



COASTAL ESTATE AGENTS • NORTH BEACH • AUSTINMER BEACH

## RENTAL APPLICATIONS

Thank you for your interest in applying for a property managed by  
A.M Ruty Coastal North Beach.

### PLEASE NOTE

- Applications that are unsigned or incomplete will not be processed.
- 100 Points of ID are required in order for us to process your application.
- Applications take up to 3-5 working days to be processed.

*We also accept applications completed via 1Form – the access code is **RuttyRE***

W: [amrutty.com.au](http://amrutty.com.au) | North Beach: 4229 6311 | Austinmer Beach: 4268 1399  
2/16 Cliff Road, North Wollongong NSW 2500  
Email: [rentals@amrutty.com.au](mailto:rentals@amrutty.com.au)

## Application Process

A.M. Ruddy Estate Agents does everything possible to ensure that the application process is as quick and easy as possible.

In order to be considered every applicant must complete a Residential Application form in full and inspect the property. It is our office policy that every person over the age of 18 that intends to reside at the property must complete an application. If you are unable to inspect the property yourself you may arrange for someone to view it on your behalf; if this is the case please make a note of this on your application.

Our forms are available online at [www.amruddy.com.au](http://www.amruddy.com.au), [www.1form.com](http://www.1form.com) or at our office. Applications that are unsigned or incomplete will not be processed. Should you have any queries regarding completing the form, please contact our **North Beach office on 4229 6311** or our **Austinmer Beach office on 4268 1399** and reception will be able to assist you.

**Our office hours are Monday to Friday 9am – 5:00pm and Saturday 9am – 3:00pm.**

***All applications for tenancy must be accompanied by all essential documents plus 100 points of ID.***

**Please note: at least one form of photo identification must be provided.**

**Please see the information below to help you.**

<u>Essential Documents</u>	
Proof of Income	<b><u>Examples (all to be less than 1 month old)</u></b> 3 Recent Pay slips Bank Statement Centrelink Statement

<u>100 Points of ID</u>	
Current Drivers License Proof of Age Card or Current Passport	40 Points
Latest Telephone Account	20 Points
Latest Electricity or Gas Account	20 Points
Current Vehicle Registration	20 Points
Medicare Card	10 Points
Citizenship Certificate or Travel VISA	10 Points
Birth Certificate	10 Points
Previous Tenancy Ledger	10 Points

## Selection Criteria

The successful tenancy applicant will have provided all necessary details on their application form, including sound references. We operate strictly within the anti-discrimination legislation: – all applications are assessed strictly on their completeness, merit, and quality of references.

# Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)

Please provide a copy of your photo identification and proof of income e.g. payslips, bank statement, Centrelink statement

AMRUTTY

## A. AGENT DETAILS

### AM RUTTY ESTATE AGENTS

Cnr Cliff Rd and Bourke St, North Wollongong 2500

Phone 02 4229 6311

Fax 02 4226 3563

Email admin@amrutty.com.au

Web www.amrutty.com.au

Property Manager

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

Postcode	

### 2. Lease commencement date?

	Day		Month		Year
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### 3. Lease term?

	Years		Months
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### 4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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## C. PERSONAL DETAILS

### 5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname

Given Name/s

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Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

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Pension no. (if applicable)

--

Pension type (if applicable)

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### 6. Please provide your contact details

Home phone no.

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Mobile phone no.

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Work phone no.

--

Fax no.

--

Email address

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### 7. What is your current address?

Postcode	

### 8. How did you find out about this property?

- Newspaper     The Internet     Local Paper  
 Office     Office Window     Sign Board at property  
 Referral     Other (specify)

Application sent to

Direct Connect (if Required)

## D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Cleaners
Gas	Insurance
Phone	Removalist
Internet	Truck or van hire
Pay TV	



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

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PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

## E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of 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 personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date

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**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

Years	Months
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**10. Why are you leaving this address?**

**11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid


**12. What was your previous residential address?**


Postcode

**13. How long did you live at this address?**

Years	Months
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**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid



Was bond refunded in full?

If not why not?


**G. EMPLOYMENT HISTORY****15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net Income

Years	Months
-------	--------

**16. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.



Length of employment

Net Income

Years	Months
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**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s



Relationship to you

Phone no.


**18. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s



Relationship to you

Phone no.



2. Surname

Given name/s



Relationship to you

Phone no.


**I. OTHER INFORMATION****19. Car Registration**

**20. Please provide details of any pets**

Breed/type

Council registration / number


**21. Are you a smoker? Yes / No****J. PAYMENT DETAILS****Property Rental**
 \$ per week

First payment of rent in advance

Rental Bond (4 weeks rent):

Tenants share of cost of preparing tenancy agreement:

Sub Total

Less: Holding deposit (see below)

**Amount payable on signing tenancy agreement  
(bank cheque or money order only)**

**K. HOLDING FEE****Complete this section if you wish to reserve the property for a period of time.**

Holding Fee

Reservation Period



The Landlord's Agent undertakes:

1. The premises will not be let during the holding period, pending the agreement of a residential tenancy agreement;
2. The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises for the holding period;
3. The whole fee will be refunded if the Landlord does not carry out (during the Holding Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement.
4. If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the tenant will forfeit the full amount of the holding fee paid.
5. If a residential tenancy agreement is entered into, the holding fee is to be contributed towards the rent for the premises.

**Signature of Landlords agent****Date**


**Signature of Applicant****Date**