

**Before any applications will be considered, each applicant must achieve a minimum of 100 Points PLUS proof of Income minimum 50 Points**

Please provide copies of the following with your tenancy application form.

<b>Documentation Required FOR 50 POINTS PROOF OF INCOME</b>	<b>Value</b>	<b>Included</b>
Current Centrelink Income Statement	25	
Bank Statement for the Last 2 Months	25	
4 Last Pay Slips	25	

<b>Documentation Required FOR 100 POINTS I.D</b>	<b>Value</b>	<b>Included</b>
Photo ID -Current drivers License AND/OR Passport AND Birth Certificate	30	
Tenant Rental Ledger OR Last 4 Rent Receipts	20	
Medicare card	20	
ATM Card, Health Care Card, Credit Card	15	
Utility Account (Electricity, Gas, Telephone)	15	
Current Vehicle Registration Papers	15	

**IMPORTANT NOTICE TO ALL APPLICANTS**

- If you are in a shared arrangement, It is mandatory that each person who wishes to reside on the premises to complete this application/ request to get more applications for each applicant. Failure to comply could result in breach of tenancy.
- Every person over the age of 18 must complete an application and provide reference.
- Applications that are incomplete will **NOT** be processed. This application will take a minimum of 48-72 hours to process ( once we have the above documents )
- We do NOT accept cash
- The agent on behalf of the owner reserves the right to deny or accept this application. No further correspondent will be entered into.
- The property will remain on the market until and application has been approved and a deposit has been received.
- Upon approval of an application/signing a lease you are required to pay bond of 4 weeks rent, plus additional weeks rent so you will be 2 weeks in advance to Homeland Real Estate by bank cheque, EFTPOS or money order.

Please Supply only photo copies of original documentations or scans

**As WE DO NOT PHOTO COPY DOCUMENTS (Do not include original documentation in submission)**

**NOTE: ALL SECTIONS OF THIS FORM MUST BE FILLED OUT**

**A. AGENT DETAILS**

**Homeland**  
Real Estate  
**Homeland Real Estate Pty Limited**  
29 Memorial Avenue Liverpool 2170  
T: 9600 7177 • W: [homeland.com.au](http://homeland.com.au)

**B. PROPERTY DETAILS**

**1. What is the address of the property you would like to rent?**

Postcode

**2. Lease commencement date?**

Day  Month  Year

**3. Lease term?**

Years  Months

**4. How many tenants will occupy the property?**

Adults  Children  Ages of Children

**C. PERSONAL DETAILS**

**5. Please give us your details**

Mr  Ms  Miss  Mrs  Other   
Surname  Given Name/s

Date of Birth

Driver's licence number

Driver's licence NSW card number

Driver's licence expiry / state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

**6. Please provide your contact details**

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

**7. What is your current address?**

Postcode

**8. How did you find out about this property?**

- Newspaper  The Internet  Local Paper  
 Office  Office Window  Sign Board at property  
 Referral  Other (specify)

Office us only:-  
Tenant Check Complete  ReduceMyBills signed

**D. FREE UTILITY CONNECTIONS** User consent form



By signing this application, I/we give consent to ReduceMyBills to make contact by phone, email or sms for the purpose of arranging connections and disconnections of approved utility services. I/we authorise ReduceMyBills to supply collected information to other household service providers for the services including Cleaning, Removal, Insurance and Appliances.

I/we authorise ReduceMyBills to contact us via these means even if the telephone numbers supplied are listed on the Do Not Call Register. I/we understand that ReduceMyBills may also send related emails promoting other services provided by ReduceMyBills.

I/we acknowledge that all information supplied in the application is true and correct to be best of my/our knowledge and that we have not falsely represented our identity in any manner.

I/we understand that ReduceMyBills treat any personal information it collects, uses or discloses in accordance with the Privacy Act 1988. I/we authorise ReduceMyBills to supply collected information to nominated suppliers and/or potential suppliers for the connection and disconnection of nominated utilities or to assist with my obtaining other services including appliances, removalists, cleaners and insurance.

I/we understand that in the course of connecting utilities, ReduceMyBills may need to obtain an NMI (National Meter Identifier) for electrical points or MIRN (Meter Installation Registration Number) for Natural Gas connections. I/we authorise ReduceMyBills to collect these identifiers and consent to those numbers being supplied to utility providers.

I/we acknowledge that whilst ReduceMyBills is a free service, I/we are solely responsible for any and all amounts payable in relation to deposits, connections/disconnections or ongoing supply of the connected services and amounts payable for other services including appliance, removalist, cleaners and insurance.

I/we acknowledge that ReduceMyBills, to the extent permitted by law, shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us as a result of the provision of any service. Nor shall ReduceMyBills be liable for any act or omission by any utility provider for any loss caused by failure to provide nominated services.

I/we acknowledge that the nominated real estate entity along with Reducemybills may receive benefit from suppliers for provision of connections

Sign \_\_\_\_\_ Date \_\_\_\_\_

**E. DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Sign \_\_\_\_\_ Date \_\_\_\_\_

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**
 Years     Months
**10. Why are you leaving this address?**

**11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$
**12. What was your previous residential address?**


Postcode

**13. How long did you live at this address?**
 Years     Months
**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?


**G. EMPLOYMENT HISTORY****15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net Income

 Years     Months     \$
**16. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.



Length of employment

Net Income

 Years     Months     \$
**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s



Relationship to you

Phone no.


**18. Please provide 2 personal references (not related to you)**

Surname

Given name/s



Relationship to you

Phone no.



Surname

Given name/s



Relationship to you

Phone no.


**I. OTHER INFORMATION****19. Car Registration**

**20. Please provide details of any pets**

Breed/type

Council registration / number


**J. PAYMENT DETAILS****Property Rental**
 \$ per week

First payment of rent in advance

 \$

Rental Bond (4 weeks rent):

 \$

Sub Total

 \$
**Amount payable on signing tenancy agreement  
(bank cheque/EFTOPOS or money order only)**
 \$



## VERIFICATION OF APPLICANT DETAILS

TO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

We advise that the applicant/s listed below have applied to our office for rental accommodation. In order to assist in the processing of the application for tenancy, it would be greatly appreciated if you could complete the relevant sections and email back to our office as soon as possible to enable the application to be completed.

APPLICANT/S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Did the above tenants reside at this address YES/NO

How many people on the lease: \_\_\_\_\_

How many people reside at property: \_\_\_\_\_

Period of Tenancy: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent per week \$ \_\_\_\_\_

**RENT PAYMENTS**

- Very good – always on time
- Always under 7 days in arrears
- Always well in arrears (7 days +)

Comments \_\_\_\_\_

**NOTICES**

Termination notices? YES/NO

Date most recent notice \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PERIODIC INSPECTIONS**

- Good
- Satisfactory
- Unsatisfactory

Comments \_\_\_\_\_

**MAINTENANCE**

- Always reported on time
- Slow to report maintenance
- Impatient with maintenance

Comments \_\_\_\_\_

\_\_\_\_\_

**GENERAL REFERENCE**

- Would rent to again
- Good tenant
- Co-operative Tenant
- Unco-operation Tenant

Neighbour relations Good/Bad

Comments \_\_\_\_\_

**VACATING INSPECTION**

- Good vacating inspection
- Had to return for cleaning – Major/Minor
- Damage/Repairs to be fixed Major/Minor
- Unsatisfactory
- Unco-operative/argumentative re: condition

Comments \_\_\_\_\_

\_\_\_\_\_

**ON COMPLETION OF THIS FORM PLEASE EMAIL THROUGH TO [amanda@homeland.com.au](mailto:amanda@homeland.com.au) TOGETHER WITH A RECENT COPY OF THE TENANT LEDGER. THANKING YOU FOR YOUR ASSISTANCE.**

Form completed by: \_\_\_\_\_ Position: \_\_\_\_\_ Contact No. \_\_\_\_\_

**Privacy Statement:** Privacy ACT 1988 COLLECTION NOTICE: The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the applicant's identity to process and evaluate the application and to manage the tenancy. Personal information collected from other source is necessary for the agent to verify the Applicant's Identity to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the applicant is successful may be disclosed for the purpose of which is was collected to other parties including landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on Tenancy database.

Information already had on the tenancy reference database may be disclosed to agent and /or landlord. If the Applicant enters into a residential tenancy agreement, and fails to comply with their obligations under agreement, that fact and others relevant personal information collected about the applicant the course of the tenancy may also be disclosed to the landlord's, third party operators of the tenancy reference database and /or other agents. If the applicant would like to access the personal information the agent holds, they can do so by contacting Home Land Real Estate 29 Memorial Ave Liverpool NSW 2170, Phone 02 9600 7177, Fax 02 98213921, Email [mail@homeland.com.au](mailto:mail@homeland.com.au) The applicant can also correct this information if this is inaccurate, incomplete or out of date, if the information is not provided, the agent may not be able to process the application and manage the tenancy. Please complete this form and return via fax 02 98213921 with TENANT LEDGER at your earliest convenience, If there are any problems please call us on 02 9600 7177

Applicant Full name: \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_