

# TENANCY APPLICATION CHECKLIST

Please complete the Tenancy Application Checklist and submit it together with your Tenancy Application.

Before I submit this Application, I confirm I have....

- Attached photocopies of documents to meet 100 or more points of ID as listed on the Tenancy Application.
- Inspected the property both internally and externally.
- Completed all details in full on the Tenancy Application.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed Consent sections of the Tenancy Application.
- Been given a copy of the Tenancy Agreement Terms and any additional or special Terms that apply to the Property before submitting this Application for Tenancy.
- Been given a copy of other document or information for disclosure

## PROPERTY ADDRESS

## APPLICANT NAME

Signature

Date

## OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
Tenancy Application Checklist completed by Tenant			
Application received			am/pm
Checked original ID			am/pm
Compared signatures to original ID			am/pm
Checked Privacy Notification and ALL Consents signed			am/pm
Checked Application is completed in full			am/pm
Nominated Applicant to contact if shared Tenancy	Name	Phone	

**F. APPLICANT HISTORY**

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

<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	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?

<input type="text"/>	
<input type="text"/>	Postcode

13. How long did you live at this address?

<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
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14. Landlord/Agent details of this property (if applicable)

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 institute if student)

Employer's address

Postcode

Contact No

Phone



Length of employment

Net Income

Years

Months

 \$

16. Please provide your previous employment details

Occupation?

Occupation?

Employer's Name

Contact No

Phone



Length of employment

Net Income

Years

Months

 \$
**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)

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

**J. PAYMENT DETAILS**

Property Rental

\$	Per Week
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First payment of rent in advance	\$
Rental Bond (4 weeks rent):	\$
Sub Total	\$
Less: Holding deposit (see below)	\$
Amount payable on signing tenancy agreement (Bank Cheque or money order only)	\$

**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of \_\_\_\_\_ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- I. The application for tenancy has been approved by the landlord; and
- II. The premises will not be let during the above period, pending the making of a residential tenancy agreement;
- III. If the prospective tenant (s) decide not to enter into such as agreement, the landlord may retain the whole fee;
- IV. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- V. The whole of the fee will be refunded to the prospective tenant if:
  - a) The entering into of the residential tenancy agreement is conditional on the landlord carrying our repairs or other work and the landlord does not carry out the repairs or other work during the specified period.
  - b) The landlord/landlord's agent have failed to disclosed a material fact(s) or made misrepresentations(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

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Date

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Signature of Applicant

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Date

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**A. AGENT DETAILS**

Sydney Property Realtors

Address: 6/41-43, Dunmore Street, Wentworthville, 2145

Telephone: 0490114557  
 Toll Free: 1800 83 71 72  
 Email: info@sydneyrealtor.com.au  
 Website: www.sydneyrealtor.com.au

Property Manager	
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**B. PROPERTY DETAILS**

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

	Postcode
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2. Lease commencement date?

[ ]	[ ]	Day	[ ]	[ ]	Months	[ ]	[ ]	Year
-----	-----	-----	-----	-----	--------	-----	-----	------

3. Lease term?

[ ]	[ ]	Years	[ ]	[ ]	Months
-----	-----	-------	-----	-----	--------

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 [ ]

Sure Name Given Name/s

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Date of Birth Driver's licence number

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Driver's licence expiry date Driver's licence state

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Passport No. Passport Country

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6. Please provide your contact detail?

Home Phone No.	Mobile Phone No.
<input type="text"/>	<input type="text"/>
Work Phone No.	Fax No.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	

7. What is your current address?

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

Newspaper   
  The Internet   
  Local Paper  
 Office   
  Office Window   
  Referral  
 Sign Board at Property   
  Other (Specify)

Application sent to Direct Connect (if Required)

**D. UTILITY CONNECTIONS**

**This is a free service that connects all your utilities**

Once we have received this application we 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 the information on this Application and explain the details of the services offered.

**Please tick utilities as required**

Electricity   
  Gas   
  Phone  
 Internet   
  Pay TV   
  Insurance



**DECLARATION AND EXECUTION:** By signing this application, I/We: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information Direct Connect to provide any information disclosed in this application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorize Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied [for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until (28) days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988. Direct connect will ensure that all personal information obtained about me/us will be appropriately collected, used disclosed and transferred and will be stored safely and protected against loss, unauthorized access, use modification or disclosure and any other misuse; authorize the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (Including my/our NMI and telephone number) declare and undertake to be solely responsible for all amount payable in relation to the connections and/or supply of the services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services acknowledge that to the extent permitted by law. Direct connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection disconnection or provision of or failure to connect or disconnect or provide the nominated utilities; acknowledge that Direct Connect is a free services I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect and acknowledge the entitlement of Direct Connect its associates agents and contractors to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form I warrant that I am authorized to make this application and to provide to consents, acknowledgements, authorizations and other undertakings set out in this application from on behalf of all applicants listed in this application form

Signature

Date

PO BOX 1519, Box Hill, Victoria 3128. P: 1300 664 715, F: 1300664 185, [www.directconnect.com.au](http://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 authorize 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 listed 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. Communication with the owner and select a tenant
- b. Prepare lease/tenancy documents
- c. Allow tradespeople or equivalent organizations 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)
- h. Transfer water account details into my name

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

Signature

Date