

**APPLICATION FOR TENANCY**

Rental Property Address: \_\_\_\_\_

Rent P/W \$ \_\_\_\_\_ Preferred Lease Length \_\_\_\_\_ months Lease Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

No. of Occupants \_\_\_\_\_ Adults & \_\_\_\_\_ Children (under 18 years of age)

**Personal Details (Please attach a copy of two forms of ID, at least one containing a photo)**

Full Name: Mr / Mrs / Miss / Ms (Please Circle)		
Current Address:		
Contact Numbers – Mobile:	Home:	Work:
Email Address:		
Date of Birth:	Drivers Licence/Proof of Age Card No. & Expiry	
Pets: YES/NO (Please circle) # _____ Type: _____ Smoker: YES / NO (Please circle)		

**Rental History (Please attach rental ledgers/inspection reports if you have obtained these)**

Current Agent/Landlord:	Contact Number:
Rental Amount Per Week \$	How long have you lived at this address?
What is your reason for moving:	
Previous Agent/Landlord:	Contact Number:
Rental Amount Per Week \$	How long did you live at this address?
What was your reason for moving:	

**Income/Employment Details (Please attach copies of last three payslips or bank statements)**

Current Employer:	Contact Number:
Net weekly income \$	Full time/ Part Time/ Casual (please circle)
*Length of Employment:	Your Position:
* If duration of the above mentioned employment position is less than six months, please provide details of previous employment here.	

**Personal or Business Referees (Not related to you)**

Referee #1 Full Name:	Phone:	Occupation:
Referee #2 Full Name:	Phone:	Occupation:

**Emergency Contact**

Full Name:	Relationship to you:
Address:	Phone:

**Note**

- An application for tenancy is required to be filled out by each adult applicant (over 18 years of age).
- On approval of your tenancy application, you will be required to pay a holding deposit same day which is equivalent of one (1) weeks rent. This is non-refundable should you decide not to go ahead with the tenancy. This holding deposit forms one part of the two weeks rent in advance that you are required to pay prior to lease commencement.
- After the holding deposit is paid, additional monies are payable and the Residential Tenancy Agreement is to be signed by all adult tenants prior to obtaining keys to the property. These monies payable are:
  - One (1) weeks rent (the second part of your two weeks rent in advance)
  - Four (4) weeks rent which is paid by the agent to the Rental Bond Board for their holding for the duration of your tenancy.

**Statement of Costs**

Rental Bond = \$_____
Two week's rent in advance = \$_____
Sub Total = \$_____
Less Holding Fee = \$_____
TOTAL = \$_____

I declare that all information contained in this application is true and correct and given of my own free will.

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

### **Privacy Policy**

Cronulla Apartment Centre & Sales respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities to personal information collected, stored, used and disclosed by us. However, the activities of all organisations directly relating to personal information of current or former employees contained in employee records are not covered by the Principles.

### **Landlords/Prospective Landlords**

We use personal information collected from landlords and prospective landlords to act as the landlords' agent and to perform our obligations under our agreements with landlords, or to provide market appraisals to prospective landlords. We may disclose information to other parties including potential tenants, media organisations, on the internet, or to clients of the agent both existing and potential, as well as to tradespeople, owners' corporations, government and statutory bodies, financial institutions and to third parties as required or authorised by law.

### **Tenants/ Prospective Tenants**

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

### **Vendor/Prospective Vendors & Purchasers/Prospective Purchasers**

In our agency business we use personal information collected from vendors and prospective vendors to perform our obligations under our agreement with vendors, or to provide market appraisals to prospective vendors. We use personal information collected from purchasers and prospective purchasers to inform them of properties for sale. Personal information may also be collected during an **open house inspection** for security purposes and we may contact the prospective purchaser with respect to that property and other properties which we believe may interest the prospective purchaser and in providing the information you agree to this use unless you advise us differently. If the information is not provided, we may not be able to provide an effective service to you. Other than in the circumstances allowed under the Privacy Act 1988, we do not disclose information of this kind to other parties. We may disclose information to other parties including to potential purchasers or vendors, to media organisations, on the internet, or to clients of the agent both existing and potential, as well as to parties engaged to evaluate the property, for example, pest and building inspectors and to owners' corporations, government and statutory bodies, financial institutions, valuers, or to other third parties as required or authorised by law. Personal information collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment and personal referees, as well as to tradespeople, owners' corporations, government and statutory bodies, financial institutions and other agents and operators of tenancy databases and to third parties as required or authorised by law. Information already held on tenancy reference databases may also be disclosed to us. If the tenant fails to comply with their obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided, we may not be able to process the application and manage the tenancy.

### **General**

We will only disclose the above-mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above, to provide an effective service, or as otherwise allowed under the Privacy Act 1988. Real Estate and tax laws required some of the above-mentioned information to be collected. If the information is not provided, we may not be able to act effectively or at all.

If you would like to discuss any of the above, please contact Cronulla Apartment Centre & Sales on (02) 9523 3222.

**Thank you and we look forward to helping you.**

Residential Tenancy Application – Privacy Policy

Property:

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Applicant Name/s:

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1. I consent to the information provided in this application being verified and reference checks on various applications such as Tenant Reference Australia (TRA), Default Tenancy Control (TICA) and Barclays Risk Management being completed.

2. I agree to allow Cronulla Apartment Centre & Sales to contact referees for references which includes but is not limited to previous or current real estate agencies, employment personnel and personal referees.

3. I have viewed the property I am applying for and during my inspection of this property have found it to be reasonably clean.

4. I believe the following items need attending to, prior to the commencement of my tenancy:

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5. I understand that this is an application to rent this property and that my application is subject to the Landlord's approval.

Applicant #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_