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APPLICATION FOR RESIDENTIAL TENANCY

DATE APPLIED:
PROPERTY BEING APPLIED FOR:
DATE OF COMMENCEMENT REQUIRED:
TERM REQUIRED: 6 MONTHS 12 MONTHS (PLEASE CIRCLE)

IMPORTANT – To consider your application, we require you to:

- **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details.
- **Each person wishing to reside at the premises (excluding dependants) must complete a separate application form.**
- **Provide identification to pass our 100 POINT CHECK.**
- Read and sign the **Privacy Acknowledgement Form**.
- **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**

PROOF OF IDENTIFICATION REQUIRED – 100 POINT CHECK

WE REQUIRE ONE TYPE OF IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE

APPLICANT	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
○ 1	Current Drivers Licence – with photo	50 points
○ 1	Pay Slip/Centrelink Pay Slip	50 points
○ 1	Latest Electricity Account or Landline Phone Account (with address)	40 points
○ 1	Proof of Age Card (with photo) or Firearms Licence	40 points
○ 2	Current Vehicle Registration	40 points
○ 2	Medicare Card or Health Care Card	40 points
○ 3	Citizen Certificate/Passport	40 points
○ 3	Birth Certificate	40 points
○ 3	Bank Statement	40 points

****PLEASE ATTACH COPIES OF IDENTIFICATION WITH YOUR APPLICATION****

PROCESSING AND APPLICATION ACCEPTANCE/
NON ACCEPTANCE

PLEASE READ CAREFULLY

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non- acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT - If your application is not approved for tenancy, we are unable to give any reason for non-acceptance.**
- **If your application is not approved, you will be informed by SMS or Phone call.**
- **Should your application be accepted, you will be asked to pay the bond, first two weeks rent and sign the lease as soon as possible. Monies can be paid by Cash or Direct Debit.**
- **Water charges may apply – please check with Property Manager.**
- It is a tenant's responsibility to arrange connection of electricity, gas, telephone to the property, once the application is approved. However, we are also able to assist you in this regard – please let us know.

APPLICANT DETAILS

FULL NAME	
DATE OF BIRTH	
MOBILE NO.	
EMAIL ADDRESS	
DRIVERS LICENCE NO.	
VEHICLE REGISTRATION NO.	
MEDICARE CARD NO.	

CURRENT ADDRESS	
NAME OF LANDLORD/AGENT	
LANDLORD/AGENT ADDRESS	
LANDLORD/AGENT PHONE NO.	
LANDLORD/AGENT MOBILE NO.	
CURRENT LEASE EXPIRES	
CURRENT WEEKLY RENT	
HOW LONG HAVE YOU LIVED AT THIS ADDRESS?	
REASON FOR LEAVING	

PREVIOUS ADDRESS	
NAME OF LANDLORD/AGENT	
LANDLORD/AGENT ADDRESS	
LANDLORD/AGENT PHONE NO.	
LANDLORD/AGENT MOBILE NO.	
HOW LONG DID YOU LIVE AT THIS ADDRESS	
REASON FOR LEAVING	

EMPLOYMENT DETAILS - IF EMPLOYED**(Please provide a minimum of 3 payslips)**

EMPLOYER'S NAME	
EMPLOYER'S ADDRESS	
EMPLOYER'S PHONE NUMBER	
OCCUPATION OF APPLICANT	
DATE COMMENCED	
GROSS WEEKLY WAGE/SALARY	

PREVIOUS EMPLOYMENT

PREVIOUS EMPLOYER'S NAME	
PREVIOUS EMPLOYER'S ADDRESS	
PREVIOUS EMPLOYER'S PHONE NUMBER	
PERIOD OF EMPLOYMENT	

SELF EMPLOYED – Please provide your latest Income Statement

NAME OF BUSINESS INCLUDING ABN	
ADDRESS	
PERSONAL NET WEEKLY INCOME	
NAME OF ACCOUNTANT	
ACCOUNTANTS PHONE NUMBER	

CENTRELINK RECIPIENT – Please provide current statements

TYPE OF PAYMENT	
AMOUNT OF PAYMENT	
CRN NUMBER	

EMERGENCY CONTACT - SOMEONE NOT RESIDING WITH YOU

FULL NAME	
RELATIONSHIP TO YOU	
ADDRESS	
PHONE NO.	

PERSONAL REFERENCE 1

FULL NAME	
ADDRESS	
PHONE NO.	
RELATIONSHIP TO APPLICANT	

PERSONAL REFERENCE 2

FULL NAME	
ADDRESS	
PHONE NO.	
RELATIONSHIP TO APPLICANT	

DEPENDANTS WHO WILL RESIDE AT THE PROPERTY

NAME	DATE OF BIRTH	RELATIONSHIP TO APPLICANT

PET APPLICATION

I request the landlord's permission to keep a pet as detailed below, on the premises.

Type: _____

Size: _____

Colour: _____

Age : _____

Pets Name: _____

I agree to comply with the following conditions:

- To keep the yard clean & free from animal droppings.
- That, in the event of any fleas being present as a result of the animal, we will arrange for flea fumigation of the property prior to vacating the premises.
- We will repair any damage to the premises caused by the animal.
- Other than any pets listed above & approved by the owner we will not keep any other animals of any kind on the rental premises, (even on a short-term temporary basis).
- I agree that this agreement is only for the specific pets described above & we will not harbour, substitute of "pet sit" any other pet, & we will remove any of our pets offspring within 45 days of birth (should this occur).
- I agree to abide by all laws, licencing & health requirements regarding pets, including vaccinations.
- The pet shall not cause any nuisance of disturbance to neighbours. I agree to do whatever is necessary to keep our pet from making noise that would annoy others, & I will take steps to immediately rectify complaints made by neighbours or other tenants.

I understand that failure to comply with these terms shall give the owner the right to vote permission to keep the pet, & is also grounds for further action.

Pet References (the agency has permission to call any/all of these listed to verify information)

Veterinarian: _____

Phone Number: _____

Previous Landlord: _____

Phone Number: _____

Pets Emergency Caretaker: _____

Phone: _____

I/We Hereby Declare and Acknowledge:

- **That the information contained herein is true and correct.**
- **That I/We are over the age of eighteen (18) years.**
- **That none of the applicants is a bankrupt or an undischarged bankrupt not paying off any previous rental debts.**
- **That I/We will pay a security bond being four (4) weeks rental, plus two (2) weeks rental, either by cash or direct debit on entering into a tenancy agreement for the property.**
- **That only those on the application will reside permanently at the premises.**
- **That Breed & Hutchinson have a Zero Tolerance Rent Arrears Policy.**
- **Initial payments of the rent and bond must be paid by cash, or direct debit into our Bank account within 24 hours after approval of application.**
- **This application is accepted subject to the property being available on the due date and no action shall be taken by the applicant against the Landlord or Agent should any circumstances arise whereby the property is not available for occupation on the due date.**
- **That the agent may obtain personal or credit information from any tenancy database such as the National Tenancy Database (NTD) and I can obtain my personal information by contacting them on 1300 563 826**

The personal information supplied by you, the prospective tenant/s, and/or other personal information collected by us in the course of a tenancy application and any subsequent tenancy, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. The agent is authorised to make all necessary inquiries to verify the applicant's rental history. Personal information about you collected in application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases.

If this information is not provided, we may not be able to process your application and manage the tenancy.

If you would like to contact us or access this information, you can do so by contacting us at our office at 53-55 Pine Avenue, Leeton, by telephone on 02 6953 2555 or facsimile on 02 6953 2190.

I/We hereby authorise the agent to process my application for rental purposes

APPLICANTS NAME: _____

APPLICANTS SIGNATURE: _____

DATE: _____