

TENANCY APPLICATION FORM



LAKEFORD REAL ESTATE

Lakeford Real Estate
100 Marquis Street
GUNNEDAH NSW 2380

Phone: 02 6742 6677
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APPLICATION CHECKLIST

Thank you for applying for a Lakeford Real Estate rental property. Please complete this application thoroughly and ensure that all contact numbers are correct.

Checklist: The following is required for the processing of your application

I have attached non-returnable copies of the documentation required for the 100 point ID check

- Proof of identity (Drivers license or Passport or Birth Certificate)
- Proof of income (Last 2 pay slips or current Centrelink income statement)
- Supporting documents (Total of 40 points from – Current rental ledger (40), Last 2 rent receipts (20), Two written references (20), Current phone/electricity bill (10), Rates notice (30)
- I have read and accepted the privacy consent
- I have signed the application

IF MORE THAN ONE PERSON IS APPLYING THEN EACH PERSON NEEDS TO COMPLETE AN APPLICATION

PROPERTY DETAILS

ADDRESS OF PREMISES APPLIED FOR:			
Lease commencement date:			
Length of lease:			
Rent per week:	\$	How many people?	Adults - Children -

PERSONAL DETAILS

Mr / Mrs / Ms / Miss / Other			
Given Name/s:		Surname:	
Date of Birth:	Gender:	Male	Female
Drivers licence number:	Expiry date:		
Passport number:	Passport Country:		
Home phone no:	Mobile phone no:		
Work phone no:	Email:		
Current address:		Post Code:	

APPLICANT HISTORY

How long have you lived at your current address?	Years	Months
Reason for leaving this address:		
Name of landlord/agent:		
Landlord/agent phone no:	Weekly rent paid: \$	
Previous residential address:		
How long did you live at your previous address?	Years	Months
Name of landlord/agent:		
Landlord/agent phone no:		
Was bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, why not?		

EMPLOYMENT HISTORY

What is your occupation?			
What is the nature of your employment?	<input type="checkbox"/> Full time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual
Employer's Name:			
Employer's Address:			
Contact name:	Phone number:		
Length of employment:	Years	Months	Net income: \$

You must answer the following questions:

- Have you ever been evicted from a property? Yes No
- Are you in debt to another landlord or agent? Yes No

EMERGENCY CONTACT

Please provide a contact in case of an emergency:	
Given name/s:	Surname:
Relationship to you:	Phone number:

REFERENCES

Please provide 2 personal references:	
Given name/s:	Surname:
Relationship to you:	Phone number:
Given name/s:	Surname:
Relationship to you:	Phone number:

OTHER INFORMATION

Car Registration:	Make/Model:
Please provide details of any pets:	
Breed/Type:	Inside/Outside:
Council registration number:	Microchipped: <input type="checkbox"/> Yes <input type="checkbox"/> No

RESERVATION FEE

Amount: \$	Reservation period:
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PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCT IS APPROVED.

The holding fee (not exceeding one week's rent) keeps the premises off the market for the prospective tenant for up to 7 days.

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- i. The application for tenancy has been approved by the landlord; and
- ii. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- iii. If the prospective tenant(s) decide not to enter such an agreement, the landlord may retain the whole fee; and
- iv. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- v. The whole fee will be refunded to the prospective tenant if:
 - a) The entering into of the tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the work during the specified period
 - b) The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

APPLICANT'S SIGNATURE:	DATE:
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Property Management
Disclosure statement & consent – Annexure to Applicant for Residential Tenancy

Privacy Disclosure Statement
Lakeford Real Estate

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We are independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess you application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employer and your references. Your consent in collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application applies. If this application is successful we may disclose your details to service providers relevant to tenancy relationship including maintenance contractors and the landlord’s insurers. We may also send personal information about you to the owners of any other properties you request.

You have the right to access personal information that we hold about you by contacting our agency. If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property, or if considered, may be declined.

Privacy Consent

I, _____, the applicant acknowledge that I have read the Privacy Disclosure Statement above and authorise the agency to collect information about me from:

1. My previous letting agents and/or landlords
 2. My personal references; and
 3. Any tenancy reference database which may contain personal information about me.
- I/We also authorise the agency to disclose details about any defaults by me under the tenancy to which this application relates and to any tenancy reference database to which the agency subscribes or has access.

I authorise the agent to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia. I authorise the agency to refer my details to service provider for:

- Utilities (to arrange connection or transfer of telephone, gas, electricity etc.)

Applicant’s signature: _____ Date: _____