



9708 4544

GF Suite 02, 25 Restwell St, Bankstown

F: 9708 6938

W: ronisrealestate.com.au

E: leasing@ronisrealestate.com.au

Application Form

Please ensure an application is completed for each adult over 18 years of age intending to reside at the property.

PROPERTY DETAILS

Address:

Lease Commencement: Lease Term:

Rent per week: Number and type of pets:

Number of occupants for the property:

Number and ages of any children to occupy the property:

PERSONAL DETAILS

Given Name(s): Surname:

Current Address:

Home Phone: Work Phone:

Mobile: Fax:

Email: Date of Birth:

Drivers Licence No: Drivers Licence State:

Passport No: Passport Country:

Smoker Status: Non smoker Smoker

NEXT OF KIN

Given Name(s): Surname:

Relationship:

Address:

Phone: Mobile:

Email:

CURRENT TENANCY DETAILS

Length of time at current address: Rent Paid:

Reason for leaving:

Name of Landlord/Agent:

Address: Phone:

PREVIOUS RENTAL HISTORY 1

Previous Address:

Length of time at property: Rent Paid:

Name of Landlord/Agent: Phone:

Was Bond refunded in full? circle one Yes No If No, please specify reasons why?



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PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:

Length of time at property:

Rent Paid:

Name of Landlord/Agent:

Phone:

Was Bond refunded in full? circle one Yes No

If No, please specify reasons why?

CURRENT EMPLOYMENT DETAILS

Occupation:

Current Employer:

Employer's Address:

Contact Name (payroll/manager):

Contact Number:

Length of Employment:

SELF EMPLOYMENT DETAILS

Company Name:

Business Type:

Business Address:

Position Held:

ABN:

Accountant Name:

Phone:

Accountant Address:

INCOME

Net weekly employment income:

Net weekly income for other sources:

Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:

Previous Employer:

Employer's Address:

Contact Name (payroll/manager):

Contact Number:

Length of Employment: From to

Net weekly income:

REFEREES

Business referee:

Relationship:

Phone:

Mobile:

Personal referee:

Relationship:

Phone:

Mobile:



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REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Business referee:	Relationship:
Phone:	Mobile:

HOLDING DEPOSIT—TO BE PAID UPON APPROVAL OF APPLICATION

The holding deposit is equivalent to one week’s rent to hold the property for a period of 7 days only, starting from the day the Holding Deposit is paid to the Agent.

The Agent undertakes that:

- No other Holding Deposit has been received for the premises.
- The whole Fee will be refunded if the landlord decides not to enter into a residential tenancy agreement with the Applicant for the premises during the Holding Period.
- If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises.

The Applicant agrees to pay a Holding Deposit Fee of \$_____. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the Fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner’s insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting the property manager. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Applicant Name

Signature

Date



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CONSENT

I, the Applicant, acknowledge that I have read the Privacy Disclosure Statement, I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords.
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults to me under the tenancy to which this application relates to any tenancy default database to which is subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).
4. I authorise the Agent to Disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties—values, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.
5. I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name _____ **Signature** _____ **Date** _____

Statement of Costs:

I, apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenant Agreement for the premises will be prepared. I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for the tenancy of the premises for a period of _____ months, at a rental of \$_____ per week. I undertake to pay the monies detailed below.

One week holding deposit; (Paid once approved)	\$
Rental Bond = 4 weeks rent (bank cheque or cash)	\$
One week rent (paid on Lease signing)	\$
TOTAL:	\$

Applicant Name _____ **Signature** _____ **Date** _____



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WHAT YOU NEED TO ATTACH TO THIS APPLICATION FORM

To assist in the processing of your application we require the following:

Drivers Licence/Passport or other photo ID	<input type="checkbox"/>	Bank Debit/Credit Card	<input type="checkbox"/>
Bank Statement—3 months	<input type="checkbox"/>	Utility Account—telephone/electricity	<input type="checkbox"/>
Current Wage Advice—2 pay slips	<input type="checkbox"/>	Tenant Ledger	<input type="checkbox"/>
Centrelink Transcripts—if applicable	<input type="checkbox"/>	Previous Tenancy Reference	<input type="checkbox"/>
Medicare card/Health care card	<input type="checkbox"/>	Australian Visa—if applicable	<input type="checkbox"/>

OFFICE USE

Item		Initial	Item		Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified—Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date

LETTING POLICY OF THE OFFICE

This office is aware at all times of its obligation to follow the law. This includes the law about discrimination. We will treat all property owners and their agents and all applications fairly. This means that we will not discriminate against you because of your race, ethno-religion, sex, marital status, disability or age.

1. We will not take instructions from property owners who want us to break the anti-discrimination law.
2. We may refuse to take an application from you:
Either, if the property is physically not able to accommodate as many people as you want to occupy it, Or if the property cannot be made to suit your particular needs (for example: if you need wheelchair access and the property is up two flights of steep steps. We recognise that people with disabilities have the same right to rent property as people who do not have disabilities. We will do our best to negotiate adaptation or changes that a person with a disability needs in order to live in or use a particular property. However, we recognise that the owner does not have to adapt or change the property if doing so will cause them unjustified hardship.
3. In all other cases, when we decide who can rent a property, we will only look at how well you can pay the rent and look after the property. We will ask you for references about both of these things and we will check these references.
4. We will only refuse your application if your references were not acceptable or if they were less acceptable than the references of the successful applicant. This means that we are of the option, based on your references that:
Either, you are unable to pay the rent and/or look after the property.
Or, you are less able than the successful applicant to pay the rent and/or look after the property.