

## Residential Tenancy Application Form

For your application to be processed you must answer all questions

### Agent Details

#### Greenclyff West

**Address:** Shop 1, 1 Sterling Circuit, Camperdown NSW 2050

**Phone:** 02 8262 8262

**Fax:** 02 8262 8299

**Email:** [rent@greenclyff.com.au](mailto:rent@greenclyff.com.au)

### 1. Property Details

Address

Rent per week

Commencement date

Lease Term                      Years                      Months

Parking    Yes/No                      Furnished    Yes/No

Number of occupants:                      Adults:                      Children:

Pets                      Yes/No                      Breed and age:

Car Registration

Do you smoke?                      Yes/No

### 2. 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                      Work Fax

Current Address

Suburb                      Postcode

### 3. Emergency Contact

Please provide an emergency contact not residing with you

First Name                      Surname

Relationship                      Phone No

Address

Suburb                      Postcode

### 4. Utility Connections



**myconnect**

MyConnect is a FREE & EASY to use utility connection service available for tenants

**Phone :** 1300 854 478

**enquiry@myconnect.com.au**

**Fax :** 1300 854 479

**www.myconnect.com.au**

☒ **Yes, Please Contact Me**

☐ **Interpreter service required (tick here)**

Unless I have opted out below, I: consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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; acknowledge 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.

☐ *Tick here to opt out*



### 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 or database of 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.

**Signed:**

**Date**

/ /

## 6. Rental 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:

Have you ever attended the Consumer, Trader and Tenancy Tribunal?

## 7. 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

## 8. 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

## 9. Personal Referees

1. Reference name

Occupation

Relationship

Phone No

Notes

1. Reference name

Occupation

Relationship

Phone No

Notes

## 10. Supporting Documents

Please provide 100 points of ID:

Current drivers licence	40 points
Passport	40 points
Proof of age card	30 points
Birth Certificate	20 points
Credit card	20 points
Medicare card	20 points
Motor vehicle registration	20 points

Please provide the following documents:

### Proof of current address

☐ Recent utility statement

OR

☐ Recent council rate notice

### Proof of income

☐ Recent payslips (x2)

OR

☐ Recent Bank statement

OR

☐ If self-employed; recent tax return & business registration

### Proof of rental history

☐ Recent tenant ledger

OR

☐ Recent rent receipts (x2)

## 11. How did you find out about this property? (Please Tick)

RENT LIST ☐ REALESTATE.COM.AU ☐

OFFICE ☐ DOMAIN.COM.AU ☐

FOR LEASE BOARD ☐

OTHER \_\_\_\_\_

# Tenancy Reference Australia

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity and for the reason of locating me for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and 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 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 right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, 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 with the current legislation, I and the company whose name appears on the lease may be listed with TRA, 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 and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes 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 TRA 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 authorise 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 authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do 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(s) and the tenant(s) must rely upon their own enquiry. I also acknowledge that the holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Holding Period) and that the applicant must be in a position to sign the tenancy agreement within those 7 days. The Agent undertakes that: no other Holding Fee has been received for the premises; The whole Fee will be refunded if the landlord decides not to enter into the residential tenancy agreement with the Applicant for the premises during the Holding Period; The whole fee will be refunded if the landlord does not carry out (during the Holding Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Applicant; If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises; The applicant agrees to pay a Holding fee equivalent to one weeks rent immediately their application has been approved. Failure to do so may result in the property being offered to another applicant. The applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period the landlord may retain the complete Holding Fee. 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 any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form).

# Privacy Statement

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

# Applicant Declaration

The applicant(s) acknowledge that the application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared. The applicant(s) declare that they are not bankrupt or insolvent, that the information provided in the application is true and correct and the property has been inspection and will be leased in the current condition unless advised otherwise in writing.

If entering into the Residential Tenancy Agreement is conditional on the landlord carrying out repairs or other work, please specify:

# Holding Fee

In accordance with section 24 of the Residential Tenancy Act 2010, the applicant(s) acknowledge that by paying a holding fee, it's subject to the following conditions;

1. The holding fee will not exceed 1 week's rent of the residential premises
2. The property will not be let during the reservation period pending the preparation of a Residential Tenancy Agreement
3. If the landlord decides not to enter into the Residential Tenancy agreement during the holding period, the holding fee will be refunded in full
4. If the applicant(s) decide not to enter into the Residential Tenancy Agreement, the landlord may retain the holding fee in full
5. If a Residential Tenancy Agreement is entered into, the holding fee will be allocated towards rent for the premises

**By signing, I acknowledge that I have read and understood the above information**

Applicant’s signature

X

Date