

# TENANCY APPLICATION

## 1. Viewing Arrangements

You can contact us at our office on (02) 6382 3883 between the hours of 9:00am – 5:00pm Monday to Friday or you can email us at:  
amelia@nortonrealty.com.au or reception@nortonrealty.com.au

## 2. Tenant Information

Once you have selected properties that interest you, please call/email the office and make an appointment to view any properties of interest.

If you wish to take up residence in one of our properties, you must **fully complete** the application form attached and provide **all required documentation**. Please ensure you carefully read this form and sign where required to avoid delays in processing your applications.

## 3. Application

The application for Tenancy can be obtained from our office at 198 Boorowa Street, Young or you can download this information from our web site at [www.nortonrealty.com.au](http://www.nortonrealty.com.au)  
Once we receive your completed application form we conduct tenancy checks. Once you have been cleared we then put forward your application to the Owner for acceptance.

## 4. Initial Monies

Once application is approved and accepted, you will be required to pay the equivalent of **6 weeks rent**. This must be in the form of **cash deposit, bank cheque or electronic transfer to our trust account**.

### Initial monies Breakdown:

**Holding deposit** 1 weeks rent due within 24 hours of application acceptance

**Bond** 4 weeks rent

**Advance Rent** 1 weeks rent

If you intend on paying these monies by **Electronic Transfer or Internet Banking**, ensure you discuss this with the property manager as we require **cleared funds** before we hand over keys and you move into your property.

## APPLICATIONS WILL ONLY BE ACCEPTED WITH ALL THE FOLLOWING COMPLETED

- ➔ You have inspected the property with an agent from Norton Realty
- ➔ You have provided 100 points of identification (as per page 2)
- ➔ The application is completed thoroughly with references and accommodation history and correct phone numbers for your contacts
- ➔ The Application has been signed by all applicants

**Please ensure that you are able to provide the 6 weeks rent to begin your tenancy before applying.**



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## Proof of identification Required – 100 point Check

**We require identification with 100 point value or more**

**\*\*YOU MUST SUBMIT ONE FORM OF PHOTO ID & ONE FORM OF PROOF OF INCOME\*\***

Identification required for each applicant	Point Value	Checked/Verified
Current Drivers Licence	40	
Passport	40	
Proof of Age Card/ Birth Card	30	
Birth Certificate	30	
Current Rental Ledger/ Previous Tenancy Agreement	20	
Motor Vehicle Registration	20	
Proof Of Income (last 2 payslips or Centrelink statement or tax returns)	15	
Recent Electricity, Telephone or Gas Bill, Bank Statement, Rates	15	
Medicare or Health Care Card	15	
Pension Card	15	
Debit/ Credit Cards	10	
<b>Total (100 points or more)</b>		

## APPLICATION

### Tenancy Details for the Lease

Premises applying for							
Lease term (circle option)	6	9	12	18	24	From:	To:
Rental of	\$_____ per week/ fortnight/ month						
Number of Occupants	Adults:	Ages:			Children:	Ages:	
Pets	Type of Pets: (size/breed)				How many:		

**\*\*PLEASE NOTE THAT ALL OUR PROPERTIES ARE STRICTLY NO SMOKING INDOORS\*\***



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**APPLICANT 1**

**Personal Details**

Full Name of applicant	
Mobile	
E-mail	
Date of Birth	
Licence Number & State	
Rego Number & State	

**Current Accommodation**

Address of property	
Own Home or Rental	
Agent/Landlord Name	
Contact Person	
Agent contact number	
Term of Tenancy/ Home ownership	
Rent/Mortgage amount	
Names on lease/mortgage	
Reason for leaving	

**Previous Accommodation**

Address of property	
Own Home or Rental	
Agent/Landlord Name	
Contact Person	
Agent contact number	
Term of Tenancy/ Home ownership	
Rent/Mortgage amount	
Names on lease/mortgage	
Reason for leaving	

**Current Employment**

Position Held	
Company Name	
Contact's Name/Position	
Work Address	
Phone Number	
Full-time/Part-time/Casual	
Net weekly wage	
Length of Employment	

**Previous Employment**

Position Held	
Company Name	
Contact's Name/Position	
Work Address	
Phone Number	
Full-time/Part-time/Casual	
Length of Employment	
Reason for leaving	



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**APPLICANT 2**

**Personal Details**

Full Name of applicant	
Mobile	
E-mail	
Date of Birth	
Licence Number & State	
Rego Number & State	

**Current Accommodation**

Address of property	
Own Home or Rental	
Agent/Landlord Name	
Contact Person	
Agent contact number	
Term of Tenancy/ Home ownership	
Rent/Mortgage amount	
Names on lease/mortgage	
Reason for leaving	

**Previous Accommodation**

Address of property	
Own Home or Rental	
Agent/Landlord Name	
Contact Person	
Agent contact number	
Term of Tenancy/ Home ownership	
Rent/Mortgage amount	
Names on lease/mortgage	
Reason for leaving	

**Current Employment**

Position Held	
Company Name	
Contact's Name/Position	
Work Address	
Phone Number	
Full-time/Part-time/Casual	
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**Character References** \*please provide a minimum of four **NON-FAMILY** character references

1.	Full Name:	Phone:
2.	Full Name:	Phone:
3.	Full Name:	Phone:
4.	Full Name:	Phone:

**Emergency/Other Contacts** \*not living with you

1.	Full Name:	Phone:	Relationship:
2.	Full Name:	Phone:	Relationship:

1. I/we have inspected the property at: \_\_\_\_\_
2. I/we give permission for Norton Realty to contact referees, current and previous real estate agents and current and previous employers in order to process the application. I/we also understand that by not providing such details the application will not be processed.
3. I/we the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/we further declare that I/we am/are not paying off any previous rental debt.
4. I/we authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
5. This form provides information about how your personal information is handled, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.
6. I/we agree and understand that in the vent of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/we also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
7. I/we agree and understand that in the even of this application being approved by the agent, the any may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. **HOLDING DEPOSIT:** The application must be approved, and then the deposit is paid at 1 week's rent into the company's trust account and a receipt must be issued to the applicant/s. The lessor cannot offer the property to any other applicant during this time and is obliged to proceed with the lease. The tenant will forfeit the deposit if they do not proceed with the lease. The holding deposit is then applied as rent if the lease does proceed.
9. I/we agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH or BANK CHEQUE.
10. I/we agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above.
11. I/We agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
12. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
13. I/We agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

➔ **APPLICANTS SIGN HERE:**

NAME	SIGN	DATE
➔		
➔		