

## Information for Prospective Tenants

### Open Times.

- Please check our website for open times for our rental properties. If there is no open time specified please email us at [sales@sadilquinlan.com.au](mailto:sales@sadilquinlan.com.au) or call us on 6122 5222 and leave your name, number and the rental property you would like to inspect, and we will get back to you when we have set a viewing time.
- Sadil Quinlan Properties set specific times when all prospective tenants can view the property.
- You must view the property before you can lodge your application.

### Application Forms.

- Application forms can be downloaded from our website [www.sadilquinlan.com.au](http://www.sadilquinlan.com.au) or collected from the property manager when open for inspection.
- You will need to attach proof of income and photo id (drivers licence or passport).
- If the form is filled out incorrectly or incomplete it will not be processed.
- All references, employment details, past rental histories and payments are checked thoroughly.
- It is advisable to pre-notify your referees that we will be contacting them and that they assist us promptly to avoid any delays.
- Your application will be considered on your income and your capacity to pay the rent. Usually no more than 35% of your income should be allocated for rent.
- Once we have processed all applications we forward these onto the owners for their consideration.
- The owner makes the final decision on which application is successful.
- Application forms can take 1-2 days to process and our property manager will contact you with the owners decision.

### What happens next if you are successful?

- A lease is prepared along with a written inventory, condition report and a video inventory is taken of the property.
- The lease is signed and is a binding contract between you and the Lessor.
- You will be required to pay a bond of four weeks rent and one calendar months rent in advance. Your bond is lodged with the Office of Rental Bonds.
- Your property manager will explain the responsibilities of both yourself and the Lessor by going through the lease and documentation with you.
- Payment of rent is by direct debit only. You sign a direct debit request-service agreement then your rent is automatically deducted from your account into our trust account once a month.

**RESIDENTIAL TENANCY APPLICATION FORM**

*ALL QUESTIONS **MUST** BE ANSWERED*

Proposed Rental Property.....Rent per Week.....  
Length of Tenancy...6 months.....12 months.....Tenancy to Commence...../...../  
Do you have Pets...Y.../...N...Please Specify.....Number of persons to occupy.....  
Are you a smoker?.....Y.../.....N

*Personal Details*

FAMILY/SURNAME.....OTHER NAMES.....  
DATE OF BIRTH.....MARITAL STATUS.....  
OCCUPATION.....DATE STARTED.....  
CURRENT ADDRESS.....  
YEARS AT THIS ADDRESS (If less than 12 months, previous address).....  
HOME NUMBER.....WORK NUMBER.....  
MOBILE NUMBER.....  
EMAIL ADDRESS.....  
NEXT OF KIN.....PHONE.....  
ADDRESS.....  
EMERGENCY CONTACT.....PHONE.....  
DRIVERS LICENCE NO.....  
VEHICLE REGISTRATION.....

*YOU **MUST** PROVIDE A PAYSリップ FROM YOUR CURRENT EMPLOYER AND 2 FORMS OF IDENTIFICATION.  
1 x PRIMARY WITH PHOTO AND 1 x SECONDARY*

**Office Use Only**

Lease to be signed on:...../...../.....Time:.....  
Lease effective from:.....to.....  
Bond \$.....Daily Rent:.....  
Weekly Rent:.....  
Calendar monthly:.....  
Total to be paid by applicant: \$.....  
First rental payment \$.....

Employment Details

Employers Name:.....

Address:.....

Contact:.....

Phone:.....

Length of Employment.....

NET MONTHLY INCOME .....

Previous Employment (If les than 12 months).....

Self – Employment or Own your Own business details

Name of Business:.....

Business Type:.....

ABN:.....

Address:.....

PERSONAL MONTHLY NET INCOME:.....

Name of accountant:.....

Phone:.....

Students

Name of study place:.....

Department:.....

Student union number:.....

Income source:.....

NET MONTHLY INCOME:.....

Centrelink/Government payments:

Type of payment:.....

Reference number:.....

Rental History

Current rental Address:.....

Rental Agency/Landlords name:.....

Phone Number:.....

Rent per week:.....

How long were you there?.....

Reason for leaving:.....

Was the bond refunded to you? If not, Why not?.....

.....

*If less than 12 months at the above address, please give previous details:*

Rental address:.....

Rental Agency/Landlords name:.....

Phone number:.....

Rent per week:.....

How long were you there?.....

Reason for leaving:.....

Was the bond refunded to you? If not, why not?.....

.....

References

Your 3 references MUST include:

- 1) 1 Personal Reference
- 2) 1 Business Reference
- 3) 1 Reference from a parent, guardian or relative NOT living with you.

Name:.....

Address:.....

Home Number:.....

Mobile/Work Number:.....

Relationship to you:.....

Known You for:.....

Name:.....

Address:.....

Home Number:.....

Mobile/Work Number:.....

Relationship to you:.....

Known You for:.....

Name:.....

Address:.....

Home Number:.....

Mobile/Work Number:.....

Relationship to you:.....

Known You for:.....

Disclaimer Notice/Authority

I, the applicant acknowledge that I will make no claim or demand nor commence litigation against the Lessor or his Agent should the premises be found to be unavailable.

I, the applicant declare that the information contained in this application form is true and correct and all of the information was given on my own free will.

I, the applicant declare that I am over eighteen (18) years of age, and I have read and understand the contents of the following agreement:

1. I have inspected the inside of the Property at ..... and wish to submit this application for this particular property.
2. I have been informed, understand and agree that the rental for the above property is \$.....per week, which is to be due and payable at a CALENDAR MONTHLY rate, and is to be paid in advance at all times.
3. I have been informed that the bond amount for this property is \$..... and I authorise the Letting Agent to lodge this on my behalf ACT/NSW Bond Board.
4. I have been informed and understand the consequences of sub – letting this property
5. I have been informed and understand that should this application not be accepted, the agent is not required or obliged to disclose any reason for the rejection of this application.
6. I declare that I am not currently living in the above property and understand that it is illegal to take up residency there unless the Lessor/Letting Agent has approved my application.

Applicant's  
Name:.....

Applicant's Signature:.....

Dated:.....

## **TENANCY REFERENCE**

I/WE.....(TENANT NAME/S)

AUTHORISE..... AGENCY

TO ANSWER THE FOLLOWING QUESTIONS REGARDING MY/OUR TENANCY WITH THEIR AGENCY.

PROPERTY ADDRESS - .....

I/WE THE TENANTS GIVE APPROVAL FOR INFORMATION RELATING TO OUR TENANCY TO BE REVEALED TO SADIL QUINLAN REAL ESTATE ON RECEIPT OF THIS FACSIMILE

TENANT SIGNATURE.....

DATE:.....

OFFICE USE ONLY

PLEASE CROSS BOX

YES NO

1. HAVE THE TENANT/S ALWAYS PAID THEIR RENT ON TIME?		
2. HAVE ANY "NOTICES TO REMEDY" BEEN ISSUED FOR ANY REASON DURING THE TENANCY PERIOD?		
3. HAS THE PROPERTY ALWAYS BEEN CLEAN AND TIDY AT INSPECTIONS?		
4. WOULD YOU LEASE ONE OF YOUR RENTAL PROPERTIES TO THESE/THIS TENANT AGAIN?		
5. DO YOU EXPECT THE ENTIRE BOND AMOUNT TO BE REFUNDED TO THE TENANTS UPON VACATING THE PROPERTY?		
6. WHAT WAS THE RENT PER WEEK?		
7. ARE THEY ON A CURRENT LEASE?		
8. HAVE THERE BEEN ANY COMPLAINTS FROM THEIR NEIGHBOURS?		
PROPERTY MANGER/LANDLORD		
SIGNATURE:		
CONTACT – PHONE	FAX	