

# Tenancy Application Form

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



## A. AGENT DETAILS

### Assurity Real Estate

Office: Level 5, Nexus Norwest 4 Columbia Court  
Baulkham Hills, NSW 2153.  
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P: (02) 8860 9576 M: 1300 21 20 35

## PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Preferred move in date?

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Agreed by

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3. Lease Term

		Months
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Is tenancy subject to assistance by Housing NSW/Other Yes / No

4. Date application submitted?

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Date Inspected

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5. Property Rental?

	\$		p/w
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Date to be signed Time:

			AM/PM
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6. How many people will normally occupy the property?

	Adults		Children, Ages: -----
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## APPLICANT DETAILS

7. Please give us your details.

Mr
  Ms
  Miss
  Mrs
  Other

Surname

Given Name/s

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Date of Birth

Driver's License Number

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Driver's licence expiry date

Driver's licence state

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Passport number

Passport country

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Pension number (if applicable)

Pension type (if applicable)

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8. Please provide your contact details.

Home Phone Number

Mobile Phone Number

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Work phone number

Fax number

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Email address

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9. What is your current address?

Postcode

## B. DECLARATION

**IT IS HEREBY ACKNOWLEDGED THAT:** The Applicant, when approved, will pay only by **bank transfer/EFT** or **credit card** a holding fee equivalent to one (1) week rent (the first week's rent) to reserve the premises in favour of the Applicant for a period of not more than seven (7) days. The premises will not be let during the Reservation period, pending the execution 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 reservation period. Should the applicant decide not to proceed, the owner may retain the whole of the holding fee, being not more than the equivalence of ONE weeks rent, if a residential tenancy agreement is entered into, the Holding Fee is to be contributed towards rent for the premises.

**APPLICANTS DECLARATION** I am of legal capacity (18 years old or more) and declare 'I am not bankrupt'. I hereby offer to rent the property from the owner under a lease agreement to be prepared by the Agent. I acknowledge that I will be required to pay costs associated with a lease agreement prior to my occupying these premises and be in attendance to sign a lease agreement on the day and time nominated. I agree to pay the **rent when due** and a **fortnight in advance** at all times. I agree to pay all **future rent** by an agreed method as offered by the landlord's agent, **other than cash**. I **have inspected** the premises and I agree to sign a lease agreement prepared by the landlord's agent, in the same condition as inspected. I **declare that with reasonable notice, I will allow the landlord and/ or the landlord's agent access for annual inspections whenever requested.**

### APPLICANT'S PRIVACY AUTHORITY:

I authorize Assurity Real Estate to obtain and use personal information as to my suitability as a tenant, from:

- (a) The owner or Agent of my current or previous residence,
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants;

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;**

- (a) Communicate with the owner and select tenant
- (b) Prepare lease agreement / tenancy documents
- (c) Allow tradespeople or equivalent organizations with contact details
- (d) lodge , claim , transfer to or from The Rental Bond Board
- (e) Refer to tribunals or Courts & Statutory Authorities (where applicable)
- (f) Refer to debt collection agents or lawyers (where applicable)

I am aware that, if information is not provided or I do not consent to the use to which personal information is put, then the Agent cannot provide me with the lease/tenancy of the premises this application refers to.

I/we have an application pending on another property ..... Yes No  
I am considering buying a property in the future..... Yes No  
I/we currently own a property.....Yes No  
I had deductions taken from a bond of a previous tenancy .....Yes No

**PLEASE NOTE:** This application always remains property of **ASSURITY REAL ESTATE**

Signature

Date

<b>X</b>	
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<p><b>Office use only</b></p> <p><b>Property Manager</b> _____</p> <p><b>Interpreter Required? Yes / No Language:</b> _____</p>
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**APPLICANT DETAILS****10. How long have you lived at your current address?**
 Years     Months

Reason for leaving this address?

**11. Please tell us about this rented property.**

Name of landlord or agent

Landlord/agent phone number

Weekly Rent paid

\$

**12. What was your previous residential address?**

Postcode

**13. How long have you lived at your current address?**
 Years     Months
**14. Please tell us further information about this rented property.**

Name of landlord or agent

Landlord/agent phone number

Weekly Rent paid

\$

Was the bond refunded in full?

If NO, why Not?

Yes/No

**C. EMPLOYMENT HISTORY****15. Please provide your employment details.**

What is your occupation?

What is your nature of employment? Full time/Part-time/Casual

Employers name (inc. accountant if self-employed or institute if a student)

Employer's address

Postcode

Contact name

Phone number

Length of employment

Net income

 Years     Months

 \$
**D. CONTACTS / REFERENCES****16. Please provide two contacts in case of emergency.**

1. Surname

Given Name/s

Relationship to you

Phone number

2. Surname

Given Name/s

Relationship to you

Phone number

**E. OTHER INFORMATION****18. Car registration**

Make / Type

**19. Please provide details of any pets.**

Breed/type

inside/outside

Council registration / number

**20. Do any of the occupants SMOKE? Yes/No.****You must answer the following questions:**

Have you ever been evicted from a property?

YES / NO

Are you in debt to another landlord or agent?

YES / NO

Have you ever been refused another property by a landlord or agent?

YES / NO

Is there a reason your future rent payment may be affected?

YES / NO

Have you ever attended the Consumers Traders and Tenancy Tribunal?

YES / NO

**ESSENTIAL DOCUMENTS \* (TICK ALL THAT YOU SUPPLY)**RENT ledger from a previous Agent / Landlord, or ..... RENT receipts from previous tenancy (properly dated) ..... Driver's Licence for NSW ..... Proof of Income (such as 3 most recent pay slips) ..... Passport (must still be current) ..... Photo identification of a recognized ID card ..... **Should you not be able to supply a Licence or Passport, you must supply two or more of the following documents:**Birth Certificate (if Licence & Passport is NOT available) ..... Council rates of any owned properties ..... Medicare card / Credit card ..... Latest bank statement or loans repaid proof ..... Guarantor (such as a Parent or property owner) ..... Home telephone or Mobile phone bill ..... Electricity and/or telephone and/or gas bill ..... Other form of information to assist this application ..... 

Date Premises inspected:

Inspected with:

**I / we enquired about this property through (please circle):**

Local paper / Internet / Friend / Phone / Other.

**ACKNOWLEDGEMENT****I / We declare that the information contained within this application and given by myself is true in every detail and agree to sign an agreement on the day nominated.****Applicant 1****Applicant 2****Property Manager****Date**

Checked by:

Approved by:

**PAYMENT DETAILS (Office use only)**

First 2 weeks rent in advance

\$

Rental bond (4 Weeks rent)

\$

**Sub total**

\$

Less deposit paid (receipt No.....)

\$

**Amount payable on signing tenancy agreement EFT/Bank Transfer**

\$

Strata Plan No.

Attach By-Laws:

Yes/No

Does tenant pay water usage:

Yes/No