

APPLICATION FOR TENANCY

PROPERTY APPLYING FOR _____

IMPORTANT

IF YOU ARE SERIOUS ABOUT HAVING YOUR APPLICATION APPROVED, YOU MUST FILL IN ALL THE FIELDS REQUIRED. WHERE FIELDS DO NOT APPLY, MARK AS N/A. APPLICATIONS NOT FILLED IN CORRECTLY MAY NOT BE PROCESSED.

- YES NO I have completed the entire form.
- YES NO I have supplied copies of my identity as outlined below.
- YES NO I agree to pay one weeks rent as a holding fee in accordance with the terms and conditions stated in this application form.
- YES NO I have inspected the property both externally and internally.
Physical inspection _____ Virtual inspection _____
- YES NO I confirm that I will personally reside at the property if the application is approved.
- YES NO I acknowledge that I will receive a reply from Noonan Property Management regarding the outcome of my application via SMS. If my application is declined, my personal details will be shredded. Average application processing time is 3 days.
- YES NO I agree to pay rent and auto debit water usage (if applicable) using SimpleRent. When you use the SimpleRent service, you agree to pay SimpleRent a non-re-fundable Service fee / Convenience Fee every time you make a payment. These fees are:
Credit Card - 1.98% Surcharge (GST inclusive) of the amount paid by you;
Bank Account Payments do not incur any transaction fees; you'll only pay a Service fee of \$1.50 every of the transaction value for International Mastercard / VISA
- Note** - If you provide Visa Debit or MasterCard Debit card details, the banks will process this as a credit card payment, incurring 1.98% credit card surcharge (GST inclusive).
If "No", the means permitted for payment of rent, which does not incur a cost, is via cheque or money order.
- YES NO I agree and understand that due to bank processing time frames, payments may take up to 4 business days to clear, therefore, it is my responsibility to ensure that funds are settled in the Trust as cleared funds on the day it is due.
- YES NO I have filled in the SimpleRent Direct Debit form attached on this Tenancy Application.
- YES NO I agree to give Noonan Property Management permission to forward my details to a third-party utilities connection provider in order to contact me and assist with connecting utilities necessary for this property.

Please provide copies of the following documents:

- Identification requirements:** Driver's Licence or Proof of Age Card or Passport and a copy of your Medicare Card.
- Financial requirements:** Current Pay Slip or Centrelink Statement and a copy of your current Bank Statement.
- Reference Requirements:** Tenant ledger from landlord/agent or a letter from the head tenant on the lease. If you are a home owner, a copy of a recent council rate notice is required. If you are a business owner, a copy of your business registration and accountant's details.

If your application is approved, you are required to pay Bond via Bank Cheque, Money Order, or Rental Bonds Online, no cash will be accepted.

I acknowledge that I have read and accepted all the terms and conditions herein.

Signed : _____ Date : / /

Please note all rental enquiries and lodgement of this application is to be directed to our Mortdale office, 31 Morts Rd, Mortdale, PO Box 11 Oatley, Phone: 9330 6868, Email: rentals@nrea.com.au

TENANCY APPLICATION FORM

RENTAL PROPERTY		
Property address		
TENANCY REQUIREMENTS		
Length of tenancy (number of weeks)	Rent \$ _____ per	Commencement date ____ / ____ / ____
OCCUPANCY DETAILS		
Number of Adults	Number of Children	Ages of Children
Number of Smokers	Number of Pets (if any) include Type/Breed	Will the premises be used for business use?
APPLICANTS DETAILS		
Name		Email
Current Address		
Home phone	Work phone	Mobile Phone
PERSONAL DETAILS		
Date of birth	Gender Male / Female	Relationship to other applicant(s) if applicable e.g. partner, flatmate etc.
Driver's licence number State of issue	Passport Number Country of issue	Car rego Car type
CURRENT ADDRESS DETAILS		
Renting/Owned/Other (if other provide details)	Rent amount paid \$ _____	How long have you lived there?
Name of Agent/Landlord (if applicable)	Contact numbers of Landlord/Agent	Reason for leaving
Have you ever been evicted from a premises Yes / No If yes provide details		Are you currently in debt to any Landlord/Agent?
Do you currently own a property, if yes what is the address?		
CURRENT EMPLOYMENT DETAILS		
Current employer (company name)		
Contact name (manager)	Contact's work phone	Your position
Length of employment	Net Income \$ _____ per week	Full time or part time?
EMERGENCY CONTACT DETAILS		
Name	Relationship	Contact phone numbers
Address		
PERSONAL / BUSINESS REFERENCES (NOT RELATIVES)		
Name	Occupation	Work phone

ADDITIONAL CONDITIONS OR COMMENTS TO THE LANDLORD

I THE APPLICANT CONFIRM THE FOLLOWING:

YES NO During my inspection of the property I found it to be in a reasonably clean and in an acceptable condition.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

MONIES PAYABLE ON SIGNING THE TENANCY AGREEMENT

\$ _____ Rent in advance 2 weeks
\$ _____ Rental Bond being 4 weeks rent
\$ _____ Sub Total
\$ _____ Less Holding Fee (see clause 3) not more than 1 weeks rent
\$ _____ Balance due on signing Tenancy Agreement

FREE UTILITY CONNECTION SERVICE



FREE Utility Connection Service - with a difference!
Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time, no long holds with a call centre
- Connect all your services in around 3 minutes on your mobile or computer



We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

DECLARATION

I undertake to pay the monies detailed above via SimpleRent using a Credit/Debit Card or Bank Cheque, Money Order made payable to Noonan Property Management.

Applicant's Personal Information Consent

I _____, the Applicant, give my consent for NOONAN PROPERTY MANAGEMENT to make enquiries to verify the information. I have provided to the Agent in this Tenancy Application (in accordance with the Privacy Act 1988 (CTH) with relevant tenancy databases including databases of my previous Letting Agents.

Signed: _____

Date : / /

ADDITIONAL CONDITIONS OR COMMENTS TO THE LANDLORD

1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
- (2) it is not bankrupt or insolvent.

2. Applicant Agrees

The Applicant agrees that:

- (1) they have inspected physically or virtually the Premises and accept its condition.
- (2) the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant 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 amounts 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 existing 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 (if applicable)

- 3.1 If a Holding Fee amount is specified 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 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.
- 3.3 If the Applicant has paid a Holding fee, the Landlord must not enter into a Tenancy Agreement with any other person within 7 days of payment of such a fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

- 4.1 The Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and where required maintain a Privacy Policy.
- 4.2 The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.
- 4.3 You as the Applicant agree, to further assess your Application, the Agent may, subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose such information to:
 - (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies: &/or
 - (2) (subject to provisions of Division 2 of the Residential Tenancies Act 2010) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
 - (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises: &/or
 - (4) previous managing agents and nominated Referees to confirm information provided by you: &/or
 - (5) the Landlord's insurance companies; authorised 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; &/or
 - (6) the utility connection provider, where you have opted for such a service in item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
 - (7) Owners Corporations
- 4.4 Without provision of certain information, the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
- 4.5 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
- 4.6 The Agent will provide (where applicable), on request, a copy of its Privacy

SimpleRent Direct Request

STEP 1 – TENANT CONTACT DETAILS (Please print clearly)

Tenant 1: Title: Mr/Mrs/Ms _____ First Name: _____ Last Name: _____
Tenant 2: Title: Mr/Mrs/Ms _____ First Name: _____ Last Name: _____
Home Phone : _____ Work Phone: _____ Mobile Phone : _____
Email: (Please print clearly) : _____ Date of birth : _____

Residential Commercial Business Name: _____ ABN: _____

Address : _____

Suburb : _____ State : _____ Postcode : _____

(Proceed to STEP 2)

Office Use Only :

Tenant No: _____

PMS Property ID: _____

NOONAN
PROPERTY MANAGEMENT
www.nrea.com.au/book
Real Estate: _____
Agent Name & Number : **Noonan RE**

STEP 2 – PAYMENT SCHEDULE (Please print clearly)

Recurring schedule (Automatic payment) configured by your Managing Agent *(complete the details below and Proceed to STEP 3)

Rent amount \$ _____ Frequency (Weekly/Fortnightly/4 Weekly/Monthly) _____ Commencement Date : _____

(Debit date must be 2 business days prior to the PAID UP UNTIL date to allow bank processing time)

Important Information:

*All payments processed via SimpleRent will take up to four business days for your agent to receive these funds, please factor this while initiating your payments.

*There are Fees for using SimpleRent which is explained in the Fee schedule section of the Terms and Conditions attached.

STEP 3 – NOMINATING DEBIT/CREDIT CARD OR BANK ACCOUNT FOR YOUR PAYMENTS (PLEASE PRINT CLEARLY)

Please debit my Debit/ Credit Card nominated below:
(Your Card must be viewed by your managing agent to validate, this is part of our fraud prevention policy)

CardType(1.98%):VISA OR MasterCard

Card Holder Name : _____ Card Number: _____ Expiry: _____ / 20 CVV : _____

Please debit my Bank Account nominated below:
(Please provide a copy of your bank statement to validate —this is part of our fraud prevention policy) (\$1.50)

Account Name: _____ Financial Institution: _____

BSB (6 Digits): _____ Account Number (Max 9 digits): _____

Important information

*If you provide VisaDebit or MasterCard Debit card details, the banks will process this as a Credit Card payment and the credit card surcharge will apply. (Proceed to STEP 4)

STEP 4 – REQUEST AND AUTHORITY TO DEBIT

I/We authorize Payrix Australia Pty Ltd ABN 63 135 196 397, User Id 382220, to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance to the Payment Agreements stated above and this Direct Debit request and as per DDR Service Agreement provided.

Name : _____ Date : _____ Name : _____ Date : _____

TWO SIGNATURES REQUIRED BELOW FOR JOINT ACCOUNTS HOLDERS

Account holder 1 Signature : _____ Account holder 1 Signature : _____

SimpleRent

TERMS & CONDITIONS

This Agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with Payrix and the Businesses. It also details what our obligations are to you as your Direct Debit Provider. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DOR) and should be read in conjunction with your DOR form.

I/We hereby authorise Payrix Australia Pty Ltd (ABN: 63 135 196 397) Direct Debit User ID 382220 to make periodic debits on behalf of the Businesses, as indicated on the front of this Direct Debit Request (herein referred to as the Businesses).

I/We acknowledge that Payrix Australia is acting as a Direct Debit Agent for the Businesses and that Payrix does not provide any goods or services and has no express or implied liability in regards to the goods and services provided by the Businesses or the terms and conditions of any agreement with the Businesses.

I/We acknowledge that Payrix and the Businesses will keep any information (including account details) contained in the Direct Debit Request confidential. Payrix and the Businesses will make reasonable efforts to keep any such information that they have about me/us secure and to ensure that any of their employees or agents who have access to information about me/us do not make any unauthorised use, modification, reproduction or disclosure of that information.

I/We acknowledge that Payrix and the Businesses will only disclose information that they have about me/us:
(a) to the extent specifically required by law; or
(b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

I/We acknowledge that the debit amount will be debited from my/our account according to the Direct Debit Request, this Agreement and the terms and conditions of the agreement with the Businesses.

I/We acknowledge that bank account details have been verified against a recent bank statement to ensure accuracy of the details provided. If uncertain, I/we take the responsibility to contact my/our financial institution.

I/We acknowledge that it is my/our responsibility to ensure that there is sufficient cleared funds in the nominated account by the due date to enable the Direct Debit to be honoured on the debit date. Direct Debits normally occur overnight, however transactions can take up to three (3) business days depending on the financial institution. I/We acknowledge and agree that sufficient funds will remain in the nominated account until the Direct Debit amount has been debited from the account and that if there are insufficient funds available, I/We agree that Payrix will not be held responsible for any fees and charges that may be charged by my/our financial institution.

I/We acknowledge that there may be a delay in processing if:
(a) There is a public or bank holiday on the day, or any day after the debit date
(b) A payment request is received by Payrix on a day that is not a Banking Business Day
(c) A payment request is received after normal operational hours, being 4pm Monday to Friday. Any payments that fall due on any of the above will be processed on the next business day.

I/We authorise the Businesses to vary the amount of the payments from time to time as provided for within the Business agreement. I/We authorise Payrix to vary the amount of the payments upon instructions from the Businesses. I/We do not require Payrix to notify me/ us of such variations to the debit amount. This includes, but is not limited to additional items such as fees and charges, retry of failed payments, excess water invoices, rent amount changes, bond top ups and any other invoices as deemed payable.

I/We acknowledge that an additional fee of 1.10% will apply to international card payments.

I/We acknowledge that the total amount billed will be for the specified period for this and/or subsequent agreements and/or amendments, covers, but is not limited to additional items such as fees and charges, retry of failed payments, excess water invoices, rent amount changes, bond top ups and any other invoices as deemed payable.

I/We acknowledge that the Businesses is to provide 14 days notice if proposing to vary the terms of the debit arrangements. I/We acknowledge that variations to the debit arrangement will be directed to the Businesses.

I/We acknowledge that any request to stop or cancel the debit arrangement will be directed to the Businesses.

I/We acknowledge that any disputed debit payments will be directed to the Businesses. If no resolution is forthcoming, I/We am/are advised to contact my/our financial institution.

I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, I/We will be responsible for any fees and charges for each unsuccessful debit in addition to any financial institution charges and collection fees, including and not limited to any solicitor fees and collection agent fees appointed by Payrix.

I/We authorise Payrix to attempt to re-process any unsuccessful payments as advised by the Businesses.

I/We acknowledge that setup, variation, dishonour, SMS, transaction or processing fees may apply.

I/We authorise:
(a) Payrix (Debit User ID 382220) to verify details of my/our account with my/our financial institution
(b) My/Dur Financial Institution to release information allowing Payrix to verify my/our account details.