

<b>ADDRESS OF PREMISES APPLIED FOR:</b>		<b>DATE:</b>
I WOULD LIKE THE LEASE TO START:		RENT PER WEEK: \$
INTENDED PERIOD OF STAY:	Max. 6 months / 6 - 12 months / 12	(Please Circle)
REASON FOR WANTING TO OCCUPY THIS PROPERTY:		
NO. OF PERSONS TO OCCUPY PREMISES:	ADULTS _____ CHILDREN _____	AGE OF CHILDREN _____
<b>NAMES &amp; AGES OF ALL OTHER INTENDED RESIDENTS INCLUDING CHILDREN:</b>		

**PERSONAL & TENANCY DETAILS**

<b>APPLICANTS FULL NAME:</b>		<b>DATE OF BIRTH:</b>
CONTACT NUMBERS: (Mobile)	(Home)	
(Work)	(Email)	
LICENCE NO / STATE or PASSPORT NO:	CAR REGO NO:	No. OF CARS AT PROPERTY:
<b>CURRENT ADDRESS:</b>		
CURRENT AGENT / LANDLORD:	CONTACT NO:	
PERIOD OF STAY / TENANCY:	RENT PAID: \$	
WHY ARE YOU LEAVING?		
<b>PREVIOUS ADDRESS:</b>		
CURRENT AGENT / LANDLORD:	CONTACT NO:	
WHY DID YOU LEAVE THE PROPERTY?		
IF RENTING, WAS YOUR BOND REFUNDED IN FULL? YES / NO If no, give details:		
HAVE YOU EVER BEEN EVICTED BY ANY LANDLORD OR AGENT? YES / NO If yes, give details:		
DO YOU HAVE ANY OUTSTANDING MONIES OWING TO ANY LANDLORD OR AGENT? YES / NO If yes, give details:		
ARE YOU A SMOKER / NON SMOKER (Please circle)	DO YOU HAVE ANY PETS? YES / NO - TYPE:	

**INCOME/ EMPLOYMENT (Please include all Centrelink Payments)**

<b>EMPLOYER NAME:</b>		
ADDRESS:		
YOUR OCCUPATION:	CONTACT NAME:	PHONE NO:
PERIOD OF EMPLOYMENT:	<b>NET INCOME PER WEEK:</b>	

**REFERENCES / NEXT OF KIN (RELATIONSHIP TO YOU)**

NAME, ADDRESS & DAYTIME CONTACT NO. OF <u>TWO</u> RELATIVES THAT <b>WILL NOT</b> BE LIVING WITH YOU:	
1)	
2)	
NAME, ADDRESS & DAYTIME CONTACT NO. OF <u>TWO</u> BUSINESS REFEREES:	
1)	
2)	

44 Bridge Street Muswellbrook NSW 2333  
Po box Muswellbrook nsw 2333  
W: www.professionalsmuswellbrook.com.au

P:(02) 65431814  
F:(02)65411594  
E: muswellbrook@professionals.com.au

## RESIDENTIAL TENANCY APPLICATION

### \* **IMPORTANT NOTICE TO APPLICANTS** \*

Applications **will not** be processed without the following:

- |   |  |
|---|--|
| <input type="checkbox"/> PHOTOGRAPHIC IDENTIFICATION<br><i>(Drivers Licence, Passport or Proof Of Age Card)</i>           | <input type="checkbox"/> SUPPORTING PROOF OF INCOME              |
| <input type="checkbox"/> <u>PRINTOUT</u> OF RENT PAYMENT HISTORY<br><i>(Last 6 months history from Agent or Landlord)</i> | <input type="checkbox"/> WRITTEN REFERENCES ALSO CONSIDERED      |
| <input type="checkbox"/> PROOF OF CURRENT RESIDENTIAL ADDRESS<br><i>(Phone or electricity account or similar)</i>         | <input type="checkbox"/> DECLARATION ON BACK PAGE MUST BE SIGNED |

#### STATEMENT OF COSTS

**RENTAL BOND - 4 WEEKS**  
**RENT IN ADVANCE - 2 WEEKS RENT**

- ◆ **PLEASE DO NOT LEAVE ORIGINAL DOCUMENTS**
- ◆ **WE DO NOT HAVE EFTPOS OR ACCEPT CREDIT CARDS**
- ◆ **PLEASE CONTACT OUR OFFICE TO CHECK ON THE OUTCOME OF THE APPLICATION**
- ◆ **A SEPARATE APPLICATION IS REQUIRED FROM EACH ADULT**

### APPLICANT'S DECLARATION & AUTHORITY TO OBTAIN INFORMATION

**I authorise the landlord's agent:**

- 1) To check with previous and current employer and landlord/agents, and the referees named as to my suitability as a tenant;
- 2) To request and receive from any tenancy recording services such as TICA and RP Data, and from other real estate agencies information regarding my previous and current tenancies, and to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.

**I acknowledge that:**

- 1) The information given is true and correct to the best of my knowledge.
- 2) My application is subject to the Landlords approval.
- 3) If UNSUCCESSFUL, the agent is not obligated to disclose why the application was unsuccessful.
- 4) If APPROVED, a reservation fee of one weeks rent is to be paid within 24 hours.
- 5) The premises will not be let or advertised after a reservation fee is paid for a period equal to the amount.
- 6) No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.
- 7) Should a Residential Tenancy Agreement be entered into, the reservation fee will be paid towards the rent for the premises.
- 8) Should the applicant decide not to proceed, the reservation fee will not be refunded.

**PRIVACY NOTICE:**

The agent is committed to the principles of the Privacy Act 1998. The Act regulates the collection, use, disclosure & maintenance of personal information by the Agent from the Applicant & from third parties relating to the Applicant. Information collected enables the Agent to identify the tenant, to assess this application & for the proper management of the landlord/tenant relationship should the application be successful. Personal information of the Applicant also includes personal information already held by the Agent on any database. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord/tenant relationship. The intended recipients of the information are any person to which it is usual to disclose the information to enable the Agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference databases, owner's corporations & as otherwise permitted by the Privacy Act 1998, this will include information about the Applicants performance of its obligations pursuant to & under any Residential Tenancy Agreement entered into and information collected during the term of the tenancy. All steps are taken to ensure that any personal information collected is protected from unauthorised use.

**I declare that have inspected the above property on** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**