



All Residential Real Estate

306 Crown Street  
Wollongong NSW 2500  
Telephone 02 4228 2555  
Facsimile 02 4228 9442  
Email email@arre.com.au  
arre.com.au

Applicant # \_\_\_\_\_ of \_\_\_\_\_

# TENANCY APPLICATION FORM

**WARNING: You Must Read This Information Prior To Completing Your Application Form. If Your Form Is Not Filled In Correctly It Will Not Be Processed And You May Miss Out On The Property.**

1. One application must be filled in for each person wanting to reside in the property.
2. Applications that are not complete will not be accepted or processed.
3. Applicants must inspect the inside of the property prior to being approved.
4. Applicants must provide a copy of their rental ledger upon submission of the application
5. If you are successful you will be required to pay one weeks rent as a non-refundable holding deposit. **CASH OR PERSONAL CHEQUE PAYMENTS WILL NOT BE ACCEPTED.** Upon signing of the lease you will be required to pay a bond of 4 weeks, plus 2 weeks rent in advance.

Your application must contain copies (no originals as all documents shredded upon decline of any application) of proof of identification and proof of income. No photocopies done in our office. Below are examples of suitable proof. If these are not present your application will not be processed.

- 1. Identification** We require **100 points** of identification as per the options list below
- ✓ Passport, Birth Certificate, Citizenship Certificate **70 points per item**
  - ✓ Driver's License, 18+ Card, Student Card **50 points per item**
  - ✓ ATM Card, Credit Card, Medicare Card, Health Care Card, Phone, Electricity or Gas Account **25 points per item**

- 2. Proof of Income**  
We require a copy of the following:
- ✓ Your last 3 consecutive pay slips, or Centrelink confirmation
  - ✓ Your most recent bank statement (showing the last full month or this month transactions)
  - ✓ Employment Contract (if applicable)
  - ✓ University acceptance letter (if applicable)
  - ✓ Letter of Parental Support (if insufficient independent income). Parental payslips & bank statements required.

**Complete the attached form and don't forget to sign at the top of the last page...**

### How Long Does It Take To Process An Application?

As your application is a high priority, our office will endeavour to have an answer to you within 48 hours. Upon acceptance of your application you will be required to pay a week's rent as a holding fee.

#### DISCLOSURE REQUIRED BY THE ACT

I, the Applicant declare that the above information is correct and that I have supplied it on my own free will and I authorise you as the Managing Agent, to contact any of the referee's or references supplied by me in this application, conduct any enquiries, and/or searches, including any tenancy information databases in ordered to verify the above information. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Landlord or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Landlord. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I understand that my application will be destroyed should it not be successful. I, the Applicant declare that I am not bankrupt and that the rental is within my means. I acknowledge that I have inspected the property, and that I am satisfied with its condition and cleanliness. I agree that if my application is approved, that this approval is subject to the property being available on the due date. I understand that if the property is currently tenanted or under construction/reconstruction, the approval will be given subject to the availability of the property on the due date. I agree to take no action against the Owner or All Residential Real Estate Pty Ltd should any circumstances arise whereby the property is not available for occupation on the due date.

**Download additional tenancy application forms from [www.arre.com.au](http://www.arre.com.au)**

<b>OFFICE USE ONLY:</b>	FS: .....	PS: .....	ID: .....
AN: .....	RL: .....	FR: .....	EA: .....

**ALL RESIDENTIAL  
REAL ESTATE**  
(formerly FANNING REAL ESTATE)

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**FREE UTILITY CONNECTION SERVICE**

**Fill out this form and once you're approved for this property we'll arrange for the gas, electricity, phone, internet and any other services you need to be connected so all you have to do is move in.**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Pay TV            |
| <input type="checkbox"/> Gas         | <input type="checkbox"/> Disconnections    |
| <input type="checkbox"/> Water       | <input type="checkbox"/> Insurance         |
| <input type="checkbox"/> Telephone   | <input type="checkbox"/> Removalists       |
| <input type="checkbox"/> Internet    | <input type="checkbox"/> Vehicle Hire      |
| <input type="checkbox"/> Bottled gas | <input type="checkbox"/> Cleaning services |

Address of property to connect: \_\_\_\_\_

Connection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Tenant: \_\_\_\_\_

Daytime Contact Number: \_\_\_\_\_

Drivers Licence or Passport Number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Terms and Conditions**

By filling in this form you are consenting to allow connectnow to contact you to arrange your service connection(s). connectnow may need to disclose personal information about you to Utility providers to arrange these services. Connectnow and All Residential Real Estate do not accept responsibility for any delay or failure to connect/disconnect your services. Connectnow and All Residential Real Estate may receive a benefit for arranging your services. Standard connection fees, bonds, accounting and usage fees apply. See [www.connectnow.com.au](http://www.connectnow.com.au) to view the full terms and conditions.

**connectnow.**

**All Residential Real Estate staff will fax this form on your behalf when you are approved for this property.  
P: 1300 554 323 F : 1300 889 598**

**OFFICE USE ONLY**

- This Applicant has been approved for the above property.

Property Managers Name: \_\_\_\_\_ Agent ID: 19825

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**PROPERTY ADDRESS:** \_\_\_\_\_

I have inspected the property listed above and wish to rent the property for a period of \_\_\_\_\_ months starting on \_\_\_\_\_, at a rental price of \$ \_\_\_\_\_ per week. I will also be required to pay a minimum of rental bond of 4 weeks rent.

**APPLICANT DETAILS:**

Full name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_ Drivers License No: \_\_\_\_\_ Passport No: \_\_\_\_\_

Is someone else applying with you to rent this property: Yes/ No.

If yes, please list name/s: \_\_\_\_\_

Name and age of children to reside at this property: \_\_\_\_\_

**PRESENT ADDRESS**

Property Address: \_\_\_\_\_  
Name of Agent/ Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Reasons for Leaving: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ / week

**PREVIOUS ADDRESS**

Property Address: \_\_\_\_\_  
Name of Agent/ Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Reasons for Leaving: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ / week

**OCCUPATION**

Occupation: \_\_\_\_\_ Name of Employer: \_\_\_\_\_  
Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Length of Time Employed \_\_\_\_\_ Full Time/ Part Time (Hours p/w): \_\_\_\_\_ Net Income after Tax: \_\_\_\_\_ weekly

**IF SELF EMPLOYED**

Name of Business: \_\_\_\_\_ Industry: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Net Income after Tax: \_\_\_\_\_ weekly

Please provide the following:  Bank Statements  Personal/Business Tax Returns  Cert of Business Registration  
 Financial Statements as prepared by an accountant  Tax Notice of Assessment

**IF STUDENT**

University: \_\_\_\_\_ Name and Length of Course: \_\_\_\_\_  
Are you receiving Government assistance? Yes/ No (Proof required)

**PETS**

Will you have pets at the property? Yes/ No. If Yes, How Many: \_\_\_\_\_ Type: \_\_\_\_\_

**PERSONAL REFEREES** (2 people we can contact by phone that are not your relatives, your employer, or your landlord)

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ How long has this person known you? : \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ How long has this person known you? : \_\_\_\_\_

**Person to Contact in case of Emergency (Not Living with You)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_



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PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with privacy principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. 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 Agency to contact any of my personal referees, landlord/owner, employer, managing agents, and any records, and rental ledgers provided by me in my tenancy 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 tenancy database my information may be recorded as making an inquiry. I understand that TICA Default Tenancy Control Pty Ltd 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 Agency may elect not to proceed with my tenancy application. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Don't forget to also fill in and sign page 2

OFFICE USE ONLY

URGENT REQUEST FOR RENTAL REFERENCE

Agency: \_\_\_\_\_ Fax: \_\_\_\_\_

Our Agency has received an application for tenancy. The Applicant has provided your details as a current or previous Landlord or Landlord/s Agent, and has authorised us to collect information about the tenancy from you / the Agency. A copy of the applicant's signed Privacy Consent is above.

Please complete the details below and return the form to our Agency today, as time is critical to both the Applicant and the Landlord to finalise processing of this application.

Tenant Name: \_\_\_\_\_

Property Rented: \_\_\_\_\_

Period of time rented through your agency \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent paid per week \$ \_\_\_\_\_

- Termination Notices issued: Yes/No
Rent Payments: Excellent/Good/Fair/Poor
Routine Inspections: Excellent/Good/Fair/Poor
Final Inspections: Excellent/Good/Fair/Poor
Pets: Yes/No
Full Bond Refund: Yes/No
Any money outstanding: Yes/No
Would you rent to them again: Yes/No
Any problem/concerns which have occurred during the tenancy.....

Name of person supplying details (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed form with a copy of the tenant ledger TODAY by fax to 02 4228 9442.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_