



## RESIDENTIAL TENANCY APPLICATION

### A. Personal Details

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Previous name (if any): \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Drivers licence number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Car: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_

Passport number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Car registration number: \_\_\_\_\_ State: \_\_\_\_\_

### B. Supporting Documentation

The following information is required before an application can be complete. Georgette Nehme Real Estate (GNRE) reserves the right to reject an application for a failure to provide this information.

- 1) **Photographic Identification** – e.g. current drivers licence, passport or proof of age card
  - 2) **Proof of residential address** – e.g. council rates account, lease agreement, utilities account
  - 3) **Proof of satisfactory bill payments** - i.e. telephone, electricity, gas accounts, credit card & loan statements, bank statements, car registration & insurance, lay-bys ( all accounts must have receipts)
  - 4) **Proof of income** – pay-slips, letter from employers, bank statements to confirm income, Centerlink statement, letter & proof of income from parents (if parents are to pay/contribute to rent)
  - 5) **Rental payment ledger** - from the landlord/agent or Department of Housing, x10 rental receipts in chronological order
  - 6) **Written references** - from previous landlords and/or agents
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## C. Tenancy Details

Address of Premises: \_\_\_\_\_

Date viewed: \_\_\_\_\_ Type of Premises: \_\_\_\_\_

(Note: Applications cannot be processed until the property is viewed by the applicant)

Parking Space/s: \_\_\_\_\_ Storeroom/other: \_\_\_\_\_

Agreed Rent \$ \_\_\_\_\_ per week. Start date \_\_\_\_\_

Lease term requested: \_\_\_\_\_

### Other occupants

(Note: All persons over 18 years are required to complete a separate application)

Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____
Name: _____	Relationship: _____	Age: _____

### Pets:

Dog / Cat / Rabbit / Bird / Other \_\_\_\_\_

Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

### Entry Costs

(Note: 1 week rent as a reservation fee is required when signing the lease and balance of entry costs are payable upon or prior to collection of keys).

(Note: Entry costs are payable by cash, bank cheque or money order only).

Rental bond (4 weeks rent) \$ \_\_\_\_\_

Rent in advance (2 weeks rent) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

### Payment method:

Cash / Cheque / Direct Debit / Internet Transfer

### Payment frequency:

Weekly / Fortnightly / Calendar monthly / Other

## D. Address Details

1. Current Address: \_\_\_\_\_

Owner/Tenant/Boarder/Other \_\_\_\_\_

Name of Landlord/Managing Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week

Period in Occupation: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Previous Address No. 1: \_\_\_\_\_  
Owner/Tenant/Boarder/Other \_\_\_\_\_

Name of Landlord/Managing Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week

Period in Occupation: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Previous Address No. 2: \_\_\_\_\_

Owner/Tenant/Boarder/Other \_\_\_\_\_

Name of Landlord/Managing Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week

Period in Occupation: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## E. Employment Details

1. Current Employer's name: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_

Employer's phone: \_\_\_\_\_ Supervisor/Contact Name: \_\_\_\_\_

Position held: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

Nature of employment: Full time / casual / part-time / other \_\_\_\_\_

Period of employment: \_\_\_\_\_

2. Previous Employer's name No. 1: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_

Employer's phone: \_\_\_\_\_ Supervisor/Contact Name: \_\_\_\_\_

Position held: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

Nature of employment: Full time / casual / part-time / other \_\_\_\_\_

Period of employment: \_\_\_\_\_

3. Previous Employer's name No. 2: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_

Employer's phone: \_\_\_\_\_ Supervisor/Contact Name: \_\_\_\_\_

Position held: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

Nature of employment: Full time / casual / part-time / other \_\_\_\_\_

Period of employment: \_\_\_\_\_

## F. Centrelink Details

Centrelink number: \_\_\_\_\_

Type of Benefit: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_

## G. Self Employed

Company name & ACN: \_\_\_\_\_

Or

Business name: \_\_\_\_\_

ABN: \_\_\_\_\_

Accountants name & address: \_\_\_\_\_

Accountants contact details: \_\_\_\_\_

**Business / Credit references:**

1. Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## H. Other Information

### 1. Education Details

Institution/Place of study: \_\_\_\_\_

Course: \_\_\_\_\_

Length/Completion: \_\_\_\_\_

Parents name, address& phone: \_\_\_\_\_

### 2. Personal References

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

### 3. Emergency Contact Details:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

4. **Have you applied for any other properties recently with another agent?**  
**Yes / No**  
**If yes, when?** \_\_\_\_\_  
**Is this property your first preference?** \_\_\_\_\_
5. **How did you find out about this property?**  
**Border Mail / Internet / Referral / Rental List / "For Lease" board / Other**
6. **Have you ever been evicted by any landlord or agent?** \_\_\_\_\_
7. **Are you in debt to another agent or landlord?** \_\_\_\_\_
8. **Are you listed on any Tenancy Databases e.g. TICA ?** \_\_\_\_\_
9. **Are you a smoker?** \_\_\_\_\_

## I. Applicant's Acknowledgement

I, the Applicant, apply for approval to rent the premises referred to in this form (the premises) and acknowledge as follows:

- (a) That my Application will be referred to the Landlord for his/her/their approval.
- (b) That the agent may photocopy the information supplied by me in support of this application for retention.
- (c) That the Applicant authorises the agent to contact the Applicant's present or previous landlords, managing agents, employers and the personal and business/credit referees specified in this application to obtain and verify information regarding the Applicant to assess his or her suitability as a tenant for the Premises.
- (d) That the applicant authorizes GNRE to access and check any information that may be listed about me on the TICA Tenancy History Database and any other tenancy database which may be available.
- (e) That each adult who will live at the property must complete an application regardless of whether they are going to be named as a tenant on the lease.
- (f) That should an applicant fail to complete an application it will be rejected.
- (g) That if approved I will be required to sign a Residential Tenancy Agreement (RTA) under the Residential Tenancies Act 1997 (the Act).
- (h) That I am not an undischarged bankrupt, insolvent, entered into a debt agreement or scheme of arrangement with creditors or under any incapacity which may affect the validity of the proposed tenancy.
- (i) That I am not paying off any previous rental debt.
- (j) That the information provided by me in this application form is true and correct to the best of my knowledge, information and belief
- (k) I have inspected the premises and wish to apply for a tenancy of the premises in accordance with this application.
- (l) That I agree to accept the property as presented and inspected.
- (m) That the Landlord will attend to any repairs required to be carried out under the Act or any relevant OH & S legislation but otherwise the Landlord may not attend to any other or non-essential requests or repairs.
- (n) That upon approval of the application, all entry costs must be paid in cash, bank cheque or money order and leases must be signed within 24 hours of approval with one (1) week rent payable upon signing of the lease. If the lease is not so signed the property may be put back on the rental market
- (o) That the Applicant consents to their personal information being used and disclosed as specified in the attached Privacy Statement.
- (p) That in the event of this application being approved, the agent may report any defaults that may occur from time to time under the tenancy with the TICA TENANCY HISTORY DATABASE (TICA) and any other tenancy databases that may be available. I understand that in the event of a default being reported to TICA or any other tenancy databases, the removal of such information is subject to the guidelines of the database companies over which the agent has no control.
- (q) That I agree to abide by the reasonable practices and policies of the agent as may be provided to me in relation to the tenancy.
- (r) **THAT THERE IS NO REQUIREMENT IN LAW FOR THE AGENT TO DISCLOSE TO ME THE REASON OR REASONS FOR THE REJECTION OF THIS APPLICATION AND IF THIS APPLICATION IS NOT APPROVED A REASON WILL NOT BE GIVEN FOR ITS REJECTION. I AGREE NOT TO RAISE ANY OBJECTION FOR NOT BEING PROVIDED WITH A REASON FOR THE REJECTION OF THE APPLICATION.**

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Applicant's signature

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Date:

## J. Tenant's Privacy Act Acknowledgement

In accordance with privacy principle 1.3 of the Privacy Act, 1988, an applicant is required to read and sign this acknowledgement to allow the agent to process the tenancy application. A tenancy applicant is required under the National Privacy Principles of the Privacy Act, 1988 to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent/member.

In addition, the member may disclose information being supplied to a database company and other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance company's government departments and other landlords or agents.

I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with the tenancy database my information may be recorded as making an inquiry.

I agree in the event of a default occurring under a tenancy agreement I give my permission to the member of the tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control P/L is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control P/L could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control P/L can be contacted on 1902 220 346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per min inclusive of GST.

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Applicant's signature

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Date

## K. Privacy Act 1988 (CTH) – Collection Notice

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 landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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 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:**

**Georgette Nehme Real Estate**  
**Property Management Department**  
**Address:** 350 Griffith Road, Lavington NSW 2641  
**Phone:** 0260 400 408 Fax: 0260 400 424  
**Email:** [rentals@georgettenehme.com](mailto:rentals@georgettenehme.com)  
**Web:** [www.georgettenehme.com](http://www.georgettenehme.com)

**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. You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require.