Ray White.

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APPLICATION FOR TENANCY

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Should there be more than one applicant a separate application form should be completed for each applicant.

PREMISES

Address of Premises applied for:

Car space/garage/storeroom number Excluding:

APPLICANT

PERSONAL DETAILS

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ other Date of Birth / /

Full name

Present address

Postcode

Phone: Work Home

Fax: Work Home

Email Mobile

Vehicle registration No. Driver's Licence No.

Passport No. Expiry Date / /

Bank or Building Society Branch

BSB / Account Number

PERSONAL REFERENCES

Referee 1 - Name

Phone: Work Mobile

Fax Email

Referee 2 - Name

Phone: Work Mobile

Fax Email

EMPLOYMENT HISTORY

Occupation of Applicant Date commenced / /

Employer's name

Employer's address

Postcode

Phone: Work Mobile

Fax Email

Previous employer's name

Previous employer's address

Postcode

Phone: Work Mobile

Fax Email

Period of employment / / to / /

EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name Relationship

Address

Postcode

Phone: Work Mobile

Phone: Home Email

TENANCY HISTORY

Name of present Landlord/Agent

Phone: Work Mobile

Email

Length of time at present address Current rent paid $

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Name of previous Landlord/Agent
Phone: Work Mobile
Email

Address of previous premises rented

Postcode

OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

Adults ☐ Children ☐ Ages of Children ☐

Pets ☐ Yes ☐ No If Yes, number and type ☐

Smoker(s) ☐ Yes ☐ No

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant ☐ **Date** / /

DETAILS OF RENTAL

Type of Premises: ☐

☑ Furnished ☐ Unfurnished

Rent $ ☐ per ☐

commencing from / / for a period of ☐ months/weeks

Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.

Residential Tenancy Agreement

Residential Tenancy Agreement to be signed on / / at am/pm

INITIAL PAYMENT

Rental Bond $

Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential Tenancy Agreement.

Rent ☐ months/weeks ☐ days to / / $

Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

Sub Total $

Less Holding Fee $

Total $

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

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those 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.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of $ ☐ equivalent to ☐ days rent

to hold the Premises in favour of the Applicant for a period of ☐ days

from / / to / / or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

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3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? ☐ YES ☐ NO If Yes, date application made / /.

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 above mentioned Premises and wish to take a tenancy for 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 the signing of a Residential Tenancy Agreement.

I/We, _____

Trading as _____

the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

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 reference 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 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 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.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Applicant's Signature _____ **Date** / /

Real Estate Agent's Signature _____ **Date** / /

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

OFFICE USE ONLY

References checked by

Employment

Present Landlord/Agent

Previous Finalised Credit

Bank

References

Notes

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