



THE NOVAK AGENCY

WE NEVER SLEEP

TENANCY APPLICATION

Tenancy application can only begin being processed when all pages are completed and signed by you. Don't be naughty!!

step 1 step 2 step 3 step 4 step 5 step 6

Fall in love with the property!!

Submit completed application

Applications processed within 1 business day providing all references are contactable

If approved bring in your holding deposit. Must be money order or bank cheque (no cash or personal cheques)

Book and come in to sign your tenancy agreement & collect keys (allow 30 minutes) while enjoying a REAL coffee... (on us!)

Welcome to ur home sweet home!

What we need from you: (must have)

1. Drivers License or passport
2. Proof of income
3. Rent receipts or rent ledger



one of the following:

- Phone bill
- Gas bill
- Electricity bill
- Bank statement

Residential Tenancy Application Form

Agents Details

Address: 651 Pittwater Road, Dee Why NSW 2099
Phone No: 02 8978 6888
Fax No: 02 8978 6800
Email address: info@thenovakagency.com
Agents ID: 13508

1. Property Details

Address _____
Suburb _____ Postcode _____
Lease term _____ Years _____ Months _____
Date property to be occupied _____ / _____ / _____
Rent payable for Property _____
Name(s) of other Applicants to Occupy Property _____

Smoker Yes No

2. Other Information

Number of persons occupying property _____ Adults _____ Children _____
Please specify the ages of any children _____
Do you have pets? NO Yes, if Yes, please specify _____
Type of pet _____ Breed of pet _____

3. Utility Connections

connectnow.

A Free Service – Connecting Your Home Services Has Never Been Easier!

Connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections to some of Australia's leading providers. Connect now also provide a arrange of additional services to compliment your household utilities, such as Internet & Pay TV.

This is a value-added service Independent of your tenancy application – you are not obligated to use connectnow.

If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If w are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the connectnow service if **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

4. Personal Details

Title _____ First Name _____ Initial _____
Last Name _____
Date of Birth _____ / _____ / _____
Current Address _____
Suburb _____ Postcode _____
Driver Licence Number _____ State of Issue _____
Car Registration Number _____
Alternate ID (eg Passport) _____ NO
Pension Type _____ NO
Home Phone Number _____
Mobile Phone Number _____
Email _____

5. Emergency Contact

Please provide and emergency contact not residing with you _____
First Name _____ Surname _____
Relationship _____ Phone No _____
Address _____
Suburb _____ Postcode _____

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty Ltd. A.B.N 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service provider for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, of failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, we3rvece provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service provider and will b paying a fee to the Agent in respect of the provision of the service being provided to me by connectnow Pty Ltd.

PRIVACY POLICY:

The privacy of connectnow customers is of vital importance to connectnow. You have the right to access connectnow records of you information under the Privacy Act. Connectnow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Please Contact Me YES

Signed: _____ Date _____ / _____ / _____

6. Current SituationAre you the Owner Renter

Duration at current address? _____ Years _____ Months

Name of Landlord/Agent (if applicable) _____

Phone Number _____

Rent Paid per week/month _____

Reason for leaving _____

Was bond repaid in full? Yes No, if No, please specify _____

Email address: _____

7. Previous Rental HistoryWere you the Owner Renter

Previous Address _____

Suburb _____ Postcode _____

Duration at your previous address? _____ Years _____ Months

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per week/month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, Please specify _____

8. If self-employed, please complete following

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____ Net income: _____

A.B.N _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

9. How did you find out about this property? (Please Tick)RENT LIST OFFICE FOR LEASE BOARD NEWSPAPER INTERNET OTHER: _____**10. Current Employment Details**

Occupation _____

Employment Address _____

Suburb _____ Postcode _____

Employers Name _____

Employer Phone Number _____

Length at current employment _____ Years _____ Months

Net Income \$ _____ Per Week/\$ _____ Per Month/\$ _____ Year

Email address: _____

11. Previous Employment Details

Occupation _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone Number _____

Contact Name _____

Length at previous employment _____ Years _____ Months

Net Income \$ _____ Per Week/\$ _____ Per Month/\$ _____ Year

12. Personal Referees

1. Reference Name _____

Occupation _____

Relationship _____ Ph: _____

2. Reference Name _____

Occupation _____

Relationship _____ Ph: _____

13. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____ Enrolment Number _____

Parents Name _____ Ph: _____

Campus Contact _____ Ph: _____

Course CO-ordinator _____ Ph: _____

Income: _____

Parents Address: _____

14. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and to availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed _____ Date / / _____

Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed

This form is to be accompanied by an Application for Tenancy. Your application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, form 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers, Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, we collect personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Ph: 02 8978 6888

Fax: 02 8978 6800

Email: info@thenovakagency.com

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of you tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organizations/trades people required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as a gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to owner's approval and may take 1-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be aid in the form of a bank cheque or money order made payable to THE NOVAK AGENCY (personal cheques or cash will not be accepted)
4. Initial rental payments must be paid in Bank Cheque or Money Order to THE NOVAK AGENCY.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant (s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require a holding deposit equal to one weeks rent to be paid in full to secure the tenancy. The property manager will advise you of these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgment Form, all monies have been paid in full and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of bond can be undertaken at the office indicated by your property manager. It is a policy of our agency that all rental payments are made via Bank Cheque, Money order or DEFT rent card as payment of fortnightly/monthly rent.

SIGNED BY THE :

Applicant _____

Print Name _____

Date _____

Witness _____

Credit Card Form



THE NOVAK AGENCY

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fax - 8978 6800 em@il - info@thenovakagency.com

CREDIT CARD PAYMENT FORM

Sales or Rentals?	Sales or Rentals
Who's your Agent?	Novak agent you have been dealing with
What's your Name?	John Smith
For which Property?	1 Smith Avenue Smithville 2345
What's the Money for?	What's the Money for?
How much R U paying?	\$ _____
Card Number?	____ / ____ / ____ / ____
Name on the card?	Mr John Smith
Expires when?	__ / __
Back 3 CVN numbers?	Card Verification Numbers (last 3 digits on back of card)
What's your em@il?	john.smith@thenovakagency.com
Autograph please?	Your signature here

PAYING BY CREDIT CARD INCURS A 2.6% SURCHARGE