

APPLICATION FOR TENANCY

PROPERTY APPLYING FOR _____

IMPORTANT

IF YOU ARE SERIOUS ABOUT HAVING YOUR APPLICATION APPROVED, YOU MUST FILL IN ALL THE FIELDS REQUIRED. WHERE FIELDS DO NOT APPLY MARK AS N/A. APPLICATIONS NOT FILLED IN CORRECTLY MAY NOT BE PROCESSED.

- ☐ YES ☐ NO I have completed the entire form.
- ☐ YES ☐ NO I have supplied copies of my identity as outlined below.
- ☐ YES ☐ NO I agree to pay one weeks rent as a holding fee in accordance with the terms and conditions stated in this application form.
- ☐ YES ☐ NO I have inspected the property both externally and internally.
- ☐ YES ☐ NO I confirm that I will personally reside at the property if the application is approved.
- ☐ YES ☐ NO I acknowledge that I will receive a reply from Noonan property management regarding the outcome of my application via SMS, if my application is declined my personal details will be shredded. Average application processing time is 3 days.
- ☐ YES ☐ NO I agree to pay rent and water usage (if applicable) using iPayRent.
When You use the iPayRent service you agree to pay iPayRent service a non-re-fundable Service fee / Convenience Fee every time you make a payment. These fees are:
- Credit Card - 1.7% Surcharge (GST inclusive) of the amount paid by You;
Bank Account Payments do not incur any transaction fees; you'll only pay a Service fee of \$1.50 every time you use the Service to make a payment (GST inclusive)
- Note - If you provide Visa Debit or MasterCard Debit card details, the banks will process this as a Credit card payment, incurring 1.7% Credit Card surcharge (GST inclusive).
- If "No", the means permitted for payment of rent which does not incur a cost is via cheque.
- ☐ YES ☐ NO I agree and understand that due to bank processing time frames, payments may take up to 4 business days to clear therefore, it is my responsibility to ensure that funds are settled in the Trust as cleared funds on the day it is due.
- ☐ YES ☐ NO I have filled in the iPayRent Registration Form attached on this Tenancy Application.
- ☐ YES ☐ NO I agree to give Noonan Property Management permission to forward my details to a third-party utilities connection provider in order to contact me and assist with connecting utilities necessary for this property.

Please provide copies of the following documents:

1. **Identification requirements:** Driver's Licence or Proof of Age Card or Passport and a copy of your Medicare Card.
2. **Financial requirements:** Current Pay Slip or Centrelink Statement and a copy of your current Bank Statement.
3. **Reference Requirements:** Tenant ledger from landlord/agent or a letter from the head tenant on the lease. If you are a home owner, a copy of a recent council rate notice is required. If you are a business owner, a copy of your business registration and accountant's details.

If your application is approved, you are required to pay Bond via Bank Cheque, Money Order, or Rental Bonds Online, no cash will be accepted.

I acknowledge that I have read and accepted all the terms and conditions herein.

Signed: _____ Date: / /

Please note all rental enquiries and lodgement of this application is to be directed to our Mortdale office, 31 Morts Rd, Mortdale, PO Box 11 Oatley, Phone: 9330 6868, Email: rentals@nrea.com.au

TENANCY APPLICATION FORM

| | | |
|---|--|---|
| RENTAL PROPERTY | | |
| Property address | | |
| TENANCY REQUIREMENTS | | |
| Length of tenancy (number of weeks) | Rent \$ per week | Commencement date / / |
| OCCUPANCY DETAILS | | |
| Number of Adults | Number of Children | Ages of Children |
| Number of Smokers | Number of Pets (if any) include Type/Breed | Will the premises be used for business use? |
| APPLICANTS DETAILS | | |
| Name | Email | |
| Current Address | | |
| Home phone | Work phone | Mobile phone |
| PERSONAL DETAILS | | |
| Date of birth | Gender Male / Female | Relationship to other applicant(s) if applicable e.g. partner, flatmate etc. |
| Driver's licence number State of issue | Passport Number Country of issue | Car rego Car type |
| CURRENT ADDRESS DETAILS | | |
| Renting/Owned/Other (if other provide details) | Rent amount paid \$ | How long have you lived there? |
| Name of Agent/Landlord (if applicable) | Contact numbers of Landlord/Agent | Reason for leaving |
| Have you ever been evicted from a premises Yes / No if yes provide details | | Are you currently in debt to any Landlord/Agent? |
| Do you currently own a property, if yes what is the address? | | |
| CURRENT EMPLOYMENT DETAILS | | |
| Current employer (company name) | | |
| Contact name (manager) | Contact's work phone | Your position |
| Length of employment | Net Income \$ per week | Full time or part time? |
| EMERGENCY CONTACT DETAILS | | |
| Name | Relationship | Contact phone numbers |
| Address | | |
| PERSONAL / BUSINESS REFERENCES (NOT RELATIVES) | | |
| Name | Occupation | Work phone |

ADDITIONAL CONDITIONS OR COMMENTS TO THE LANDLORD

I THE APPLICANT CONFIRM THE FOLLOWING:

During my inspection of the property I found it to be in a reasonably clean and in an acceptable condition.

☐ YES ☐ NO

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

MONIES PAYABLE ON SIGNING THE TENANCY AGREEMENT

\$ _____ Rent in advance 2 weeks

\$ _____ Rental Bond being 4 weeks rent

\$ _____ Sub Total

\$ _____ Less Holding Fee (see clause 3) not more than 1 weeks rent

\$ _____ Balance due on signing Tenancy Agreement

FREE UTILITY CONNECTION SERVICE



MAKES MOVING EASY

Direct Connect is a FREE service that can connect you to the following utilities and services in your new home

Electricity
Phone

Cleaners
Removalists

Broadband
Insurance

Truck Hire
Pay TV

I consent to: ☐ YES

- Noonan Property Management providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me in relation to my utilities and service connections.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature _____

Date _____

Applicant 2 (if applicable)

Signature _____

Date _____

Name _____

Phone _____

DECLARATION

I undertake to pay the monies detailed above via iPayRent using a Credit / Debit Card or Bank Cheque, Money Order made payable to Noonan Property Management.

Applicant's Personal Information Consent

I _____, the Applicant, give my consent for NOONAN PROPERTY MANAGEMENT to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the Privacy Act 1988 (CTH) with relevant tenancy databases including databases of my previous Letting Agents.

Applicants Signature: _____ Date: ____/____/____

TERMS OF APPLICATION

1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
- (2) it is not bankrupt or insolvent

2. Applicant Agrees

The Applicant agrees that:

- (1) they have inspected the Premises and accept its condition.
- (2) the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- (6) As tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television – analogue, digital or cable) and the adequacy of existing electrical fittings with respect to the use of such services. The Landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

3. Holding Fee (if applicable)

- 3.1 If a Holding Fee amount is specified the Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord and paid towards the first payment of Rent.
- 3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Landlord's Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord.
- 3.3 If the Applicant had paid a Holding fee, the Landlord must not enter into a Tenancy Agreement with any other person within 7 days of payment of such a fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

4. Privacy Statement

- 4.1 The Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and where required maintain a Privacy Policy.
- 4.2 The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.
- 4.3 You as the Applicant agree, to further assess your Application, the Agent may, subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose such information to:
 - (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies: &/or
 - (2) (subject to provisions of Division 2 of the Residential Tenancies Act 2010) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
 - (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises: &/or
 - (4) previous managing agents and nominated Referees to confirm information provided by you: &/or
 - (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
 - (6) the utility connection provider, where you have opted for such a service in item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
 - (7) Owners Corporations
- 4.4 Without provision of certain information, the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
- 4.5 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
- 4.6 The Agent will provide (where applicable), on request, a copy of its Privacy

STEP 1 – TENANT CONTACT DETAILS (Please print clearly)

Tenant 1: Title: Mr/Mrs/Ms _____ First Name _____ Last Name _____

Tenant 2: Title: Mr/Mrs/Ms _____ First Name _____ Last Name _____

Home Phone: _ (____) _____ Work Phone: _ (____) _____ Mobile Phone: _____

Email: (Please print clearly) _____ Date of birth: _____

☐ Residential: ☐ Commercial: Business Name: _____ ABN: _____

Address: _____

Suburb _____ State _____ Postcode _____ (Proceed to STEP 2)

Office Use Only:

Tenant No: _____

PMS Property ID: _____

Real Estate:

Agent Name & Number : Noonan RE

STEP 2 – PAYMENT SCHEDULE (Please print clearly)

Recurring schedule (Automatic payment) configured by your Managing Agent *(complete the details below and Proceed to STEP 3)

Rent amount \$ _____ Frequency (Weekly/Fortnightly/4 Weekly/Monthly) _____ Commencement Date _____

(Debit date must be 2 business days prior to the PAID UP UNTIL date to allow bank processing time)

Important Information:

*All payments processed via iPayRent will take up to four business days for your agent to receive these funds, please factor this while initiating your payments.

*There are Fees for using the iPayRent Service which is explained in the Fee schedule section of the Terms and Conditions attached.

STEP 3 – NOMINATING DEBIT/CREDIT CARD OR BANK ACCOUNT FOR YOUR PAYMENTS (Please print clearly)

☐ Please debit my Debit/ Credit Card nominated below: (Your Card must be viewed by your managing agent to validate, this is part of our fraud prevention policy)

Card Type (1.7%): Visa ☐ MasterCard ☐

Name on Card: _____

Credit Card No: _____ Expiry Date: _____

OR

☐ Please debit my Bank Account nominated below: (Please provide a copy of your bank statement to validate —this is part of our fraud prevention policy) (\$1.50)

Account Name: _____ Financial Institution: _____

BSB (6 Digits): _____ Account Number (Max 9 digits): _____

Important information

*If you provide VisaDebit or MasterCard Debit card details, the banks will process this as a Credit Card payment and the credit card surcharge will apply. (Proceed to STEP 4)

STEP 4 – REQUEST AND AUTHORITY TO DEBIT

I/We hereby agree to the Terms & Conditions and request and authorise Bambora online (Debit User No. 306033 & 252550) to debit/process my/our nominated bank account or credit card identified above through the Bulk Electronic Clearing System or credit card network for any amount that Bambora online may debit or charge in accordance with the Terms and Conditions set out below. I understand that a non-refundable 1.7% credit card convenience fee per transaction applies for all credit card transactions and a non-refundable amount of \$1.50 service fee per transaction applies for all bank account transactions. (Where account has two signatures, both must sign below.)

Name: _____ Date: _____ Name: _____ Date: _____

TWO SIGNATURES REQUIRED BELOW FOR JOINT ACCOUNTS HOLDERS

Account holder 1 Signature : _____ Account Holder2 Signature: _____

TERMS & CONDITIONS

Definitions

"Agreement" means these terms and conditions.

"iPRSR" means iPayRent Service Request.

"OTC" means over-the-counter at Australia Post (cash and EFTPOS debit card).

"Person" includes a company or corporation.

"We", "Us", "Our", "Service Provider", means IP Payments Pty Ltd (ABN 86 095 635 680).

"You", "Your" means the customer who signed the iPayRent service request.

"Service Fee" - The Fee to use the Service provided by IPP for an online portal where tenants can gain access to their registered details, view and print off their full Payment History, Cancel Payments, forward date Payments and submit one-off Payments to pay rent, or water charges due to your managing agent

Contractual relationships

By signing the application for the IP Payments iPayRent service:

You agree to accept the terms and conditions associated with the provision of the services below.

You acknowledge this service is provided by IP Payments Pty Ltd as an optional payment method that is not intended to restrict you from other rent payment methods.

You acknowledge that your managing agent must be a member of iPayRent in order for us to provide this service to you.

You are entering into this agreement under your own free will.

Bambora Online' iPayRent service

We make available to you rent payment facilities as agreed with your managing agent and identified in the Payment Schedule above.

Processing times

- Transactions initiated before 4.00pm AEST each business banking day are processed on that business banking day.
- Transactions initiated after 4.00pm AEST on a business banking day are processed on the next business banking day.
- Transactions initiated on non-business banking days (weekends, public holidays, and bank holidays) are processed on the next business banking day.

Enquiries and statements

An iPayRent tenant website is provided at www.ipayrent.com.au for review of all of your rent payments and recurring schedule. Where enquiries are not resolved online you should contact your managing agent.

Submitting Payments on your behalf

You authorise and request your managing agent to automatically debit any outstanding, one-off or arrears payment or to apply any increase in your recurring payment schedule provided:

- It is in accordance with the terms of your lease agreement; and
- Your managing agent is required to give you a written notice of the amount and date of each direct debit no less than 5 business days before the date of the debit.

Void/Stop or deferred payments

Once a bank account payment has been submitted it can be voided or stopped via the iPayRent tenant website or by contacting your managing agent before 2.45pm AEST on the business banking day that the payment was initiated. Credit card payments cannot be voided or stopped.

Dishonoured payments

We will not charge any fees if your payment is dishonoured for any reason. You may need to initiate a catch up payment once you have rectified the reason for the dishonoured payment.

Password security

You must ensure that your iPayRent password is kept secure and not disclosed to anyone. If you suspect that the security of your password has been breached you must ensure that:

- Your password is changed on the iPayRent tenant website
- we are promptly notified of the suspected breach

Variations and amendment of terms and conditions

We may vary any of these conditions and any operating reference or user guide, including fees and charges, with 14 days notice on the iPayRent website (www.ipayrent.com.au).

You shall be deemed to have accepted any variation or amendment notified to you on the website unless you provide us with written notice within 14 days from the publication of the website notice of amendment or variation that you refuse to accept the variation or amendment. If you refuse to accept the variation or amendment, the agreement will be deemed terminated.

iPayRent service request (iPRSR) and funds disbursement

Where you have selected Recurring Schedule or Tenant Initiated Payments as your payment method, you accept payments will be debited from your bank account or credit card account.

Bank account payments are processed under IP Payments User Id 306033 or 252550 and credit card payments are processed via a Merchant Facility. The IP Payments

User Id's and credit card merchant facility is operated by IP Payments Pty Ltd (ABN: 86 095 635 680).

Drawing arrangements

The drawings under this iPayRent Service Request arrangement will occur as and when you initiate them via the telephone, Internet, BPAY, OTC at Australia Post in accordance with the recurring schedule you or your managing agent configure via the iPayRent website.

Adjustments

IP Payments may from time to time also debit or credit to you any adjustments in respect of transactions due to errors, omissions, payments initiated without a valid tenant iPRSR or payments that are later dishonoured.

Your rights

Changes to the arrangement

If you want to make changes to the drawing arrangements you should log on to the iPayRent website and make the relevant changes or complete a new iPRSR form available from your agent. Changes made via the website are live and will take effect immediately. Changes requested via a new iPRSR form will not take effect until the form has been completed, signed and returned to your agent for processing. Changes to the rent amount within a recurring schedule configured by Your agent can be amended by your Agent in accordance with the terms of your lease agreement without the need to complete a new iPRSR form.

Cancelling or stopping the agreement

If you want to cancel or stop the agreement you should log onto the iPayRent website and make the relevant changes or complete a Cancellation form available from your agent. Changes made via the website are live and will take effect immediately. Changes requested via a Cancellation form will not take effect until the form has been completed, signed and returned to your agent for processing.

Enquiries

Direct all enquiries to your managing agent, rather than to your financial institution, and these should be made at least 3 working days prior to the next scheduled drawing date. All communication addressed to your managing agent should include your name, tenant number and telephone number.

Confidentiality and privacy

All personal customer information held by us will be kept confidential except that information provided to your managing agent or our financial institution to initiate the drawing to your nominated account or where the provision of that information is necessary to resolve any issues that may arise from the operation of the service or where you specify otherwise. Full details of our privacy policy can be found at www.bambora.com.

Disputes

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with your managing agent. If the issue is not resolved to your satisfaction, please contact our customer service team by email at ipayrent@bambora.com or by telephoning 1300 724 786.

If you do not receive a satisfactory response from us within 14 days, contact your financial institution who will respond to you with an answer to your claim:

- Within 5 business days (for claims lodged within 12 months of the disputed drawing);
- or within 30 business days (for claims lodged more than 12 months after the disputed drawing)

You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

Your commitment to us

It is your responsibility to ensure that:

- Your nominated bank or credit card account can accept these payments (your financial institution can confirm this); and
- That on the drawing date there is sufficient cleared funds in the nominated account; and
- That you advise us if the nominated account is transferred or closed; and
- That you advise us of your new expiry date (in the case of a credit card)

If your drawing is dishonoured by your financial institution you may be charged a fee and/or interest by your financial institution.

Fee schedule

When You use the iPayRent service You agree to pay Us a non-refundable Service fee / Convenience fee every time you make a payment. These fees are:

- Credit Card – 1.7% Surcharge (GST inclusive) of the amount paid to Us by You;
- Bank Account Payments do not incur any transaction fees; you'll only pay a Service fee of \$1.50 every time you use the Service to make a payment (GST inclusive).

Note – If you provide Visa Debit or MasterCard Debit card details, the banks will process this as a Credit Card payment, incurring a 1.7 % Credit Card surcharge (GST inclusive).