Level 1, 68-70 Monaro Street

QUEANBEYAN NSW 2620

PH: 6297 0005 Fax: 6297 0006

info@topnotchpropertymanagement.com.au

ALL FIELDS must be complete so we can process your application promptly.

FAILURE TO COMPLETE THE FIELDS MAY AFFECT YOUR SUCCESS.

Each applicant over the age of 18 yrs must complete their own application form, regardless of relationship status.

IF APPLYING WITH OTHERS, PLEASE LIST NAMES:

Rental Property Details

Address: _____

P/Code: _____ Rent _____ p/w _____

Preferred Start date: _____ Term: _____ months

No of Occupants: _____ Adults _____ Children _____

Children Ages: _____ No of Pets: _____

Pet description: _____ Indoor/Outdoor _____

Previous Address: _____

Applicant Details - PLEASE PRINT CLEARLY

Title: _____ Surname: _____

Given Names: _____

D.O.B: _____ Home Ph: _____

Work Ph: _____ Mobile: _____

Email: _____

Drivers License: _____

State: _____ Expiry Date: _____

Passport No: (if applicable) _____

Country: _____ Expiry Date: _____

Pension Details: (if applicable) _____

Own Motor Vehicle? Yes No

Make/Model: _____

Rego: _____ State: _____

Rental History (if you own your own home you must provide a copy of your latest Rates Notice)

Current Address: _____

_____ P/Code: _____

How long at this address: _____ Yrs _____ Mths

Rent Paid: _____ p/w _____

Landlord/Agent: _____

Contact: _____ phone: _____

Reason for leaving: _____

Current Employer

Company: _____

Job Title: _____

Full time Part-time Casual

Address: _____

Contact Person: _____

Phone: _____ Mobile: _____

Length of Employment: _____ Yrs _____ Mths

Annual Salary: \$ _____ Net Income weekly: \$ _____

If self employed your most recent Tax Return is required.

Previous Employer

Company: _____

Job Title: _____

Full time Part-time Casual

Address: _____

Contact person: _____ Phone: _____

Length of Employment: _____ Yrs _____ Mths

Net Income Per Week: \$ _____

Personal References

Must be different to employer, real estate and no relation

Name: _____

Relationship to applicant: _____

Ph: _____ Mobile: _____

Name: _____

Relationship to applicant: _____

Ph: _____ Mobile: _____

Emergency Contact/Next of Kin living separately	If you Receive a Centrelink Payment
Name: _____	*Copy of most recent statement to be supplied*
Relationship to Applicant: _____	Type of Payment: _____
Address: _____	Amount: _____ p/w
Phone: _____ Mobile: _____	POSTING CLAUSE
If you are a student	Do you require a Posting Clause for employment?
Student ID: _____ Faculty: _____	YES / NO Description: _____
Income Received: _____ p/w Income Source: _____	(eg: <i>Diplomatic or Defence</i>)

I declare that the above information is true and correct to the best of my knowledge.

I understand and agree that the agent will conduct independent reference checks, by phoning the referees including employment and rental, using the information supplied by myself, to assess this application.

PLEASE BE ADVISED THAT THIS OFFICE IS A MEMBER OF TICA DEFAULT TENANCY CONTROL SYSTEM. TICA SERVICES AUSTRALIA, NEW ZEALAND AND THE UNITED KINGDOM. TICA WILL BE CHECKED TO ASSESS THIS APPLICATION BASED ON PREVIOUS TENANCY HISTORY. INFORMATION WILL ONLY BE USED FOR THE PURPOSES FOR WHICH IT WAS GAINED For more information regarding TICA visit www.tica.com.au

I understand that this application may be accepted subject to the availability of the premises on the due date and the owner's approval.

Applicants Signature: _____ Date: ____/____/____

Application Instructions – PLEASE READ CAREFULLY

- 1 All details are to be printed clearly and completed in full. Failure to complete the application form may result in an unsatisfactory outcome for the applicant.
- 2 **Please include some form of photographic ID e.g.: a copy of your drivers' license or passport. If you are self employed, please provide a copy of your last Tax Return. If you are currently a home owner, please provide a copy of your latest Rates notice.**
- 3 If more than one (1) adult is to reside in the premises, an application must be completed for each
- 4 Your application can only be processed on the understanding that you have inspected the property and accept the property in the condition it was in at the time of inspection.
- 5 **Should your application be successful, we will require the following prior to releasing keys:**
 - i. The first 2 weeks rent
 - ii. The BOND amount (equivalent 4 weeks rent),
 - iii. Photographic ID to be presented at the time of key hand over.

All payments must be made in cash or bank cheque (made out to Top Notch Property Management) only. No personal cheques, or credit card payments will be accepted. Cash is not accepted in person.

- 6 If the rent and bond are not received on or before the start date, occupation will not be granted under **any** circumstances

**PLEASE FAX YOUR APPLICATION AND PHOTO ID TO (02) 6297 0006
OR
SCAN/EMAIL IT TO info@topnotchpropertymanagement.com.au**

We will advise you of the outcome of your application regardless of whether you are successful or unsuccessful. Please allow us time to process the application, we WILL contact you once complete. If you accept another property before hearing the outcome from Top Notch Property Management, we would appreciate being notified so we cease processing this application. Thank you in advance for your consideration.