



Stanton & Taylor  
REAL ESTATE

# Tenancy Application Form

Applicant Name:

Property Address:



371 High Street  
Penrith, NSW 2750  
Phone: 02 4731 2899 Fax: 02 4725 9630  
[www.stantonandtaylor.com.au](http://www.stantonandtaylor.com.au)

# RENTAL TENANCY APPLICATION

## STANTON & TAYLOR

371 High Street, Penrith, NSW 2750  
Ph: 02 4731 2899 Fax: 02 4725 9630  
Email: info@stantonandtaylor.com.au  
Web: www.stantonandtaylor.com.au



### A. PROPERTY DETAILS – Property you would like to rent

#### Proposed Property (1)

	Rent Per Wk:	\$

Have you inspected the above property? ☐ Yes ☐ No

#### Proposed Property (2)

	Rent Per Wk:	\$

Have you inspected the above property? ☐ Yes ☐ No

#### Lease Term:

☐ 6 Months ☐ 12 Months

#### Commencement Date:

#### How many tenants will occupy the property?

Adults:  Children:  Ages:

### B. PERSONAL DETAILS

#### 1. Please provide your details:

☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other:

#### Surname:

#### First Name:

#### Date of Birth:

#### Drivers Licence Number:

#### Drivers Licence Expiry Date:

#### Drivers Licence State:

#### Passport Number:

#### Passport Country:

#### Pension Number (if applicable):

#### Pension Type (if applicable)

#### 2. Please provide your contact details:

##### Home Phone Number:

##### Mobile Phone Number:

##### Work Phone Number:

##### Fax Number:

##### Email Address:

#### 3. What is your current address?

	Postcode:	

#### 4. How long have you lived at your current address?

Years:  Months:

#### 5. Why are you leaving this address?

### C. REQUIRED SUPPORTING DOCUMENTS

You must supply the following information with this application for your application to be processed:

(Photo copies will cost 50c each)

1. Photocopy of your ID — Drivers Licence or Passport
2. Current and previous rental references & current rental ledger
3. Income Confirmation — written work reference, copy of last 3 pay slips or Centrelink documents
4. If you are self employed, we will require a copy of your two latest tax return or a letter from your accountant.

Our office reserves the right to allow for any changes or addition to the above. Should an applicant fail to provide the above details the application may not be processed. This application will be investigated as to its accuracy.

### D. TICA DISCLOSURE

#### TICA Disclosure

I understand this agent is a member of TICA and may conduct a reference check with that organization on myself and/or the company whose name appears on the lease. I authorize this Agent to provide any information about me or the company to TICA/Landlord for the purpose of the check and acknowledge that such information may be kept and recorded by TICA. I realize that if a search is performed on the TICA database and my identification and/or the company whose name appears on the lease with the label "Refer to Agent" beside my name and/or company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and/or the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and/or the company details from the database. The agency that searched will then inform me of the listing/listings, the listing agency name and contact details giving me the right of reply. I accept that if I and /or the company whose name appears on the lease are currently listed as a defaulter with TICA, this Agency/Landlord has the authority to reject my application.

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy/rental obligations in future, which means in breach of my contract/lease agreement for residential or commercial property and/or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004, I and/or company whose name appears on the lease may be listed with TICA until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant or Holiday Tenant and in breach of my contract whatever the stipulations are within the contract with the said agency. I hereby authorize this agent to provide information about me to TICA and my default to TICA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TICA accountable for the inaccurate keying of information by TICA members therefor delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TICA or the Agent responsible for same.

I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorize the agent to contact my employers past and present to confirm my employment history and my previous Landlord/Agency to verify details of my Tenancy. I also authorize the agent to contact two personal referees to establish my identification/location and concede that those referees have been given permission for me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as referral persons on the identifier sections of the TICA database. It should be noted that if the referee they are in no way accountable for the behavior or the tenant legally or financially. I recognize that my photo ID may be scanned onto TICA for absolute identification.

I the tenant, I the referee do acknowledge that information provided to TICA and/or the agent by these authorities given by me may be available to: Real Estate Agents and Landlords to assist them in evaluating applications for leases and by Real Estate Agents, Landlords, Video Stores, Banks, Utility Companies, Commercial Agents, organizations or any other members for the purpose of locating me for any lawful purpose. Should this Agent transfer its agency business to another person, I consent to the new agent and any further person to whom that business may be transferred taking every step which the former agent could have taken. (If more than one applicant, I means "We" in this form).

"I have read and understand the above information"

Signature

Date

## E. APPLICANT HISTORY

Are you currently renting / own home / living with family ? Please specify:

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

Landlord/Agents Name:

Landlord/Agents Phone Number:

Weekly Rent Paid:

7. What was your previous residential address?

8. How long have you lived at this address?

Years:  Months:

9. Please provide information regarding another previous rental property:

Landlord/Agents Name:

Landlord/Agents Phone Number:

Weekly Rent Paid:

Was bond refunded in full?

If not, why?

## F. EMPLOYMENT HISTORY

10. Please provide your employment details:

What is your occupation?

☐ Full Time ☐ Part Time ☐ Casual

Employer's Name:

Employer's Address:

Postcode:

Contact Name:

Phone Number:

Length of Employment:

Years:  Months:

Net Income (weekly):

11. Please provide your previous employment details:

Previous Employer:

Contact Name:

Phone Number:

Length of Employment:

Years:  Months:

Net Income (weekly):

## G. IF SELF EMPLOYED

12. Name of Business:

Business Address:

Postcode:

13. Please include last 2 tax returns with your application:

Established?

Income:

Accountant:

Accountant's Address:

Postcode:

## H. STUDENT DETAILS

14. Name of College TAFE or University:

Course / Facility:

Student ID:

Income:

## I. GOVERNMENT BENEFITS / OTHER INCOME

15. Please provide details of any other income:

Type of Benefit:

Weekly Amount:

## J. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency:

Surname:

Given Name/s:

Relationship to You:

Phone Number:

17. Please provide 2 personal references:

Surname:

Given Name/s:

Relationship to You:

Phone Number:

Surname:

Given Name/s:

Relationship to You:

Phone Number:

## K. OTHER

18. Car Registration

Are you a smoker?

☐ Yes☐ No

19. Please provide details of any pets:

Breed/Type:

Council Registration/Number:

1.

☐ Indoor

☐ Outdoor

2.

☐ Indoor

☐ Outdoor

20. Marital status or relationship to other applicants:

21. Additional comments from applicant:



## L. DISCLAIMER

Please answer the following questions

1. Have you ever been evicted by a landlord or agent?

☐ Yes

☐ No

If Yes give details:

2. Are you in debt to any other landlord or agent?

☐ Yes

☐ No

If Yes give details:

3. Were any deductions made from previous bonds?

☐ Yes

☐ No

If Yes give details:

4. Have you ever declared bankrupt?

☐ Yes

☐ No

If Yes give details:

I \_\_\_\_\_ solemnly and sincerely declare that the Information provided in this application is true and correct and has been willingly supplied to assist in the assessment of my application. I further authorize the letting agent to contact and or conduct any enquiries and or searches with regard to the information and references supplied in this application. I, the said applicant do solemnly and sincerely declare that I am over 18 years of age.

I do solemnly & sincerely declare the following:

1. I have inspected the property applied for in this application
2. I wish to rent this property commencing on the date given
3. I would like to enter into a lease agreement for the period given
4. I have been informed and agree to the weekly rent amount
5. I understand that the rent for the aforesaid property is to be paid by DEFT, money order, bank cheque or BPAY EVERY week and is to be TWO weeks in advance at all times
6. I have been informed and agree to the rental bond amount
7. I have been informed and agree that should there be a requirement to commence proceedings for recovery of rent, any compensation for repairs and damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be recovered by me.
8. I have been informed and agree that should this application not be accepted, the agent is not required to disclose a reason for the rejection of the application. I understand that information supplied will be destroyed once the application is declined.
9. I agree that I will abide by the policies of the office and the agent.
10. I allow the agent to photocopy the information supplied by me for their records.
11. On approval of the application I am to pay 1 weeks rent as a holding deposit.
12. If I do not proceed after the application is approved, I understand that the landlord/agent will retain this holding deposit as compensation to the landlord
13. I authorize the agent to gather information about my credit worthiness, standing and history and also information from my landlords/agents to assess this application.

Signature

Date

## M. NOTICE TO ALL APPLICANTS

- Each person over 18 needs to submit an application
- Before any application can be considered each applicant must provide the required supporting documents as listed in section C.
- Please allow a minimum of 2 working days for approval
- Once your application has been approved, you will be required to pay one weeks rent holding deposit, A "move in" date will be agreed upon and lease documents will be prepared. Each applicant will be required to sign the lease documents prior to collecting keys
- 4 weeks bond, 2 weeks rent in advance must be paid before keys can be released. This payment must be paid in full, by money order or bank cheque only. Personal cheques will not be accepted.

## N. UTILITY CONNECTIONS

**myconnect**<sup>®</sup>  
a really smart move

**MyConnect offer a completely FREE service for home movers.**

MyConnect will call you to arrange the connection of your required utilities at your new property.



**Yes, please contact me**



**Interpreter required**

### We connect



Electricity



Gas



Phone



Internet



Pay TV



Truck hire



Removals



Insurance

### Our retailers



By completing, signing and submitting this application, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



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