

Please submit the following documentation with your Tenancy Application providing at least 100 points for identification. Please note that, you must submit the following items those are marked with “*”.

Passport	30 Points*
Driver’s License / Proof of Age Card	30 Points*
Tenancy History Ledger	20 Points
Bank Statement (at least 3 most recent months)	15 Points
Utility Bills (with name and current residing address)	15 Points
Pay Advice (at least two most recent)	15 Points
Medicare Card	10 Points

Once Application for Tenancy completed please submit the application along with the above supporting documents to:

FAX: (02) 9872 7005

OR

IN PERSON: 59A Adderton Rd, Telopea, NSW 2117

Should there be more than one Applicant, a separate application form should be completed for each Applicant.

ADDRESS OF THE PREMISE APPLIED FOR:

**APPLICANT
PERSONAL DETAILS**

Title:	<input type="text"/>	Date of Birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Full Name	<input type="text"/>						
Present Address	<input type="text"/>						
	<input type="text"/>						
Work Phone	<input type="text"/>	Mobile Phone	<input type="text"/>				
Home Phone	<input type="text"/>	Fax	<input type="text"/>				
Email	<input type="text"/>						
Vehicle Registration No.	<input type="text"/>	Driver's Licence No.	<input type="text"/>				
Passport No.	<input type="text"/>	Expiry Date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Bank or Building Society	<input type="text"/>						
Branch	<input type="text"/>	BSB	<input type="text"/>				
Account Number	<input type="text"/>						

PERSONAL REFERENCES

Referee 1 – Name	<input type="text"/>					
Work Phone	<input type="text"/>	Mobile Phone	<input type="text"/>			
Fax	<input type="text"/>	Email	<input type="text"/>			
Referee 2 – Name	<input type="text"/>					
Work Phone	<input type="text"/>	Mobile Phone	<input type="text"/>			
Fax	<input type="text"/>	Email	<input type="text"/>			

EMPLOYMENT HISTORY

Position Held	<input type="text"/>	Date Commenced	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Employer's Name	<input type="text"/>						
Employer's Address	<input type="text"/>						
Work Phone	<input type="text"/>	Mobile Phone	<input type="text"/>				
Fax	<input type="text"/>	Email	<input type="text"/>				

Previous Employment - Position Held

Employer's Name

Employer's Address

Work Phone Mobile Phone

Fax Email

Period of Employment / / to / /

EMERGENCY CONTACT

In case of an emergency, name of friend or relative (next to kin)

Name

Address

Work Phone Mobile Phone

Fax Email

HISTORY OF TENANCY

Name of present Landlord/Agent

Work Phone Mobile Phone

Fax Email

Length of time at present address Current rent paid \$

Name of previous Landlord/Agent

Work Phone Mobile Phone

Fax Email

Length of time at previous address Previous Rent paid \$

OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

Adults Children Ages of Children

Pets Y / N If yes, number and type

Smokers Y / N

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references

SIGNATURE OF APPLICANT **DATE** / /

DETAILS OF RENTAL

Type of Premises:

Furnished Rent \$ Per
 Unfurnished

Commencing from / / for a period of months / weeks

Residential Tenancy Agreement

Residential Tenancy Agreement to be signed on / / at am/pm

INITIAL PAYMENT

Rental Bond		\$	<input type="text"/>
Rent	<input type="text"/> months/weeks	<input type="text"/> days to	<input type="text"/> / <input type="text"/> / <input type="text"/>
Residential Tenancy Agreement preparation fee		\$	<input type="text"/>
Sub Total		\$	<input type="text"/>
<i>Less Reservation Fee</i>		\$	<input type="text"/>
	Total	\$	<input type="text"/>

Initial payment must be in cash or bank/building society/credit union cheque or money order. Personal cheques will not be accepted.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent and request that pending consideration of my applicant, the Premises be reserved in my favour.

RESERVATION FEE CONDITIONS

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the Reservation Fee referred to in this Application for Tenancy Form is subject to the following conditions:

- The Applicant has paid a Reservation Fee of \$ equivalent to days rent to reserve the Premises in favour of the Applicant for a period of days from / / to / / (The Reservation Fee is calculated on the basis that one day reserved equals one day rent, subject to a maximum of seven days rent)
- The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.
- If the Landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential Premises concerned during the reservation period, the whole of the fee will be refunded.
- If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out the repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded
- If the prospective tenant decides not to enter into such an agreement and the Premises were not leased or otherwise occupied during the period they were reserved, the Landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the Premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee.

6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the Residential Premises concerned.

Details of any repairs or other work to be carried out by the Landlord in accordance with condition 4 above:

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of Weeks, at a rental of \$ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

- i. To reserve the Premises for the period and in accordance with the conditions above stated.
- ii. To notify the Applicant within the reservation period whether or not the application has been approved.
- iii. And if the Applicant has been approved to also prepare within the reservation period a Residential Tenancy agreement/Lease of the Premises.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy database may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

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

Applicant's Signature **Date** / /

Real Estate Agent's Signature **Date** / /

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

OFFICE USE ONLY

References checked by
Employment
Present Landlord/Agent
Previous Finalised Credit
Bank
References
Notes