

## APPLICATION INSTRUCTIONS

1. All details are to be printed clearly and completed in full.
2. If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.
3. Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.
4. Should your application be successful we will require the following:
  - i. Within **48 hours** of notification from Breakwave Property Group, you will be required to pay **one (1) week rent** payable by **Electronic Transfer**. If the one (1) weeks rent is **not received within 48 hours**, the property will be relet to the next approved applicant. If you forfeit the agreement the first weeks rent is NON-REFUNDABLE.
  - ii. It is also agreed you are to pay 2 weeks rent in advance and 4 weeks bond prior to collection of keys - properties priced higher than \$700p.w may attract a higher bond.
  - iii. **Please note we do not accept Personal Cheques, cash, or agency bond Transfers.**

### Rental Property Details

Address: .....  
 ..... Postcode: .....  
 Rental Amount\$ ..... Weekly OR \$ ..... Monthly  
 Bond Amount\$ ..... Payable to Breakwave  
 Preferred Tenancy start date: ..... / ..... / ..... Term: ..... Mths  
 How many people will reside at the property?  
 Adults: ..... Children: ..... Age of Children: .....  
 Smoker: Yes No  
 How you heard about property: .....  
 PETS? If yes, how many? ..... Type/breed? .....

Current Address: .....  
 ..... Postcode: .....  
 How long at this address: ..... Years ..... Months  
 If Rented - Rent paid \$ ..... Per week  
 Current landlord/agent: .....  
 Phone no. of landlord/agent: .....  
 Reason for leaving: .....  
 Previous Address: .....  
 ..... Postcode: .....  
 How long at this address: ..... Years ..... Months  
 Previous landlord/agent: .....  
 Phone no. of landlord/agent: .....  
 Reason for leaving: ..... : .....

### Applicants Details

Title: ..... Family or Surname: .....  
 Given Name/s: .....  
 Date of Birth: ..... / ..... / ..... Home Ph: .....  
 Work Ph: ..... Mobile Ph: .....  
 Email address: .....  
 Australian Driver's Licence No: .....  
 State: ..... Expiry date: .....  
 Passport No (if applicable): .....  
 Country: ..... Expiry date: .....  
 Pension No (if applicable): .....  
 Type: ..... Expiry date: .....  
 Own Motor Vehicle? Yes No  
 Car Make/Model: .....  
 Car Rego ..... State .....

Current Employer: .....  
 Occupation: .....  
 Full time Part time Casual  
 Length of Employment: ..... Years ..... Months  
 Net Income per week: \$ .....  
 Address: .....  
 ..... Postcode: .....  
 Contact person: ..... Phone: .....  
 (If self, employed, please list accountant's contact details)  
 Previous Employer: .....  
 Length of employment: ..... Years ..... Months  
 Address: .....  
 ..... Postcode: .....  
 Contact person: ..... Phone: .....

*I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.*

Applicant's Signature: ..... Date: .....

## References *(No family or current employer contacts)*

1. Name: .....  
Relation to the applicant: .....  
Home Ph: ..... Work Ph: .....  
Mobile Ph: .....

2. Name: .....  
Relation to the applicant: .....  
Home Ph: ..... Work Ph: .....  
Mobile Ph: .....

### If you receive a Centrelink Payment

*(Copy of most recent payment statement to be supplied)*

Type of payment: .....  
Customer Reference Number (CRN): .....

## Emergency contact / Next of Kin

1. Name: .....  
Relationship to the applicant: .....  
Address: .....  
Home Ph: ..... Mobile Ph: .....

2. Name: .....  
Relationship to the applicant: .....  
Address: .....  
Home Ph: ..... Mobile Ph: .....

**If you are a student.** Name of Institution: .....  
Faculty / Department: .....  
Student Identification (ID) Number: .....  
Income source: ..... Net weekly income: \$ .....

## Privacy Act Acknowledgement for Tenants

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and-sign this acknowledgment in order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent. In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, Insurance companies, government departments and other landlords or agents. I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/ we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/ us in my/our tenancy application. I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry. I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members to access to information accumulated from members about tenants who have breached their tenancy agreements. I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation. I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

**Applicant's Name:** .....

**Signed by Applicant:** ..... **Date:** .....

## Tenancy Application

BREAKWAVE PROPERTY GROUP welcomes your application and any queries you have. The following information and checklist will assist you to complete the tenancy applications so that it can be processed as quickly as possible.

Please read prior to completing your application:

1. This application cannot be processed until it is complete with copies of supporting documents
2. The property manager will contact you within 48 hours once the application has been received.
3. This application must be accompanied by copies of documents from those listed below for the 100 point identification check. Your original drivers licence and passport will be required to be sighted at the time of handing in your application.

### PLEASE NOTE:

YOU MUST INCLUDE **AT LEAST TWO ITEMS FROM EACH SECTION** AND ALL IDENTIFICATION MUST BE **PHOTOCOPIED PRIOR** TO SUBMITTING.

### Section One

Drivers Licence	40
Passport	40
Birth Certificate	30
Other Photo Id	20

### Section Two

Previous 4 rent receipts	30
Previous 4 payslips	30

### Section Three

Current Tenancy Reference	40
Motor Vehicle registration certificate	10
Current Bank Statement	10
Telephone Account	10
Electricity Account	10
Gas Account	10
Pet Registration Papers	10

**Total Points:** .....

### APPLICATION CHECKLIST

Before I submit this application, have I...

Attached photocopies of documents to meet 100 or more points of ID (see above).

4 payslips & 4 rent receipts photocopied.

Inspected the property both internally and externally.

Completed all details in full on the application form.

Provided all contact details and documentation for confirmation of income source.

Read and sign the Privacy Act Acknowledgment for Tenants.