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Residential Tenancy Application Form

Proposed Property.....

Length of Tenancy (please circle): 6 months or 12 months Other _____

Rent per week: \$..... Tenancy to commence / /... ..

Family/Last Name:.....Other Names

Date of Birth:Occupation:.....

Driver's Licence No.:..... Vehicle Registration No.:.....

State of Registration:.....Make & Model:..... Car/Motorbike(circle)

Current Address:.....P/Code:.....

Home Phone No:..... Work Phone No:.....Mobile No:.....

Email Address:.....

The properties managed by this office are protected by a strategic risk management plan. Before any application will be considered, you must achieve a minimum of 100 points:

Source	Pts
You own/owned your own property (Rates Notice)	50
Your last FOUR (4) rent receipts/tenancy ledger	50
Drivers Licence	40
Other Photo ID	30
Current Car/Bike Registration Papers	10
Medicare card	10
Copy of Phone, Gas or Power Accounts	10
Copy of Birth Certificate	10

NB: Should you not be able to meet the "100 Points", please speak to the Property Manager.

Total number of occupants:.....
 (number of people to live in the property)

NSW Tenancy Legislation requires the first 2 weeks rent to be paid in advance.

The bond for a rental property = 4 weeks rent

Please note that all standard rental payments must be paid either by direct debit method or cheque or money order payments. Only Holding fees, Initial Rental Payments and Water Usage may be paid by cash. All other payments must be made via direct debit (where by the agent debits the tenant's nominated account) or via cheque/money order. Personal cheques are not accepted for initial payments or holding deposits.

How did you find out about this property?

- Internet Newspaper Window Display/Agency Brochure
 Signboard Referral Existing Tenant

Holding Fee Conditions

As per the NSW Tenancy legislation, an approved tenancy applicant may pay a Holding Fee equivalent to 7 days rent to reserve the premise in favour of the applicant until the commencement of the tenancy (for a maximum of 7 days). It is important to note that the whole amount of the holding fee is forfeited if the applicant withdraws from the tenancy.

If You Are Employed:....

(Delete section if not applicable)

Employer's Name:.....Contact/Payroll Officer.....
Address:P/Code.....
Phone:Length of Employment:.....
Nett Weekly Income: \$.....

If employed there for less than 6 months, previous employment details are to be provided.

Employer's Name:.....Contact/Payroll Officer.....
Address:P/Code.....
Phone:Length of Employment:

If you are Self-Employed or Own your own business:.....

Name of Business:.....
ABN:
Type of Business:Personal Nett Income/Week:.....
Address:P/Code.....
Name of Accountant:Phone Number:.....
How long has the business been trading:.....

If you are a Student:.....

Name of Institution:
Faculty/Department:
Student Union Number: Student ID Number:
Income Source:Nett Weekly Income \$.....

If you receive a Centrelink Payment:.....

NB: Statement of income must be supplied when lodging application.

Type of payment:
Customer Reference No:

Your Current Living Situation:....

Please indicate the most accurate description of your current living situation:

- Real Estate Rental History Private Rental History Boarding/Sharing
- Home Owner (Rates notice or proof of ownership required) Living with parents
- Other (please specify) —

*** If Rental History Details are available, please complete the following:**

Current Landlord/Agent:
Phone Number:
Address where rented:
Rent per week:
Bond refund & if not, why:
Reason for Leaving:
Rented from—Rented to:

Previous Landlord/Agent:
Phone Number:
Address where rented:
Rent per week:
Bond refund & if not, why:
Reason for leaving:
Rented from—Rented to:

- **Unfortunately all 5 referees must be supplied due to the debt recovery insurance policy undertaken for all our rental properties —** **Confirmed**

Name of Parent or Close Relative:
 Address:Post Code:.....
 Home Phone number (compulsory):.....
 Work Phone number (compulsory):
 Mobile number (optional):
 Relationship:Known for how long:.....

Name:
 Address:Post Code:.....
 Home Phone number (compulsory):.....
 Work Phone number (compulsory):
 Mobile number (optional):
 Relationship:Known for how long:.....

Name:
 Address:Post Code:.....
 Home Phone number (compulsory):.....
 Work Phone number (compulsory):
 Mobile number (optional):
 Relationship:Known for how long:.....

Name:
 Address:Post Code:.....
 Home Phone number (compulsory):.....
 Work Phone number (compulsory):
 Mobile number (optional):
 Relationship:Known for how long:.....

Name:
 Address:Post Code:.....
 Home Phone number (compulsory):.....
 Work Phone number (compulsory):
 Mobile number (optional):
 Relationship:Known for how long:.....

PETS >

Do you have any pets? Yes/No (circle one) (Include all pets that will reside at the property)
 Are they registered? Yes/No (circle one) Type & Breed of pet/s.....
 Total number of pets..... **Pets will be kept inside / outside the property (circle one)**

CHILDREN >

Do you have any children living with you? Yes/No (circle one)
 If "YES", please provide their names & ages (eg: John-12):.....

GARDENS >

Please note that if the property has lawns/gardens, that it is the tenant's responsibility to maintain the grounds, including watering, mowing & weeding the grounds regularly.

Following your Inspection >

Did you find it to be in a reasonably clean condition? Yes / No
 If no, please note any items that need attention prior to the commencement of tenancy:

Disclaimer/Authority

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process & evaluate your application & to manage the tenancy. Personal information collected about you in this application & during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us & the landlord. If you enter into a residential tenancy agreement & you fail comply with your obligations under that agreement, that fact & other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases & other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application & manage your tenancy.

Confirmation

I have inspected the property located at

I have been informed, understand & agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application for tenancy & consent to the agent disclosing all personal information that they may hold for the purpose of

- a) listing my name with a data base as a result of a tribunal order or multiple breach notices:
- b) enforcing a tribunal order; &/or
- c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs &/or damage that occurred or occurs during my period of tenancy. I have been informed, understand & agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy database. I have been informed, understand & consent to the agent supplying all necessary information, as may be required, to any Tenancy Data base/s complying with the provisions of the Privacy Act.

I have been informed, understand & acknowledge that the agent has the contact details for the Tenancy

Declaration

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true & correct & that all of the information was given of my own free will. I further consent to the lessor/ agent contacting &/or conducting any enquiries &/or searches with regard to the information & references supplied in this application.

Applicants Name:.....

Applicant's Signature:..... **Dated:** / /