

Application for tenancy

Thank you for applying for a property through Investment Property Managers

Please ensure you have completed all pages and attached all relevant information before sending through.

These can either be faxed to **02 8969 6877** or emailed to **reception@ipmanagers.com.au**

If you have any questions please do not hesitate to contact the office **02 8969 6977**.

Information for Applicants

- This form is designed to help IPM Investment Property Managers and the Owner choose who will rent the nominated premises.
- This form is not, nor does it form any part of a Tenancy Agreement. The rights and obligations of Tenants and Owner are governed by the Residential Tenancies Act 2010.
- Applicants will be considered in accordance with the Equal Opportunity Act 1995. There will be no discrimination based on age, sex, marital, parental or career status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.
- No fees will be charged for this Application.
- Information supplied on this form is strictly confidential. IPM Investment Property Managers and the Owner may use it to perform a rental history check but will not provide it to any party unless they have written approval from the applicant.
- Please contact our office if you have not heard from us within 2 business days of lodging your application.
- If the Application is successful, you will be required to pay: a holding deposit (see terms of application); then 48 hours before your lease signing appointment, you must transfer using Bpay, the remaining rent + bond (equivalent to 4 weeks rent)
- Remember, if your application is successful, it will be your responsibility to have all services such as telephone, gas, electricity connected in your name to coincide with your date of occupation.
- It will also be your responsibility to insure your possessions. The Owner's insurance policy does not cover your possessions.

Property applying for

Address	<input type="text"/>	Suburb	<input type="text"/>	Post Code	<input type="text"/>
Lease Term	Years <input type="text"/>	Months <input type="text"/>	Date Property to be occupied	<input type="text"/> / <input type="text"/> / <input type="text"/>	
(Please enter a realistic date – ASAP is not acceptable)					
Rental Amount	\$ <input type="text"/>	Per Week	or	\$ <input type="text"/>	Per Month
Bond Amount	\$ <input type="text"/>	No. of Persons Occupying:		Adults <input type="text"/>	Children <input type="text"/>
(equivalent to 4 weeks rent)		Ages of Children (if applicable) <input type="text"/>			

Personal details

Title / First name	<input type="text"/>	Middle name	<input type="text"/>
(as appears on your Licence or Passport)			
Last name	<input type="text"/>	Sex	F <input type="checkbox"/> M <input type="checkbox"/>
Drivers Licence Number	<input type="text"/>	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Alternate ID (eg passport) No	<input type="text"/>	Drivers Licence State of issue	<input type="text"/>
Current Address	<input type="text"/>	Pension Type No (if applicable)	<input type="text"/>
Home Phone	<input type="text"/>	Suburb	<input type="text"/>
Email	<input type="text"/>	Post Code	<input type="text"/>
		Mobile Phone	<input type="text"/>
		Occupation Bus No	<input type="text"/>

Emergency Contact

(Please provide an emergency contact not residing with you (e.g. Next of Kin))

First Name	<input type="text"/>	Surname	<input type="text"/>
Relationship	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Suburb	<input type="text"/>
		Post Code	<input type="text"/>

Current Tenancy Details

(if applicable)

How long have you lived at your current address?	Years <input type="text"/>	Months <input type="text"/>	
Name of Landlord / Agent (if applicable)	<input type="text"/>	Phone	<input type="text"/>
Rental Paid	\$ <input type="text"/>	Per Week	or \$ <input type="text"/> Per Month
Reasons for leaving	<input type="text"/>		
Was bond repaid in full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, please specify: <input type="text"/>

Previous Rental History

(if less than 12 months in current premises)

Address	<input type="text"/>	Suburb	<input type="text"/>	Post Code	<input type="text"/>
How long have you lived at your previous address?	Years <input type="text"/>	Months <input type="text"/>			
Name of Landlord / Managing Agent / Selling Agent	<input type="text"/>				
Phone Number	<input type="text"/>				
Rental Paid	\$ <input type="text"/>	Per Week	or	\$ <input type="text"/>	Per Month
Reason for leaving	<input type="text"/>				
Was bond repaid in full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, please specify: <input type="text"/>		

Current Employment Details

Occupation	<input type="text"/>				
Employers Name	<input type="text"/>				
Employment Address	<input type="text"/>	Suburb	<input type="text"/>	Post Code	<input type="text"/>
Employer Phone Number (landline preferred)	<input type="text"/>	Contact Name (e.g. Manager / Payroll)	<input type="text"/>		
Length at current employment	Years <input type="text"/>	Months <input type="text"/>	Net Income	\$ <input type="text"/>	Per Week
Please tick:					\$ <input type="text"/> Per Month
Full time	<input type="checkbox"/>	Part time	<input type="checkbox"/>	Casual	<input type="checkbox"/>
Not Employed Student	<input type="checkbox"/>				

If self-employed, please complete the following

Company Name			
Company Address	Suburb	Post Code	
Business Type	Position Held		
How long has the company / business been trading	A.B.N.		
Accountant Name	Phone		
Solicitor Name	Phone		

Previous Employment Details (if less than 2 years at current employer)

Occupation			
Employers Name			
Employment Address	Suburb	Post Code	
Employer Phone Number <small>(landline preferred)</small>	Contact Name <small>(e.g. Manager / Payroll)</small>		
Length at current employment	Years <input type="text"/> <input type="text"/>	Months <input type="text"/> <input type="text"/>	Net Income \$ <input type="text"/> Per Week
Please tick:			\$ <input type="text"/> Per Month
<input type="radio"/> Full time	<input type="radio"/> Part time	<input type="radio"/> Casual	<input type="radio"/> Not Employed Student

Social Security Benefits (if applicable)

Type			
\$ <input type="text"/>	Per Week	and	\$ <input type="text"/> Per Month

If Student, please complete the following

Place of Study	Course being undertaken
Course Length	Enrolment Number
Parents Name	Phone
Campus Contact	Phone
Course Co-ordinator	Phone
Income \$ <input type="text"/>	
Parent/Guardian Address	Suburb <input type="text"/> Post Code <input type="text"/>

Other Information

Car Registration		
Do you have pets?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If Yes, please specify Breed & Age <input type="text"/>

Personal Referees

1. Reference name <input type="text"/>	
Occupation <input type="text"/>	Relationship <input type="text"/>
Phone <input type="text"/>	Notes <input type="text"/>
2. Reference name <input type="text"/>	
Occupation <input type="text"/>	Relationship <input type="text"/>
Phone <input type="text"/>	Notes <input type="text"/>

1. Applicant's Warranty

The applicant/s warrant/s:

- (1) That the details provided on their Applicant Details Sheets are true and correct
- (2) That they are not bankrupt or insolvent

2. Applicant/s Agrees

The Applicant/s agree/s that:

- (1) That they have inspected the Premises as specified in the application form and accept its condition.
- (2) The Applicant/s will sign the Tenancy Agreement forthwith upon being notified of acceptance of this Application by the Agent.
- (3) This Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) They understand that the Landlord/Agent is not required to give an explanation to them for any Application not approved
- (5) On acceptance of this Application for Tenancy by the Landlord being notified to the Applicant/s, verbally or in writing, the Applicant/s will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amount as specified in the application form by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- (6) As tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television – analogue, digital or cable) and the adequacy of exiting electrical fittings with respect to the use of such services. The landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

3. Holding Fee

- 3.1 If a Holding Fee amount is required the Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord/Agent and paid towards the first payment of Rent.
- 3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Landlord's Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord/Agent.
- 3.3 If the Applicant/s have paid a Holding Fee, the Landlord/Agent must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant/s unless the Applicant/s notifies the Landlord/Agent that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

- 4.1 The agent collects and uses personal information provided by you as the Applicant/s to assess your application for residential tenancy and provide services required by you or on your behalf during the tenancy.
- 4.2 You as the Applicant/s agree the Agent may subject to the Privacy Act 1988 (CTH), (where applicable), collect, use and disclose personal information to:
 - (1) The Owner of the Premises to which this Application for Tenancy applies; and/or
 - (2) (subject to the provisions of Division 2 of the Residential Tenancies Act 2010) tenancy databases for the purposes of property assessing the risk in providing you with the lease; and/or
 - (3) Tradespeople and similar contractors engaged by the Owner/Agent in order to facilitate the carrying out of works with respect to the Premises; and/or
 - (4) Nominated Referees to confirm information provided by you; and/or
 - (5) The Owner's insurance companies; authorized real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; and/or
 - (6) TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- 4.3 Without provision of certain information the Agent may not be able to act effectively or at all on the Owner's behalf as a result of which your Application may not contain sufficient information to be acceptable by the Owner.
- 4.4 The Applicant/s have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

5. Notes to Applicant/s

- 5.1 The following documents form part of this Application:
 - (1) Application for Tenancy (pages 1-4)
 - (2) Terms of Application
 - (3) Each Applicant's Applicant Details Sheet
 - (4) Any other annexure and/or special conditions as provided by the Agent/
- 5.2 Each Applicant must read and initial every page as acceptance of the information provided.
- 5.3 For the purpose of the service of notice, service on any one Applicant shall be deemed to be served on all Applicants.

Applicant's name

Signature

Application Checklist

In order for your application to be processed we require the following:

-
- Copy of Drivers License
-
- Copy of Passport / Visa (if in Australia for less than 2 years)
-
- Most recent rental ledger or proof of regular rent payments
-
- Copy of electrical / gas bill
-
- Copy of rate notice if current property is owned by you or relative
-

Consent for checking personal and employment information

(this is a requirement under the Privacy Act)

Applicant's name

Address

Street

Suburb

State Postcode

I/we, the applicant/s acknowledge and consent to the agent verifying personal, employment and tenant history references.

Signature

Please note: This form will be forwarded to persons providing references.

Please fax completed application form to **02 8969 6877**



Taking care of your investment property

[Contact us](#)

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