



**first
national**
REAL ESTATE

| O'Donoghues

Good Luck with your Application - we wish you well with your search for a new home.

Failure to provide all requested documentation will result in your application not being processed.

Mandatory 100 Points of ID

Current Rent history Ledger or last four rent receipts	50 Points	Bank Statement / Centrelink Statement / Pay Slips (MANDATORY)	20 Points
Current Drivers Licence (with photo)	40 Points	Medicare Card or Debit/Credit Card	10 Points
Passport (Australian or Non Australian Resident)	30 Points	Citizens Certificate or Birth Certificate	10 Points
Proof of Age Card - (with Photo)	30 Points	Latest Phone, Electricity or Gas account (current address)	10 Points
Current motor vehicle registration	30 Points	Working with Children's Card	10 Points

For faster results, email your application to : sales@ofndarwin.com.au

141 Mitchell Street
Larrakeyah

www.ofndarwin.com.au

8942 8942

Important - Before Completing Application please read

Step 1 Schedule & Attend an Inspection

Regular "rental list" updates are available on our website (www.ofdarwin.com.au). Once you have found a property of interest, please contact our agency to arrange a time to inspect the property. We will not accept applications on properties that have not been inspected.

Step 2 Submit an Application

A complete application form should be submitted with all supporting documentation. Each adult will need to:

- Satisfy:** a Proof of identity 100 Point Check. Please refer to ID break down on front page.
- Provide:** income support documents - : 2 recent pay slips, pension / centrelink statement, bankstatement.
- Provide:** please provide a rates notice showing ownership if you have recently sold your home.
- Complete:** all relevant fields including property address, lease start date, length of term and pets.
- Sign:** their portion of the application in order for us to qualify their details.
- Notify:** their referees to expect our call - (i.e.: employers, real estate agents and personal references)

Incomplete application forms or those with missing documentation, cannot be processed and will result in a delay. Applications may take up to 48 hours to process.

Step 3 Approval

Your application will be submitted to the landlord for their consideration. This is always the landlord's decision. Landlords are entitled to reject an application without providing a reason. We aim to advise you of your application outcome within two business days of complete lodgment, however, this is dependent upon the availability of referees and the landlord.

If you are unsuccessful, we will hold your application for two weeks so that you may apply for alternative properties. We will then destroy it to protect your privacy.

Step 4 Lease and Rent

If you are the successful applicant, you will be contacted and arrangements will be made for you to receive a copy of your Residential Tenancy Agreement, this needs to be executed within 48 hours of acceptance. This is important to secure the property as it will continue to be available to other applicants until this is done. You will be required to pay two weeks rent in advance rent and full bond prior to the lease commencement date - bond will be payable upon signing of the lease.

Bond & Rent transfer can either be made by Internet Transfer, Direct Deposit at any Westpac Branch or in office by EFTPOS or cheque.

Step 5 Move In

Our Property Management Staff will be able to advise you of the process regarding collection of your keys, induction pack and payment of your two weeks rent. Keys will not be handed over until all applicants have signed the agreement and all monies are received.

Company Leases: If you are applying for a Company lease, you must provide us with a formal letter (on your company's letterhead) showing your ABN and stating who will be residing in the property during the tenancy, under your company's name. A company lease also must have a Director listed as a tenant.

Note: If you have made an application for NT Public Housing, this must be disclosed in writing at the time you submit your application.

Residential Tenancy Application Form

PROPERTY DETAILS	
Proposed Property _____	Post Code: _____
Rent Per Week: \$ _____	Rent Per Month: \$ _____
Bond Amount: \$ _____	
Length of Tenancy: _____ Years	_____ Months
Tenancy to Commence: _____	
How many tenants will occupy the property? _____ Adults _____ Children	Ages _____
Pets: Y / N _____ Types: _____	Reg #: _____ Breed/s: _____
Ages: _____	
Was the property reasonably clean when viewed? Y / N _____	Date viewed _____

How did you find out about this property?

Board
 The Internet
 Relocation Company
 Referral
 Rental List
 Other (specify) _____

Applicant One: Personal Details

Title: _____ First Name: _____

Surname: _____

Date of Birth: _____ Rego: _____

Drivers Licence no.: _____ State: _____

Licence Expiry: _____ Smoker: Y / N _____

Mobile: _____ Phone: _____

Email: _____

Work Phone: _____

Current Address: _____

Applicant One: Current Accommodation

How long have you lived at your current address?

_____ Years _____ Months

Rent paid per week: \$ _____ Ledger Attached: **N/A**

Landlord / Agent: _____

Contact: _____ Phone: _____

Reason for leaving: _____

Applicant One: Previous Accommodation

Address: _____

Weekly Rent: \$ _____ Lease length: _____

Landlord / agent: _____

Contact: _____ Phone: _____

Reason for leaving: _____

Bond refunded in full: **Y/N** If not why? _____

Applicant Two: Personal Details

Title: _____ First Name: _____

Surname: _____

Date of Birth: _____ Rego: _____

Drivers Licence no.: _____ State: _____

Licence Expiry: _____ Smoker: Y / N _____

Mobile: _____ Phone: _____

Email: _____

Work Phone: _____

Current Address: _____

Applicant Two: Current Accommodation

How long have you lived at your current address?

_____ Years _____ Months

Rent paid per week: \$ _____ Ledger Attached: **N/A**

Landlord / Agent: _____

Contact: _____ Phone: _____

Reason for leaving: _____

Applicant Two: Previous Accommodation

Address: _____

Weekly Rent: \$ _____ Lease length: _____

Landlord / agent: _____

Contact: _____ Phone: _____

Reason for leaving: _____

Bond refunded in full: **Y/N** If not why? _____

Declaration & Authority

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;

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 if the 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. I am aware that I may access personal information on the contact details above.

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 TICA You may request copies of your records from

Applicant Signature #1 _____ Date _____ Applicant Signature #2 _____ Date _____

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date

Applicant One: Current Employment Details

Occupation: _____
Nature of your Employment: FT/ PT / CAS _____
Employers Name: _____
Employment Address: _____
Contact: _____ Phone: _____
Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Applicant One: Previous Employment Details

Occupation: _____
Previous Employer: _____
Contact Name: _____ Phone: _____
Employment ____ Yrs ____ Mnths Income: \$ _____

Applicant One: If Student, Please Complete

Place of study: _____
Course: _____ Visa Expiry: _____
Student ID: _____ Income: \$ _____

Applicant One: Centrelink Benefits

Type: _____ Number: _____
Amount per fortnight: \$ _____

Applicant One: If Self Employed, Please Complete

Accountant Firm: _____ Phone: _____
Contact Name: _____ Annual Income: \$ _____

Applicant One: Emergency Contact - Relative

Name: _____
Relationship: _____
Address: _____
Mobile: _____ Phone: _____

Applicant One: References - Not a Relative

1) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____
2) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____

Applicant Two: Current Employment Details

Occupation: _____
Nature of your Employment: FT/ PT / CAS _____
Employers Name: _____
Employment Address: _____
Contact: _____ Phone: _____
Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Applicant Two: Previous Employment Details

Occupation: _____
Previous Employer: _____
Contact Name: _____ Phone: _____
Employment ____ Yrs ____ Mnths Income: \$ _____

Applicant Two: If Student, Please Complete

Place of study: _____
Course: _____ Visa Expiry: _____
Student ID: _____ Income: \$ _____

Applicant Two: Centrelink Benefits

Type: _____ Number: _____
Amount per fortnight: \$ _____

Applicant Two: If Self Employed, Please Complete

Accountant Firm: _____ Phone: _____
Contact Name: _____ Annual Income: \$ _____

Applicant Two: Emergency Contact - Relative

Name: _____
Relationship: _____
Address: _____
Mobile: _____ Phone: _____

Applicant Two: References - Not a Relative

1) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____
2) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____