

Tenancy Application Form

Thank you for applying for a John Pye Real Estate Property.

1. You must answer all questions for your application to be processed.
2. Each adult occupant must complete a separate application form.
3. Increase your chances of acceptance by submitting your application to our office on Monday by 10am.
4. Your application may be hand delivered to either office, emailed or faxed. Be sure to include all evidence of credentials in item 8. Please note that both offices are open Monday – Friday, 9am – 5pm. Hornsby office is also open on Saturdays, 9am – 5pm. Thornleigh office is closed from time to time on Saturdays. Please phone first.

1 YOUR PROPERTY

1.1 Address of the property you would like to rent

Postcode

1.2 Tenancy commencement date?

	Day		Month		Year
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1.3 Tenancy term?

	Months
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1.4 How many people will normally occupy the property?

<input type="checkbox"/> Adults	<input type="checkbox"/> Children & Ages: _____
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2 YOUR PERSONAL DETAILS

Given name	Surname

Date of Birth

Driver's licence no.	Driver's licence state of issue

Passport no.	Country of issue

2.2 Your contact details

Home phone no.	Mobile phone no.

Work phone no	Fax no.

Email address

2.3 Your current address

Postcode

2.4 Your emergency contact details

Given name	Surname
Phone no.	Relationship to you

2.5 Name of each adult sharing the property

Given name	Surname

3 YOUR RENTAL HISTORY

3.1 How long have you lived at your current address?

	Years		Months
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3.2 Why are you leaving this address?

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3.3 Agent/Landlord details of this property (if applicable)

Name of Landlord or Agent	
Landlord/Agent's phone no.	Weekly rent paid
	\$

3.4 Your previous residential address

Postcode

3.5 How long did you live at your previous address?

	Years		Months
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3.6 Agent/Landlord details of this property (if applicable)

Name of Landlord or Agent	
Landlord/Agent's phone no.	Weekly rent paid
	\$
Was the bond refunded in full?	If not why not?



JOHN PYE REAL ESTATE PROPERTY MANAGEMENT

14/4 Central Avenue, Thornleigh NSW 2120 P: 02 9980 6777 F: 02 9476 1965 E: rentals@johnpye.com.au www.johnpye.com.au

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4 YOUR EMPLOYMENT HISTORY

4.1 Your current employment details

Occupation

Nature of your employment

Employer's name (include Accountant's details if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

<input type="text"/> Years	<input type="text"/> Months
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Net income

\$	PW / PM / PA
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4.2 Your previous details

Occupation

Employer's name

Length of employment

<input type="text"/> Years	<input type="text"/> Months
----------------------------	-----------------------------

Net income

\$	PW / PM / PA
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5 OTHER INFORMATION

5.1 Car Registration

	State	
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5.2 Real Estate

Do you currently own **any** Real Estate? ☐ Yes ☐ No

If **yes**, please advise address:

5.3 Pet Declaration

Will you be keeping any pets at the property? ☐ Yes ☐ No
(Note: Generally Landlords don't approve pets)

If you have ticked 'yes':

Breed / type	Council registration number
1.	
2.	

Is your pet a restricted breed? ☐ Yes ☐ No

6 YOUR OFFER TO RENT

6.1 During my inspection of this property, I found it to be in a reasonably clean condition. ☐ Yes ☐ No
If 'no', I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that the items are subject to the landlord's approval.

6.2 I offer to rent the property from the Landlord under a Residential Tenancy Agreement to be prepared by the Agent at \$ _____ per week and pay the rent weekly/fortnightly/calendar monthly (please circle).

6.3 I request that my rent cycle fall in line with my pay period. ☐ Yes ☐ No

6.4 I offer to pay _____ weeks/calendar months' rent in advance (minimum 2 weeks rent).

6.5 NOTE: Your first rent is to be paid after acceptance of your offer by the Landlord, on or before the signing of the Tenancy Agreement by EFT or BANK CHEQUE or BPAY®.

IMPORTANT NOTE: Rents are advertised as a weekly figure for comparative purposes only. If you are paying a monthly rent use the following calculation:

Weekly rate divided by 7 to get the daily rate.

Daily rate multiply by 365 to get the yearly rate.

Yearly rate divided by 12 to get the monthly rate.

RENTAL PAYMENT NOTE:

Your options for paying rent are:

- (a) BPAY® – via phone or internet banking. The Biller code is **4481** and your reference number is your DEFT reference number.
- (b) Credit card – via phone or internet banking. Either DEFT Phone pay on 1300 30 10 90 and follow the prompts or www.deft.com.au and enter your DEFT reference number under the 'Make a payment section'.

Further instructions and your DEFT reference number will be provided to you once you have signed the Tenancy Agreement.



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6.6 Bond

Upon signing the Tenancy Agreement, a Bond of 4 weeks rent is required by way of Bank Cheque or Postal Money Order in the name of 'Rental Bond Board.' \$ _____

6.7 Holding Deposit

Upon the Landlords acceptance of your application, I agree to either immediately enter into a Residential Tenancy Agreement or to pay a Holding Deposit equal to 1 weeks rent.

Holding Deposit

\$

The purpose of a holding deposit is to reserve the premises until the tenancy agreement is signed. This is called the reservation period.

- The Landlord will not enter into a residential tenancy agreement with another person.
- Once the residential tenancy agreement is entered into by signing by the parties to the agreement, the holding deposit is paid towards rent.
- Should you advise John Pye Real Estate that you do not wish to take the premises, the holding deposit will be retained by the Landlord.

7 YOU AUTHORISE THE LANDLORD'S AGENT

7.1 I authorise the Agent to obtain personal information about me from:

- The Landlord or the Agent of my current or previous residences;
- My current and past employers;
- Any person who maintains any record, listing or database of defaults by Tenants.

7.2 I authorise the Agent to disclose my personal information in order to:

- Communicate with the Owner in order to select a Tenant
- Prepare Tenancy documents
- Allow Trades people or equivalent organisations to contact me during my Tenancy.
- Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- Refer to collection Agents/Solicitors (where applicable)
- Refer to TICA. I acknowledge that any information submitted to TICA may be kept by that organisation for their use. I acknowledge that if I default on my Tenancy obligations in the future, I may be listed as a defaulter with TICA until any problem is resolved to the satisfaction of the Landlord.
- Provide during my Tenancy, a reference or information to other Landlords and other Agents for properties I may apply for in the future. This would include default details if applicable.

8 EVIDENCE OF YOUR CREDENTIALS

Note: Photocopies, scanned copies or faxes are acceptable for this application. However, original documents will be required to be shown when the Residential Tenancy Agreement is signed.

1. Proof of Identity (<i>current passport required if you are not holding a drivers licence.</i>)	Office use only
a) Drivers Licence	
b) Current Passport plus Government document with address	
2. Proof of your capacity to pay rent (<i>provide as much information as possible</i>)	
a) Pay Advice or Employment Contract or Letter of Appointment	
b) Bank Statement	
c) Tenancy Ledger. This shows the history of rent payments made during your current tenancy.	
d) Last 6 Rent Receipts (If no Tenancy Ledger is available)	
3. Proof of your capacity to care for the property (<i>provide as much information as possible</i>)	
a) Landlord/Agent's Testimonial or Reference	
b) Pet Reference (If applicable and if pets are permitted by Landlord)	
c) Bond Refund Forms	

9 YOUR DECLARATION

I declare that all information contained in this application is true and correct and is given by my own free will.

I declare that I have inspected the premises.

I declare that I am not a bankrupt or an undischarged bankrupt.

I acknowledge that this application is subject to the approval of the Landlord.

Signature of Applicant

Date

NOTE: You are entitled to access personal information at any time by contacting John Pye Real Estate.

REAL ESTATE SURVEY

1. Where did you find out about this property? _____

2. Do you plan to buy or sell a property within the next year?

☐ Yes ☐ No



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FREE UTILITY CONNECTION SERVICE

myconnect

enquiry@myconnect.com.au
www.myconnect.com.au

Ph: 1300 854 478
Fx: 1300 854 479

WHO ARE WE?

MyConnect is an easy to use, free service for connecting your Electricity, Gas, Telephone, Internet and Pay TV. We work with a wide range of service providers so we can help you find the best option to suit your needs.

- Receive great rates and substantial savings on bonds and connection fees
- Choose no minimum term agreements so you're not locked in
- Don't spend hours doing it yourself - let us connect you in one quick phone call!



YES, Please Contact Me



Interpreter required



DECLARATION

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



Tick here to opt out

HEART FOR THE HOMELESS

When you move home, you can help change the lives of those facing severe poverty in your community. It is free, quick and easy.

Register your move at www.heartforthehomeless.org.

Heart For the Homeless will inform local charities of your move and coordinate the collection of any unwanted non-perishable food, clothing and furniture. Local charities redistribute those resources to those in desperate need.

WE PROUDLY SUPPORT



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