

**TENANCY APPLICATION FORM**

**PROPERTY DETAILS—Property you would like to rent if this application is accepted?**

Proposed Property: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_  
 Length of Tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months Tenancy to Commence: \_\_\_/\_\_\_/\_\_\_\_ Any smokers? Y / N  
 How many tenants will occupy the property?: Adults \_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_  
 Pets: Yes/No (circle) Types: \_\_\_\_\_ Reg? Y/N Breed/s: \_\_\_\_\_ Ages: \_\_\_\_\_ Inside/outside (circle)

**FIRST APPLICANT**

**SECOND APPLICANT AND/OR PARTNER**

Salutation \_\_\_(Mr,Mrs,Ms) First Name: \_\_\_\_\_  
 Family/Last Name: \_\_\_\_\_  
 Date of Birth : \_\_\_/\_\_\_/\_\_\_\_ Drivers Lic #: \_\_\_\_\_  
 Expiry Date: \_\_\_/\_\_\_/\_\_\_\_ License State: \_\_\_\_\_  
 Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_  
 Passport No : \_\_\_\_\_ Passport country: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Salutation \_\_\_(Mr,Mrs,Ms) First Name: \_\_\_\_\_  
 Family/Last Name: \_\_\_\_\_  
 Date of Birth : \_\_\_/\_\_\_/\_\_\_\_ Drivers Lic #: \_\_\_\_\_  
 Expiry Date: \_\_\_/\_\_\_/\_\_\_\_ License State: \_\_\_\_\_  
 Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_  
 Passport No: \_\_\_\_\_ Passport country: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Current Rental History - Applicant 1**

**Current Rental History - Applicant 2**

How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Bond Refunded: \_\_\_ Y/N If not why? \_\_\_\_\_

How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Bond Refunded: \_\_\_ Y/N If not why? \_\_\_\_\_

**Previous Rental History - Applicant 1**

**Previous Rental History - Applicant 2**

Previous Residential Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Length at previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 Landlord/Agent: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Bond Refunded: \_\_\_\_\_ If not why? \_\_\_\_\_

Previous Residential Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Length at previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
 Landlord/Agent: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Bond Refunded: \_\_\_\_\_ If not why? \_\_\_\_\_

**References - Applicant 1**

**References - Applicant 2**

**1) Name:** \_\_\_\_\_  
 Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_  
**2) Name:** \_\_\_\_\_  
 Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

**1) Name:** \_\_\_\_\_  
 Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_  
**2) Name:** \_\_\_\_\_  
 Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

**Employment History - Applicant 1**

Current Occupation: \_\_\_\_\_  
 Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)  
 Current Employer's Name: \_\_\_\_\_  
 Employer's Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employment: \_\_\_ Yrs \_\_\_ Mths Income: \$ \_\_\_\_\_ Net weekly

**Employment History - Applicant 2**

Current Occupation: \_\_\_\_\_  
 Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)  
 Current Employer's Name: \_\_\_\_\_  
 Employer's Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employment: \_\_\_ Yrs \_\_\_ Mths Income: \$ \_\_\_\_\_ Net weekly

**Previous Employment History - Applicant 1**

Previous Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**Previous Employment History - Applicant 2**

Previous Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**If you are a Student - Applicant 1**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If you are a Student - Applicant 2**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If You Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_  
 Amount \$: \_\_\_\_\_ Per Fortnight

**If You Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_  
 Amount \$: \_\_\_\_\_ Per Fortnight

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**100 Points of Identification - PLEASE ATTACH 100 POINTS OF ID TO THIS APPLICATION (Tick)**

Drivers License/Passport/Proof of Age Card ( <b>Compulsory</b> )	<input type="checkbox"/>	30	Bank Statement	<input type="checkbox"/>	15
Pay Advice x 3	<input type="checkbox"/>	30	Vehicle Registration Forms	<input type="checkbox"/>	15
Rent Ledger/Previous Rent Ledger/Rental Bond Receipt	<input type="checkbox"/>	20	Utility Account: (Gas/Water/Telephone)	<input type="checkbox"/>	15
Council/Water Rates	<input type="checkbox"/>	15	Pension/Health Care card	<input type="checkbox"/>	15
Medicare Card/Birth Certificate	<input type="checkbox"/>	10	<b>TOTAL POINTS</b>	<input type="text"/>	

**Emergency Contact - Applicant 1**

**Name:** \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_

**Emergency Contact - Applicant 2**

**Name:** \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_

## Declaration, Privacy and Payment Details

I, we, the applicant(s) confirm that all information provided in this application is true and correct and acknowledge and consent that a representative of Sweetnams Real Estate will verify personal, employment and tenancy history references provided in this application.

I, we, the applicant(s) am aware that should I be approved for tenancy at the above premises I will be required to pay one weeks rent immediately as a reservation fee. After paying this reservation fee I agree and am aware that should I decide not to occupy the premises for any reason the reservation fee will not be returned to me. I also agree that upon signing the tenancy agreement that there will be initial fees of:

Rental bond:	equal to four weeks rent:	\$
Initial Rent:	equal to two weeks rent:	\$
Less reservation fee:	equal to one weeks rent:	-\$
	Total:	\$

I, we, the applicant(s) declare that I have inspected the above-mentioned premises and wish to take tenancy for such premises for the period and amount of rent per week that I have outlined above and confirm that the rental is to be paid within my means.

I, we, are aware that the deposit equal to one week rent that I am submitting with this application is refundable only if I am not the successful applicant. I understand that if I am approved for the tenancy and, if for any reason I cannot proceed, I will not be refunded the amount equal to the number of days lapsed (proportionate to the advertised weekly rate) from the date I submitted my application/ deposit. The balance (less the rate for the days lapsed) will be refunded.

### *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 databases. Information already held on tenancy databases 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 or 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.

Signature of Applicant 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant 2: \_\_\_\_\_ Date: \_\_\_\_\_

*Please ensure that all sections of the application are completed and correct before submitting them to Sweetnams Real Estate.*

*Once all three pages of this application are complete you may submit them to Sweetnams Real Estate via the following means:*

*In person:* Sweetnams Real Estate  
375 Sydney Road, Balgowlah NSW 2093

*Via Fascimile:* (02) 9948 5485

*Via email:* reception@sweetnams.com.au

***If you have any queries please contact our office on (02) 9949 2911***




## UTILITY CONNECTIONS – A FREE OF CHARGE SERVICE TO HELP CONNECT YOU

Choose service and choose your service provider

<input type="checkbox"/>	Electricity	}	<input type="checkbox"/>		Origin
<input type="checkbox"/>	Gas				
<input type="checkbox"/>			<input type="checkbox"/>		EnergyAustralia
<input type="checkbox"/>			<input type="checkbox"/>		AGL

**NO FIXED TERMS ON ELECTRICITY & GAS PLANS SO YOU ARE NOT LOCKED IN.\***

\* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.

<input type="checkbox"/>	Phone		Telstra
<input type="checkbox"/>	Internet		Telstra
<input type="checkbox"/>	Pay TV		Foxtel

REQUESTED CONNECTION DATE

DD/MM/YYYY

**POWER ON GUARANTEE**  **ENSURES THAT YOUR ELECTRICITY WILL BE ON FOR MOVE-IN DAY.**

If it's not, we will investigate the issue, provide a prompt resolution and reimburse you for any reasonable out of pocket expenses arising out of the connections delay to the value of \$200 per day and capped at a total of \$1,000\*.

\*Subject to our POWER ON GUARANTEE terms and conditions below

### How Connection services from realestate.com.au works



1. Select the utilities and enter requested connection date



2. Sign your consent on the next page



3. Your Agent will submit your request to us



4. We will lodge your connection requests with the utility companies



5. For phone, internet and Pay TV requests, we will call you to walk through the options



6. We'll SMS and email you confirmation of the order

### General terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or telecommunications services for your new residence. If you are a prospective tenant, your decision whether or not to use this service will not affect your rental application. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information provided by you in this form and your tenant application form (if applicable) in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and differ depending on which retailer is selected.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address.

### Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form.

A summary of some key useful information concerning these contracts is set out on the following page.

### POWER ON GUARANTEE terms and conditions

realestate.com.au offers a "POWER ON GUARANTEE". We guarantee that your electricity will be connected by your requested connection date, provided that:

(a) you select one of the electricity retailers offered above; (b) realestate.com.au is provided with the correct address for the connection of your electricity; (c) realestate.com.au receives your electricity connection request by at least 2pm Australian Eastern Standard Time on the Business Day prior to your requested connection date as selected above (the "Connection Date"); (d) your selected electricity retailer accepts your connection request; (e) you turn your mains switch off prior to the Connection Date; (f) you provide clear access to your property on the Connection Date; (g) you complete any other reasonable requirements requested by realestate.com.au or its Service Provider; and (h) there is no fault at the property which prevents electricity from being connected on the Connection Date.

If the POWER ON GUARANTEE applies (in accordance with the above paragraph), and your electricity is not connected by midnight on the Connection Date, realestate.com.au's Service Provider will: (a) promptly investigate the issue and use its best endeavours to solve the connection problem as soon as possible; and (b) reimburse you for any Out Of Pocket Expenses incurred by you as a result of the late connection.

"Out of Pocket Expenses" means reasonable out of pocket expenses incurred by you as a direct result of your electricity not being connected on the Connection Date at your nominated address, until your electricity is connected, up to a maximum of \$200 per day and capped at a total of \$1000 in aggregate, but does not include any expenses incurred as a result of: (a) loss of income (time off work); (b) loss of business revenue; (c) petrol costs, however incurred; or (d) loss of or injury to animals.

In order to claim under the POWER ON GUARANTEE, you must contact realestate.com.au's Service Provider within two (2) weeks of the Connection Date on 1300 661 464 and provide details of your case and written evidence of any expenses you want to claim. The expense of claiming under the POWER ON GUARANTEE (if any) shall be borne by you.

The benefits under the POWER ON GUARANTEE are in addition to any other rights and remedies available under any applicable law which is non-excludable. However, all other warranties (whether express or implied) are expressly excluded.

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

realestate.com.au does not guarantee the connection, or disconnection of any other services requested by you, or that any will be by your requested date. You agree that to the maximum extent permitted by law, other than as set out above, realestate.com.au and its Service Provider will have no liability to you for the provision of the service.

<b>Retailer contact details</b>	<p>Origin Energy Ltd. Level 7, 321 Exhibition St Melbourne VIC 3000 Ph: 132 463 Fax: 1800 132 463 Email: enquiry@originenergy.com.au This market retail contract is: Origin Supply Electricity and/or Dual Fuel Plan. If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.</p>	<p>EnergyAustralia Level 33, 385 Bourke St Melbourne VIC 3000 Ph: 1800 720 262 Email: enquiry@energyaustralia.com.au This market retail contract is: EnergyAustralia Basic Home Plan. If EnergyAustralia is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with EnergyAustralia of a market retail contract.</p>	<p>AGL Energy Limited Level 22, 120 Spencer Street Melbourne VIC 3000 Phone: 131 245 Fax: (03) 8633 6002 Email: enquiries@agl.com.au This market retail contract is: AGL Freedom Electricity and/or Dual Fuel Plan. If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.</p>
<b>Tariffs and charges</b>	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.		
<b>Contract term</b>	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.		
<b>Billing and payment arrangements</b>	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.		
<b>Concessions or rebates</b>	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.		
<b>Service levels</b>	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.		
<b>Cooling off period</b>	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.		
<b>Electronic transactions</b>	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.		
<b>Complaints</b>	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.		

### eBilling and Welcome Pack

Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided by you in this form.

No, please post these items to me in hard copy to my new address (please tick)

### Explicit Informed Consent

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant/Purchaser Signed

X

Co-Tenant/Co-Purchaser (if any) Signed

X

Date

DD/MM/YYYY

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature(s).

### Privacy Collection Statement

realestate.com.au collects and uses the information in this form and your tenant application form (if applicable) to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at [www.realestate.com.au/privacy](http://www.realestate.com.au/privacy) further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy [www.realestate.com.au/privacy](http://www.realestate.com.au/privacy) and these terms and conditions.