

# TENANCY APPLICATION FORM

---

**YOUR APPLICATION WILL NOT BE PROCESSED UNLESS THE FOLLOWING HAS BEEN COMPLETED.**

1. Each Adult (18 years & over) occupying the premises must complete a separate application
2. All questions have been answered
3. All references have phone numbers (do not just provide mobile numbers, 2 phone numbers at least are needed for each reference)
4. All relevant documentation and references have been attached
5. Please complete & sign disclaimer on page 5

**PHOTOCOPYING COST 20 CENTS PER PAGE**

**IMPORTANT (Please Read)**

Real Homes Realty are members of Tenancy Information Centre of Australia (TICA) and RP Data Tenancy Information Group.

Your application will be processed using these Agencies.

Your completed application will be presented to the landlord for their consideration.

**Please allow (2 working days) for processing**



**REALHOMES**  
— REALTY —

# TENANCY APPLICATION

---

It is a condition of Real Homes that all initial payments ie.

Bond & rent in advance are to be paid by money order or bank check only or Bond to be paid by Bonds Online. If you transfer rental payments this needs to be completed 4 working days prior to the due date.

All future rental payments are to be paid using our payment method given to you at signing of the lease.

By you accepting to lease the property, you are agreeing to our rental payment system.

We do not accept guarantors on a Tenancy Agreement as by tenancy laws, you must reside at the property and will be responsible for any rent defaults, cleaning or damage costs of owing. Even if you don't reside at the property, we do not know this and you are still a legal tenant.

You must attach 2 of the following documents from each category with your application form. The application will NOT be processed until ALL the relevant information has been provided.

## IDENTIFICATION (AT LEAST 4)

1. Drivers Licence
2. Other Photo ID showing current address
3. Proof of Age Card
4. Birth Certificate
5. Marriage Certificate

## INCOME (ALL OF BELOW)

1. Pay slip of letter confirming employment from employer (on company letterhead)
2. Current Centerlink statement
3. Current bank statement that provides your full name on the statement
4. If self employed you **must** provide: last Taxation Return, a letter from your Accountant Business Registration Certificate showing proof of Business Name & ABN Certificate.

## CURRENT & PREVIOUS RENTAL OR OWNERSHIP DETAILS

1. Tenant Ledger from Agent or bank account statement for private landlord (must be supplied)
2. Rental References (must be supplied)
3. Proof of ownership of property i.e: Sydney Water and Council Rate Notice (Note if property is being or has been sold, provide name & number of Agent who sold property.

**Note: All "Real Homes Realty" Defaulting Tenants will be listed on TICA throughout Australia & New Zealand and RP Data as defaulting tenants**

# Residential Application Form

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



## A. AGENT DETAILS

### Real Homes Realty

**ABN:** 796 063 256 79  
**Address:** 395 High Street, Penrith, NSW 2750  
**Phone:** (02) 4722 0444  
**Email:** reception@realhomesrealty.com.au  
**Property Manager:** Rachel Dimitri  
**Direct Connect:** info@directconnect.com.au  
**Please note:** For references, you NEED 2 numbers per reference. If you do not your application will not be accepted.

## B. PROPERTY DETAILS

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode

**2. Weekly Rent:** \$ \_\_\_\_\_

**3. Lease commencement date?**

\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year

**4. How many tenants will occupy the property?**

\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages of Children

**5. Please provide details of any pets**      **Inside/Outside**

Breed/type      Council registration / number

1. \_\_\_\_\_  
 2. \_\_\_\_\_

**6. Are any Applicants Smokers?**      Please Circle Yes/No      Inside/Outside

## C. PERSONAL DETAILS

**7. Please give us your details**

Mr    Ms    Miss    Mrs    Other

Surname \_\_\_\_\_ Given Name/s \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's licence number \_\_\_\_\_

Driver's licence expiry date \_\_\_\_\_ Driver's licence state \_\_\_\_\_

Passport no. \_\_\_\_\_ Passport country \_\_\_\_\_

Pension no. (if applicable) \_\_\_\_\_ Pension type (if applicable) \_\_\_\_\_

**8. Please provide your contact details**

Home phone no. \_\_\_\_\_ Mobile phone no. \_\_\_\_\_

Work phone no. \_\_\_\_\_ Fax no. \_\_\_\_\_

Email address \_\_\_\_\_

**9. Do you want all notices emailed to you if you are approved?**      Yes/No

## D. UTILITY CONNECTIONS

**Property Manager:** Rachel Dimitri  
 PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au  
 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 \_\_\_\_\_

## 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:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) 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:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) 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 \_\_\_\_\_

**F. APPLICANT HISTORY**

10. What is your current address?

Postcode	

11. How long have you lived at your current address?

		Years			Months	Weekly Rent Paid
						\$

12. Why are you leaving this address?

--

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

Name of landlord or agent &amp; address

--

Landlord/agent's phone no.

Home:	Work:
Fax:	Mobile:

14. What was your previous residential address?

Postcode	

15. How long did you live at this address?

		Years			Months	Weekly Rent Paid
						\$

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

Name of landlord or agent &amp; address

--

Landlord/agent's phone no.

Home:	Work:
Fax:	Mobile:

Was bond refunded in full?

If not why not?

--	--

**G. EMPLOYMENT HISTORY**

17. Please provide your employment details

Employer's name (Inc. Accountant name &amp; number if self employed or institution if student)

--

What is your occupation? (FULL TIME / CASUAL / PART TIME)

--

Employer's address

Postcode

Reception or Payroll Contact name

Office Phone Number (No mobiles)

--	--

Length of employment

Net Income Wkly/ FN/Monthly

		Years			Months	\$
--	--	-------	--	--	--------	----

18. Please provide your previous employment details

Employer's name and Address

--

What was your occupation?

--

Reception or Payroll Contact name

Phone Number

--	--

Length of employment

Net Income Wkly/ FN/Monthly

		Years			Months	\$
--	--	-------	--	--	--------	----

Reason for leaving?

--

**H. EMERGENCY CONTACT**

19. Please provide details of parents or close relative (Not partner on Application)

Surname

Given name/s

--	--

Relationship to you

Home no.

--	--

Work no.

Mobile no.

--	--

Full Address

Postcode

Postcode

**I. PERSONAL REFERENCES (FILL OUT AT LEAST 2 NUMBERS)**

20. EACH APPLICANT SHOULD HAVE DIFFERENT REFERENCES

1. Surname

Given name/s

--	--

Relationship &amp; length of relationship

Home no.

--	--

Work no.

Mobile no.

--	--

2. Surname

Given name/s

--	--

Relationship &amp; length of relationship

Home no.

--	--

Work no.

Mobile no.

--	--

3. Surname

Given name/s

--	--

Relationship &amp; length of relationship

Home no.

--	--

Work no.

Mobile no.

--	--

21. PLEASE PROVIDE A BUSINESS / WORK REFERENCE

Full Name

Company Name &amp; Position held

--	--

Office phone no.

Mobile no.

--	--

22. IF SELF EMPLOYED, PLEASE PROVIDE FOLLOWING:

Full Company Name

Type of Business

--	--

Full Address

Postcode

Postcode

ABN

Business Phone no.

--	--

Mobile no.

--

Any other comments for the application required?

--

## DISCLAIMER/AUTHORITY

I, the said applicant do solemnly and sincerely declare that the information contained in this application is true and correct and all the information was given of my own free will. I further authorise the letting agent "Real Homes Realty" to contact and conduct any inquiries and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly and sincerely declare that I am over 18 years of age eligible to enter into agreement.

I, the said applicant do solemnly and sincerely declare:-

1. I have inspected the property at: \_\_\_\_\_
2. I have of my own accord decided that I wish to rent the above mentioned property commencing \_\_\_/\_\_\_/\_\_\_ for a period of \_\_\_\_\_ months.
3. I have been informed, understand and agree that the rental for the above property is to be \$\_\_\_\_\_ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the rental for the above property is to be paid every \_\_\_\_\_ and is to be 2 (two) weeks in advance at all times.
5. I have been informed, understand and agree that the bond for the above property will be \$\_\_\_\_\_ (4 weeks rent) and I further agree to undertake to pay the bond on signing the Tenancy Agreement. I further authorise the letting agent to attend to all details regarding the lodgment of the bond with the appropriate authority.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the tenancy application submitted by me.
7. I have been informed and understand that this property could be covered by the Landlord Insurance.
8. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
9. I agree to accept the rental payment system Real Homes Realty has in place.

### **PRIVACY ACT ACKNOWLEDGEMENT**

In accordance with the privacy act, I authorise Real Homes Realty to provide information and obtain information from all payroll, credit providers, agents and landlords and references names in this application. I understand this can include information about my credit worthiness, credit standing, credit history, credit capacity, property condition report history and residential tenancy tribunal orders history. I understand this information may be used to assess my application for this property or other properties for which I apply.

**APPLICANT FULL NAME:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATED:**



**REALHOMES**  
REALTY