



Suite 14 – Level 1/11 Lord St. Botany NSW 2019  
PO Box 492 . Kingsford NSW 2032

1800 MY BLUEBELL

### **RESIDENTIAL TENANCY APPLICATION**

To process your application, Bluebell Real Estate requires at least 100 points of ID, from the checklist below. While some may not be applicable to you, we suggest as many as possible. Please provide copies of all ID to assist your application. Thank you.

|   |           |
|---|-----------|
| DRIVERS LICENCE                         | 40 points |
| PASSPORT                                | 40 points |
| Birth Certificate                       | 30 points |
| Other Photo ID                          | 30 points |
| Current Payslip / Confirmation Letter   | 20 points |
| Previous Tenant Reference               | 20 points |
| M/V Registration Certificate            | 10 points |
| Bank statement                          | 10 points |
| Telephone Account                       | 10 points |
| Electricity Account                     | 10 points |
| Gas Account                             | 10 points |
| <b><u>ALSO REQUIRED:</u></b>            |           |
| CENTRELINK STATEMENTS ( IF APPLICABLE ) |           |

NAME OF APPLICANT: \_\_\_\_\_ (one applicant per form)

PROPERTY: \_\_\_\_\_

RENTAL AMOUNT PER WEEK:\$ \_\_\_\_\_

LENGTH OF TENANCY: \_\_\_\_\_ START DATE OF TENANCY: \_\_\_\_\_

**IN CASE OF EMERGENCY** (name of nearest relative not living with you)

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

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

**OFFICE USE ONLY**

**REFERENCES/INCOME STATEMENT:**

REFERENCE (1): \_\_\_\_\_

REFERENCE (2): \_\_\_\_\_

REFERENCE (3): \_\_\_\_\_

PROOF ON INCOME: \_\_\_\_\_

ABILITY TO MAINTAIN: \_\_\_\_\_

ABILITY TO PAY: \_\_\_\_\_

**APPLICATION – RESULT:**

ACCEPTED



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Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Drivers Licence No: \_\_\_\_\_ State of Issue: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Country of Issue: \_\_\_\_\_

**CURRENT RENTAL DETAILS:**

How long have you lived there : \_\_\_\_\_ months Pets: - YES/NO  
Rental Rate Paid: \$ \_\_\_\_\_ Per Week/Fortnight/Month  
Owner/Real Estate: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Number of people to occupy premises: ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_

**PREVIOUS RENTAL HISTORY**

Name of Previous Landlord/Real Estate: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Previous Premises: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Period of Tenancy: \_\_\_\_\_ Weekly Rental Amount: \$ \_\_\_\_\_  
Dates Resided at Address: \_\_\_\_\_ TO \_\_\_\_\_

**EMPLOYMENT DETAILS**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Period of working \_\_\_\_\_  
Wage/Salary per week: \$ \_\_\_\_\_ After Tax per week: \$ \_\_\_\_\_

**PLEASE NOTE:** If receiving Centrelink/family allowance or pension payments please supply details and proof of net weekly income. This income statement can be obtained from your local centrelink office.

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Period of working \_\_\_\_\_

**IF SELF EMPLOYED**

Name of Business: \_\_\_\_\_ Industry: \_\_\_\_\_  
How long Trading? \_\_\_\_\_ ABN Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUSINESS REFERENCES**

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

**IF STUDENT, PLEASE COMPLETE THE FOLLOWING**

Place of study: \_\_\_\_\_ Course being undertaken: \_\_\_\_\_  
Course Length: \_\_\_\_\_ Income: \_\_\_\_\_  
Parents Name & Phone no: \_\_\_\_\_ & \_\_\_\_\_  
Campus contact & Phone no: \_\_\_\_\_ & \_\_\_\_\_  
Course Coordinator & Phone no: \_\_\_\_\_ & \_\_\_\_\_  
Parents Overseas Address : \_\_\_\_\_

**GENERAL REFERENCES**

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

## DISCLAIMER/AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own freewill. I further authorize the letting agent to contact and/or conduct any inquires and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly and sincerely declare that I am over 18 years of age. I am not declared bankrupt and I am eligible to enter into this agreement.

I, the said applicant do solemnly and sincerely declare:

1. I have inspected the property at\_\_\_\_\_.
2. I have on my own accord decided that I wish to rent the aforementioned property commencing \_\_\_\_\_ for a period of\_\_\_\_\_.
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$\_\_\_\_\_per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the rental for the aforesaid property is to be paid every week / fortnight and is to be at least one week / fortnight in advance at all times.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$\_\_\_\_\_ and I further agree and undertake to pay the said bond on/before signing the tenancy agreement. I further authorize the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorize the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalizing of the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from the information supplied on the Tenancy Application submitted by me.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
9. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

Under the National Privacy Principle 1.3 (f) you are entitled to know what consequences, if any all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information in the format required by a property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property applied for may be passed onto another tenancy applicant for consideration.

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING YOUR APPLICATION**

- To process your application you are requested to answer all questions to the best of your ability. False or Misleading information could jeopardize your application
- The completion of this application does not constitute an offer or acceptance. I have been informed and understand and agree that should my application not be successful the agent is under no obligation or required to disclose why or supply any reason for the rejection of this application
- Any information provided in your application may be passed on to affiliated Databases, insurance companies and private investigation agencies in the event of a default occurring
- Upon approval and acceptance of your application:

**ALL MONIES MUST BE PAID IN FULL BY CASH, BANK CHEQUE OR MONEY ORDER PRIOR TO BEING GIVEN THE KEYS TO THE PREMISES. NO PERSONAL CHEQUES WILL BE ACCEPTED  
\*\*\*\*ATTENTION: WE DO NOT HAVE EFTPOS OR CREDIT CARD FACILITIES \*\*\*\***

- I acknowledge that on acceptance of my/our application that I/we will pay:  
**Holding Deposit to the value of One Week Rent**
- I acknowledge that on signing of Tenancy Agreement that I/we will pay:  
**Four weeks bond  
Two weeks rent in advance**
- I agree to adhere to the Terms and Conditions of the Residential Tenancy Agreement prepared by Owners Estate Agent

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**If your application is unsuccessful it will be destroyed immediately.**

If you have any questions regarding the application process, then feel free to call / email our  
Property Management Team  
Jeany 0410 089 477 @ [jeany@bluebellre.com.au](mailto:jeany@bluebellre.com.au)