



Address

91 Fowler Road
Merrylands West
NSW 2160

Contact

P **(02) 9681 4988**
F (02) 9681 4999
E rentals@fnmerrylands.com.au
W www.fnmerrylands.com.au

Tenancy Application

Please Note: ALL sections of this application must be completed and signed by the applicant before submission. If an application is incomplete, or there are documents missing, your application will not be processed.

All applicants over 18 years of age must complete a full application.

Please provide the following documents:

Identification

- ☐ Drivers licence/Proof of Age Card/Photo ID
- ☐ Passport
- ☐ Birth certificate
- ☐ Medicare card
- ☐ Bank card

Rental History

- ☐ Current tenancy ledger

Proof of employment/income

- ☐ Current bank statements (the last 3 months)
- ☐ Current payslips (minimum 1 month / letter of employment)
- ☐ Centrelink statements

Self-Employed

- ☐ Notice of Assessment
- ☐ OR letter from accountant
- ☐ Current business and personal bank statements (the last 3 months)

Property address: _____

Tenants signature: _____

Date: _____



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A. TENANT DECLARATION

PRIVACY CONSENT FORM

Name: _____

Current Address: _____

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all the information contained in this application are true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the agent to obtain personal information about me from:

- (a) The owner or the agent of my current or previous residences;
- (b) My personal referees stated on this application;
- (c) My current and past employers; and
- (d) Any person who maintains any record, listing or database of defaults by tenants.

I authorise and consent to each of those persons providing personal information about me to the Agent as requested by them. If I have default for any circumstance under my current tenancy agreement, I agree that the agent is authorised to disclose and list details of any such default to any tenancy default database and also to any agents/landlords of properties I may apply for in the future without any notice required or my consent.

I am aware that the agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant;
- (b) prepare lease/tenancy documents;
- (c) allow tradespeople or equivalent organisations to contact me;
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority;
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable);
- (f) refer to collection agents/lawyers (where applicable); and
- (g) complete a credit check with any Tenancy Database.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the agents contact details above.

Tenants signature: _____

Date: _____

Free Utility Connection Service



Direct Connect is a FREE service that can connect you to the following utilities and services in your new home

Electricity
Gas

Cleaners
Phone

Broadband
Removalists

Truck Hire
Pay TV

☐ YES

I consent to:

- First National Merrylands providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me in relation to my utilities and service connections.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature

Date

Applicant 2 (if applicable)

Signature

Date

Name

Phone

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B. PROPERTY DETAILS**1. What is the address of the property you would like to rent?**

| |
|-----------|
| |
| Post Code |

2. Weekly rent

| |
|----|
| \$ |
|----|

Rental Bond (4 weeks' rent)

| |
|----|
| \$ |
|----|

3. Lease commencement date?

| | | | | | |
|--|-----|--|-------|--|------|
| | Day | | Month | | Year |
|--|-----|--|-------|--|------|

4. Lease Term?

| | | | |
|--|------|--|--------|
| | Year | | Months |
|--|------|--|--------|

5. How many people will normally occupy the property?

| | | | |
|--|--------|--|----------|
| | Adults | | Children |
|--|--------|--|----------|

List children's ages: _____

Any pets?: YES/ NO. If Yes? _____

Smoker? Yes ☐ No ☐

Are you on the waiting list for any government housing? YES/ NO
If yes, how long? _____

C. PERSONAL DETAILS**6. Please give us your details**

Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ Other ☐

| | |
|---------|------------|
| Surname | Given Name |
| | |

Date of Birth

| | |
|----------------------|-----------------------|
| Driver's license no. | Drivers Licence state |
| | |

| | |
|--------------|------------------|
| Passport no. | Passport country |
| | |

| | |
|--------------------------------|------------------------------|
| Pension number (if applicable) | Pension type (if applicable) |
| | |

7. Please provide your contact details

| | |
|----------------|------------------|
| Home phone no. | Mobile phone no. |
| | |

| | |
|-------------------|------------|
| Work phone number | Fax number |
| | |

| |
|---------------|
| Email address |
| |

8. What is your current address?

| |
|-----------|
| |
| Post Code |

9. Vehicle details:

| | |
|--------------------------|-------|
| Make | Model |
| | |
| Car Registration. Number | |
| | |

D. APPLICANTS HISTORY**10. How long have you lived at your current address?**

| | | | | |
|--|-------|--|--------|--|
| | Years | | Months | |
|--|-------|--|--------|--|

11. Why are you leaving this address?

| |
|--|
| |
| |

Were you served with a termination notice/ evicted; Y/N
If yes, Why?

| |
|--|
| |
| |

12. Landlord/Agent details of this property (if applicable)

| |
|---------------------------|
| Name of landlord or agent |
| |

| | |
|------------------------------|------------------|
| Landlord or agents phone no. | Weekly rent paid |
| | \$ |

13. What was your previous residential address?

| |
|-----------|
| |
| Post code |

14. How long did you live at this address?

| | | | | |
|--|-------|--|--------|--|
| | Years | | Months | |
|--|-------|--|--------|--|

15. Landlord/Agent details of this property (if applicable)

| |
|---------------------------|
| Name of landlord or agent |
| |

| | |
|------------------------------|------------------|
| Landlord or agents phone no. | Weekly rent paid |
| | \$ |

| |
|---|
| Was bond refunded in full? If not, why? |
| \$ |

E. EMPLOYMENT HISTORY**16. Please provide your employment details**

What is your occupation/ position? (or course if student)

| |
|--|
| |
|--|

| | |
|--|--|
| Nature of your employment? (Full time, Part time, Casual) | |
|--|--|

| |
|--------------|
| Company Name |
| |



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Employers address (accountant if self employed or institution if student)

| | |
|-----------|--|
| | |
| Post code | |

Contact name

Phone number

Length of employment

| | | |
|--|-------|--------|
| | Years | Months |
|--|-------|--------|

Weekly income

| |
|----|
| \$ |
|----|

17. Please provide your previous employment details

Occupation

Employers name

Contact name

Phone number

Length of employment

| | | |
|--|-------|--------|
| | Years | Months |
|--|-------|--------|

Weekly income

| |
|----|
| \$ |
|----|

F. EMERGENCY CONTACTS

18. Emergency contact

Surname

Given name(s)

Relationship to you?

Phone number

Contacts Address

Post code

G. REFERENCES

19. Please provide 2 personal references

1. Surname

Given Names

Relationship to you

Phone number

2. Surname

Given Names

Relationship to you

Phone number

I. HOLDING DEPOSIT

HOLDING DEPOSIT (1 weeks' rent)

| |
|----|
| \$ |
|----|

I acknowledge that the landlord's agent undertakes:

- To reserve the property for me once my application has been approved and I have paid the holding deposit;
- The holding deposit will be refunded to me if the landlord does not carry out major repairs or other work upon which is a condition to enter into a residential tenancy agreement;
- If I have paid the holding deposit and if I decide NOT to enter into the residential tenancy agreement for any reason, I will forfeit the 1 weeks' deposit to the landlord.
- If a residential tenancy agreement is entered into, the holding deposit will be put towards rent for the premises.

Signature of the tenant/s

Date

J. CONFIRMATION

I the applicant confirm the following:

- During my inspection of the property, I found it to be in a reasonably clean condition. I hereby accept the condition of the property and I am happy to proceed.
- If "No"**, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these requests are subject to the landlord's approval.

| |
|--|
| |
| |
| |
| |
| |
| |

- I accept that if these conditions are not approved or rectified and the property will remain as is, will you still be happy to proceed with the lease agreement?

YES or **NO** (Circle one)

- I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval. I am aware the landlord will receive a copy of the application along with supporting documents/ my personal information for their review.
- I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD), Tenancy Reference Australia (TRA) and TICA being undertaken.
- I declare that I am not bankrupt.
- This agency does not accept bond transfers or nor do we transfer bond details.
- If successful I undertake to pay a rental bond by way of direct bank transfer to the Rental Bond Board and to pay the 2 weeks' rent to this agency upon signing of the residential tenancy agreement.

Tenants Signature

Date