



## APPLICATION FOR TENANCY

**Before any application will be considered, each Applicant MUST complete the following:**

1. **COMPLETED** Tenancy Application Form [All Pages]  
(Please ensure you have signed the Applicants Declaration & Authority.)
2. You **MUST** provide the following documents (photocopies) together with your application:
  - If you have Previously Rented** - Current Rent Receipts or Rental Ledger.
  - If you are a Home Owner** – Council Rates & Water Rates as proof of ownership.
  - Photo Identification** –Drivers Licence &/or Passport (Visa is required for Australian non-residence)
  - Proof of Income** – Last 3 Pay Slips or Letter of Confirmation from your employer.
  - A current Utility account with your address** – e.g. Electricity, Gas, Telephone.
  - Written References** – A rental reference from your current Landlord/Agent.
  - Current Bank Statement** – Optional, if above documents cannot be provided.
3. **IMPORTANT INFORMATION - PLEASE NOTE:**
  - An application will not be processed until all the above documents are provided.
  - Any persons over 18 years who intend to reside at the premises will be required to complete an application and provide necessary documentation.
  - Our office does not accept transfers of bonds from other agents/landlords.
  - If a holding deposit of one week's rent is left we will hold the property in your favour until the application is either accepted or declined.  
Should your application be declined you will receive your holding deposit back in full and all relevant documents pertaining to your application will be destroyed.

**NOTE: WE DO NOT ACCEPT CASH, CREDIT CARD PAYMENTS OR PERSONAL CHEQUES**

*All Rent and Bond is to be paid prior to possession of property being handed over to the successful applicant.*

- 2 Week's Rent in Advance**
  - *Electronic Funds Transfer, Bank Cheque made Payable to First National Five Dock Drummoyne, Bank Details given on Request.*
- Rental Bond [4 Weeks Rent – Unfurnished Premises]**
  - *Electronic Funds Transfer made Payable to First National Five Dock Drummoyne, Bank Details given on Request.*
  - *Rental Bonds Online (RBO) process. Details given once application is approved.*

# Residential Tenancy Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)

## 1. Agent Details



**Address:** Shop 5, 110 Great North Road  
FIVE DOCK NSW 2046

**Phone :** 02 9712 3511

**Fax:** 02 9712 3522

**Email:** admin@firstnationalfdd.com.au

ID:

## 2. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Electricity Meter No \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property is to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of other Applicants to Occupy the Property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_

## 3. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age (Years / Months) \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No

Pension Type (if applicable) \_\_\_\_\_ No

Please provide contact details \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work No \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 4. Emergency Contact

Please provide an emergency contact not residing with you \_\_\_\_\_

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 5. Payment Details

Property Rental \$ \_\_\_\_\_ Per Week or \$ \_\_\_\_\_ Per Month

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond (1 Month Rent) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

## 6. Utility Connection Services

**connectnow.**

We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598

info@connectnow.com.au

connectnow.com.au

### Moving made easier

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

**PRIVACY CONSENT AND TERMS.** By signing this form you consent and agree to the following:

Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**YES I accept the Terms. Please call me to connect my new home services**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).  
NTD 1300 563 826 www.ntd.net.au.

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Please note the following

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Ensure your email address is correct so that we can invite you to use the NSW Fair Trading Rental Bonds Online service for payment of your initial bond.
4. Initial rental payments must be paid in cash to First National Five Dock.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

**8. Applicant History**

How long have you lived at your current address?      Years      Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full?  Yes  No If No, please specify why:

What was your previous residential address?

Suburb      Postcode

How long did you live at your previous address?      Years      Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving \$

Was bond repaid in full?  Yes  No If No, please specify why:**9. Employment Details**

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at current employment      Years      Months

Net Income \$      Per Week \$      Per Month

**10. Previous Employment Details**

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at previous employment      Years      Months

Net Income \$      Per Week \$      Per Month

**16. How did you find out about this property? (Please Tick)**RENT LIST  INTERNET  OFFICE  FOR LEASE BOARD 

OTHER \_\_\_\_\_

**11. Centrelink Benefits**

Type

\$      Per Week      \$      Per Month

**12. If Student, please complete the following**

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name      Ph

Campus Contact      Ph

Course Co-ordinator      Ph

Income

Parents Address Overseas

**13. Other information**

Car Registration

Do you have pets?  Yes  No If Yes, please specify:**14. Personal Referees**

1. Reference name

Occupation

Relationship      Phone No

Notes

2. Reference name

Occupation

Relationship      Phone No

Notes

**15. Office Use Only**

Lease Start Date      /      /

Car Space/Garage

Landlord's Name

Lease to be signed on

**Signed:**      **Date**      /      /