

# TENANCY APPLICATION FORM



Property Star Real Estate Fairfield  
Shop 2, 13 Ware Street  
Fairfield, NSW, 2165

Phone: (02) 9727 9779  
Fax: (02) 9727 4877  
E-mail: [propertystar@optusnet.com.au](mailto:propertystar@optusnet.com.au)

Dear Prospective Tenant,

To process your application, please provide the following documents:

1. Driver licence / passport / photo ID
2. Current real estate agent reference such as tenant ledger report print out
3. Current employment record ie. the most recent pay slip
4. 2 credit references

Please note that tenancy selection decision is made by our landlord, his/her decision is final.

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## Tenant 1

<p><b>RENTAL PROPERTY DETAILS</b></p> <p>Address of the property applied for</p> <input type="text"/>	<p>Why are you leaving this address?</p> <input type="text"/>
<p><b>PERSONAL DETAILS</b></p> <p>Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Surname <input type="text"/> Given Name/s <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Home Phone <input type="text"/> Mobile Phone <input type="text"/></p> <p>E-mail Address <input type="text"/></p> <p>How many people will occupy the property? <input type="checkbox"/> Adults <input type="checkbox"/> Children</p> <p>Ages of Children (if applicable) <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how many and what type? <input type="text"/></p>	<p><b>Agent/Landlord details of previous property</b></p> <p>Name of landlord or agent <input type="text"/></p> <p>Landlord/agent's phone no. <input type="text"/> Weekly rent paid <input type="text"/> \$ <input type="text"/></p> <p><b>EMPLOYMENT HISTORY</b></p> <p>Occupation <input type="text"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/></p> <p>Employer's Name <input type="text"/></p> <p>Employer's Phone No. <input type="text"/> Period of Employment <input type="text"/></p> <p><b>EMERGENCY CONTACTS</b></p> <p>Surname <input type="text"/> Given Name/s <input type="text"/></p> <p>Relationship to you <input type="text"/> Phone <input type="text"/></p> <p><b>REFEREES</b></p> <p>1. Surname <input type="text"/> Given Name/s <input type="text"/></p> <p>Relationship to you <input type="text"/> Phone <input type="text"/></p> <p>2. Surname <input type="text"/> Given Name/s <input type="text"/></p> <p>Relationship to you <input type="text"/> Phone <input type="text"/></p>
<p><b>APPLICANT HISTORY</b></p> <p>What is your current address? <input type="text"/> <input type="text"/></p> <p>How long have you lived at your current address? <input type="text"/> Years <input type="text"/> Months</p>	

## Tenant 2

<b>RENTAL PROPERTY DETAILS</b> Address of the property applied for <input type="text"/>	Why are you leaving this address? <input type="text"/>
<b>PERSONAL DETAILS</b> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other <input type="checkbox"/> Surname <input type="text"/> Given Name/s <input type="text"/> Date of Birth <input type="text"/> Home Phone <input type="text"/> Mobile Phone <input type="text"/> E-mail Address <input type="text"/>  How many people will occupy the property? <input type="checkbox"/> Adults <input type="checkbox"/> Children Ages of Children (if applicable) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many and what type? <input type="text"/>	<b>Agent/Landlord details of this property</b> Name of landlord or agent <input type="text"/> Landlord/agent's phone no. <input type="text"/> Weekly rent paid <input type="text"/> \$ <input type="text"/> <b>EMPLOYMENT HISTORY</b> Occupation <input type="text"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Employer's Name <input type="text"/> Employer's Phone No. <input type="text"/> Period of Employment <input type="text"/>
<b>APPLICANT HISTORY</b> What is your current address? <input type="text"/> <input type="text"/>  How long have you lived at your current address? <input type="text"/> Years <input type="text"/> Months	<b>EMERGENCY CONTACTS</b> Surname <input type="text"/> Given Name/s <input type="text"/> Relationship to you <input type="text"/> Phone <input type="text"/> <b>REFEREES</b> 3. Surname <input type="text"/> Given Name/s <input type="text"/> Relationship to you <input type="text"/> Phone <input type="text"/> 4. Surname <input type="text"/> Given Name/s <input type="text"/> Relationship to you <input type="text"/> Phone <input type="text"/>

**DETAILS OF RENTAL (AGENT)**Types of premises 

Furnished/Unfurnished

Rent  per   
commencing from  for a period of Residential Tenancy Agreement to be Signed on **INITIAL PAYMENT**Rental Bond   
Rent  per   
Total 

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

I, the applicant hereby apply for approval by the owner if the Premises referred to in this form to become the tenant of these 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 application, 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:

1. 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 days rent, subject to a maximum of seven days rent).
2. The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.
3. 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.
4. 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.
5. 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.

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 mentioned Premises and wish to take a tenancy or 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 signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Real Estate Agents, acting for the owners 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 of a Residential Tenancy Agreement/Lease of the Premises.

**PRIVACY POLICY**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy

Applicant's signature

Real Estate Agent's signature

	Date	
	Date	