

**Residential Tenancy Application Form**

All sections of this form must be completed & signed for your application to be processed

Proposed Rental Property address \_\_\_\_\_

Rent Per Week \$ \_\_\_\_\_ Bond Amount \$ \_\_\_\_\_ Have you inspected the property? YES / NO

Lease start date \_\_\_\_\_ Lease term \_\_\_\_\_

How many tenants will occupy the property? Adults \_\_\_\_\_ Dependants \_\_\_\_\_ Ages \_\_\_\_\_

**(If pet approved property)** Pets: YES / NO (If yes attach a PHOTO OF EACH pet)

Pet type: \_\_\_\_\_ Breed/s \_\_\_\_\_ Reg. No \_\_\_\_\_ Outdoor only? \_\_\_\_\_

**1. First Applicant** **1. Second Applicant AND/OR Partner**

Title	First Name	Last Name	Title	First Name	Last Name
Name at Birth		Date of Birth	Name at Birth		Date of Birth
Place of Birth		Age (Years / Months)	Place of Birth		Age (Years / Months)
Smoker YES / NO		NSW Card no.	Smoker YES / NO		NSW Card no.
Drivers Licence #		State	Drivers Licence #		State
Medicare #		Ref #	Medicare #		Ref #
Passport #			Passport #		
Home Phone		Mobile	Home Phone		Mobile
Email			Email		
Marital status: Single / Married / De Facto / Separated			Marital status: Single / Married / De Facto / Separated		

**2. Rental History - Applicant 1** **2. Rental History - Applicant 2**

Current Address			Current Address		
Length at current address?	Years	Months	Length at current address?	Years	Months
Reason for Leaving	Rent per week: \$		Reason for Leaving	Rent per week: \$	
Landlord/ Agent Name	Phone:		Landlord/ Agent Name	Phone:	
Email			Email		
Previous Address			Previous Address		
Length at previous address?	Years	Months	Length at previous address?	Years	Months
Reason for Leaving	Rent per week: \$		Reason for Leaving	Rent per week: \$	
Landlord/ Agent Name	Phone:		Landlord/ Agent Name	Phone:	
Email			Email		
Bond Refunded YES / NO	If not why?		Bond Refunded YES / NO	If not why?	

**3. Employment Details - Applicant 1** **3. Employment Details - Applicant 2**

EmployersName			EmployersName		
Occupation			Occupation		
Employment Address			Employment Address		
Employer Phone	Contact Name		Employer Phone	Contact Name	
Length at current employment	Years	Months	Length at current employment	Years	Months
Net Income \$			Net Income \$		
If self-employed then ABN			If self-employed then ABN		
Accountant Name			Accountant Name		

## 4. Referees - Applicant 1 - (NOT co-applicant)

1. Reference name	
Address	
Home Phone	Mobile
2. Reference name	
Address	
Home Phone	Mobile

## 4. Referees - Applicant 2 - (NOT co-applicant)

1. Reference name	
Address	
Home Phone	Mobile
2. Reference name	
Address	
Home Phone	Mobile

## 5. Emergency Contact Details - Not same as co-applicant

Name	Phone No	Name	Phone No
Address		Address	
Email Address		Email Address	

6. Applications will **NOT BE ACCEPTED** until a minimum of 100 points have been provided**Please tick the documents that you have provided copies of.**

Drivers Licence	40	Previous 2 Rental Receipts	20
Passport and Visa	40	Previous Tenancy Reference	20
Birth Certificate	30	Credit Card	10
Other Photo ID	30	Telephone Account	10
Student Card	30	Gas/ Electricity Account	10
Medicare Card	20	Motor Vehicle Registration	10
***Proof of Income***	20	Bank Statement	10
Previous Tenancy Rental Ledger*	20	Electricity Account	10

## 7. Declaration of Authority

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of 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 personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TRA: (02) 9363 9244
- TICA: 1902 220 346

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/ landlords of properties I may apply for in the future.

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

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies 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.**

\_\_\_\_\_  
Name Applicant 1

\_\_\_\_\_  
Name Applicant 2

\_\_\_\_\_  
Signature Applicant 1

\_\_\_\_\_  
Signature Applicant 2

## 8. Payment Details

Property Rental Per Week	\$
Rent in Advance	\$
\$ Rental Bond (4 weeks rent)	\$
Total Due	\$

**TERMS AND CONDITIONS**

It is agreed that all the information contained in this application is true and correct, and that the information is provided freely. It is agreed that the agent may contact any of the referees or references supplied for verification of this application.

The applicant agrees to the following:

- 1.** It is agreed and understood that in the event of this application being rejected there is no requirement at law for the agent to disclose to you any reason for such rejection. It is also agreed that no objection for not being provided a reason for any rejection of this application will be raised.
- 2.** Deposit Disclosure (The applicant agrees to pay a deposit of 1 weeks rent under the following conditions
  - The premises will not be let during the holding period, pending the agreement of a Residential Tenancy Agreement
  - The whole fee will be refunded if the Landlord does not decide to enter into a Residential Tenancy Agreement for the premises during the holding period
  - If the applicant decides not to enter into a Residential Tenancy Agreement the Landlord will retain the deposit
  - If a Residential Tenancy Agreement is entered into, the fee is to be contributed towards rent for the premises.
- 3.** It is agreed and understood that in the event of this application being approved all initial monies will be paid to the agency in FULL immediately as requested by the agent.
- 4.** It is agreed that no keys for the property will be provided by the agent until such time as all monies owed are paid in full in accordance with clause 3 above and the lease start date has commenced
- 5.** It is agreed that all tenants and approved occupants will abide by the policies of the agent as may be provided in relation to this tenancy.
- 6.** It is agreed that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. It is further agreed that all approved tenants will sign the Tenancy Agreement and be bound by the terms and conditions of the Tenancy Agreement.
- 7.** The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their enquiries.

I the applicant have read and accept the above Terms and Conditions

Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_