



318 RAILWAY PARADE,  
 CARLTON NSW 2218  
 PHONE: (02) 9553 8899  
 FAX: (02) 9553 9022

APPLICATION FOR TENANCY

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

TENANCY COMMENCE: \_\_\_\_\_ LEASE LENGTH: \_\_\_\_\_

PERSONS TO OCCUPY PREMISES: ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_ PETS: \_\_\_\_\_

\* PLEASE NOTE THAT EXPRESS PERMISSION MUST BE GRANTED BY THE LANDLORD BEFORE ANY PETS ARE PERMITTED \*

TENANT 1 SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_

DRIVER'S LICENSE NO: \_\_\_\_\_ BANKING INST. \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ LENGTH OF EMPLOYMENT: \_\_\_\_\_

SALARY RANGE: \_\_\_\_\_ EMPLOYMENT TYPE: FULL TIME / PART TIME / CASUAL

EMPLOYER: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ RENTED: YES/NO

LANDLORD/REAL ESTATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

RENTAL AMOUNT PAID: \_\_\_\_\_ DURATION OF TENANCY: \_\_\_\_\_

PERSONAL REFERENCE: NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PROFESSIONAL REFERENCE: NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

RENTAL REFERENCE: NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE CONTACT: \_\_\_\_\_

DO YOU HAVE ANY UNSATISFIED JUDGEMENTS AGAINST YOU? \_\_\_\_\_ DO YOU HAVE ANY CRIMINAL CONVICTIONS ? \_\_\_\_\_

I/WE \_\_\_\_\_ OF \_\_\_\_\_

In the state of NSW do solemnly and sincerely declare that all of the above details are true and correct and that I/We have physically inspected the above premises. I/We further acknowledge that I/We have paid one week rent as holding deposit. Should the application be unsuccessful I/We understand that this deposit will be refunded in full, I/We further understand that should I/We fail to meet my/our commitment to carry out the terms of this application in full, I/We will forfeit the TOTAL deposit to the landlord.

TOTAL AMOUNT REQUIRED:

BOND (4 WEEKS RENTAL): \_\_\_\_\_  
 TWO WEEK RENTAL IN ADVANCE: \_\_\_\_\_  
 R.T.A. LEASE PREP FEE: \_\_\_\_\_  
 TOTAL AMOUNT: \_\_\_\_\_  
 LESS HOLDING DEPOSIT: \_\_\_\_\_  
 TOTAL AMOUNT OWING: \_\_\_\_\_

Signature/s: PRIMARY TENANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature/s: SECONDARY TENANT: \_\_\_\_\_ DATE: \_\_\_\_\_

## TENANT SELECTION CRITERIA

This is an opportunity for you to tell us as much about you as possible. So we can pass on your application to the Landlord and, who will then decide who will occupy the property.

The chance of your selection will be far greater depending on the amount of information you provide us.

Below, are itemised minimum criteria required;

1. PHOTOGRAPHIC IDENTIFICATION:

- Current Australian Drivers Licence,
- Proof of Age Card from RTA
- Passport

2. PROOF OF LAST RESIDENTIAL ADDRESS

3. PROOF OF EMPLOYMENT

- Payslips
- Bank Statements
- Group Certificate

4. ANY OTHER INFORMATION YOU CONSIDER WILL AID YOUR SUCCESSFULLY APPLICATION

On Approval of a Tenant Application to rent a property, All money must be paid in full by Cash, Bank Cheque or Money Order.

Please Note: Our Office reserves the right to allow for any changes to the above criteria. Should an applicant fail to meet our tenancy selection criteria, the applicant may not be processed.