



# APPLICATION FOR TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY ALL APPLICANTS TO BE PROCESSED

ADDRESS OF PROPERTY \_\_\_\_\_

PROPOSED COMMENCEMENT DATE \_\_\_\_\_

LEASE TERM PREFERRED \_\_\_\_\_

## PERSONAL DETAILS

Number of persons who will occupy the Premises \_\_\_\_\_

List names and details of all occupants that will be residing at the Property:

Name: \_\_\_\_\_ DOB \_\_\_\_\_ AGE \_\_\_\_\_

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Name: \_\_\_\_\_ DOB \_\_\_\_\_ AGE \_\_\_\_\_

Name: \_\_\_\_\_ DOB \_\_\_\_\_ AGE \_\_\_\_\_

Do any applicants have pets?  Yes  No

Cats No.: \_\_\_\_\_  Dogs No.: \_\_\_\_\_ Breed/Type: \_\_\_\_\_

Birds No.: \_\_\_\_\_ Breed/Type: \_\_\_\_\_ No. of Cages: \_\_\_\_\_  Fish No. of tanks: \_\_\_\_\_

Other \_\_\_\_\_ (List No. & Breed/Type)

Are the pets (if app.) registered with the council?  Yes  No

How many cars will be kept at the property? \_\_\_\_\_ Are all the cars registered  Yes  No

Will a  Boat  Trailer  Caravan  Motor Home  Motorbike be kept at the property?  Yes  No

Do any applicants smoke?  Yes  No

Do you have contents insurance?  Yes  No

If the property has a pool – Have any of the applicants cared for a pool previously?  Yes  No

Have any of the applicants wishing to reside in the property been evicted or are in debt to another owner or agent?

No  Yes – If yes, give details: \_\_\_\_\_

Are any of the applicants wishing to reside in the property in the process of declaring bankruptcy or have been declared bankrupt in the past 5 years?

No  Yes – If yes, give details: \_\_\_\_\_



## APPLICANT ONE DETAILS

Name:	D.O.B.: / /	
Home Phone:	Work Phone:	Mobile:
Email:	Fax No.:	
Car Registration:	Driver's Licence No.:	Licensed State:
Passport No.:	18+ Card No.:	Other ID:

### APPLICANT ONE – CURRENT RENTAL OR ACCOMMODATION DETAILS

Address:	<input type="checkbox"/> Rented \$      per week	<input type="checkbox"/> Owned
Name of real estate, owner or sales agent (if property sold):		
Agent/Owner Address:	Phone:	
Period of occupancy: / / to / / [      ] years [      ] months		
Reason for leaving:		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		

### APPLICANT ONE – PREVIOUS CURRENT RENTAL OR ACCOMMODATION DETAILS

Address:	<input type="checkbox"/> Rented \$      per week	<input type="checkbox"/> Owned
Name of real estate, owner or sales agent (if property sold):		
Agent/Owner Address:	Phone:	
Period of occupancy: / / to / / [      ] years [      ] months		
Reason for leaving:		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		



**APPLICANT ONE - INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “**

Occupation:	Period of employment:
Employer:	Net weekly wage: \$
Address:	Phone:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual    [    ] hours per week	
If less than six months list Previous Employer:	
Occupation:	Period of employment:
Employer:	Net weekly wage: \$
Address:	Phone:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual    [    ] hours per week	
<b>Other</b> <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$
Student Identification No.:	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No    Visa Expiry Date:    /    /
<input type="checkbox"/> Pensioner Type	Allowance: \$
<input type="checkbox"/> Unemployment Benefit	Allowance: \$
<input type="checkbox"/> Self-Employed (Name of Business)	Wage: \$
Address:	Phone:
How long established:	ABN No.:
Accountant Name:	Phone:
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income: \$

**APPLICANT ONE - PERSONAL REFERENCES – Does not include relatives (this must be completed in full)**

Contact Name:	Address:
Phone:	Relationship:
Contact Name:	Address:
Phone:	Relationship:
Contact Name:	Address:
Phone:	Relationship:

Next of Kin not living with you or other person to contact in case of an emergency:

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT TWO DETAILS**



Name:	D.O.B.: / /	
Are you known by another name:		
Home Phone:	Work Phone:	Mobile:
Email:	Fax No.:	
Car Registration:	Driver's Licence No.:	Licensed State:
Passport No.:	18+ Card No.:	Other ID:

#### **APPLICANT TWO – CURRENT RENTAL OR ACCOMMODATION DETAILS**

Address:	<input type="checkbox"/> Rented \$      per week <input type="checkbox"/> Owned
Name of real estate, owner or sales agent (if property sold):	
Agent/Owner Address:	Phone:
Period of occupancy: / / to / / [      ] years [      ] months	
Reason for leaving:	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?	

#### **APPLICANT TWO – PREVIOUS CURRENT RENTAL OR ACCOMMODATION DETAILS**

Address:	<input type="checkbox"/> Rented \$      per week <input type="checkbox"/> Owned
Name of real estate, owner or sales agent (if property sold):	
Agent/Owner Address:	Phone:
Period of occupancy: / / to / / [      ] years [      ] months	
Reason for leaving:	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?	

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#### **APPLICANT TWO – INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “**

Occupation:	Period of employment:
Employer:	Net weekly wage: \$
Address:	Phone:



<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual	[     ] hours per week
If less than six months list Previous Employer:			
Occupation:		Period of employment:	
Employer:		Net weekly wage: \$	
Address:		Phone:	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual	[     ] hours per week
<b>Other</b> <input type="checkbox"/> Student (Name of College, TAFE, Uni)	AUSTUDY \$		
Student Identification No.:	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date:	/ /
<input type="checkbox"/> Pensioner Type	Allowance: \$		
<input type="checkbox"/> Unemployment Benefit	Allowance: \$		
<input type="checkbox"/> Self-Employed (Name of Business)	Wage: \$		
Address:		Phone:	
How long established:		ABN No.:	
Accountant Name:		Phone:	
<input type="checkbox"/> Other Type of Income (i.e. Savings or Investments)	Other Income: \$		

**APPLICANT TWO – PERSONAL REFERENCES** – Does not include relatives (this must be completed in full)

Contact Name:	Address:
Phone:	Relationship:
Contact Name:	Address:
Phone:	Relationship:
Contact Name:	Address:
Phone:	Relationship:

Next of Kin not living with you or other person to contact in case of an emergency:

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant 1 Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Applicant 2 Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# TENANT APPLICATION INFORMATION

**APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED**

**BEFORE ANY APPLICANT WILL BE CONSIDERED, EACH APPLICANT MUST PROVIDE PHOTOCOPIES OF THE FOLLOWING:**



### 100 POINT IDENTIFICATION CHECK

**Please speak with the Property Manager should you be unable to meet the 100-point check criteria**

- |                                     |  |
|-------------------------------------|--|
| ✓ 50 points – Previous Rent Ledgers | ✓ 20 points – Min. 2 references from previous Agent/Landlord |
| ✓ 30 points – Passport              | ✓ 20 points – Current Motor Vehicle Rego Papers              |
| ✓ 30 points – Driver's Licence      | ✓ 10 points – Copy of Telstra/Origin/Gas Account             |
| ✓ 20 points – Birth Certificate     | ✓ 10 points – Other Identification                           |
- 
- Photo Identification (e.g. 18+ Card, Driver's Licence, University or TAFE Card, Passport)
  - Other Identification (e.g. Medicare card, bank card, pensioner card)
  - Proof of current address (e.g. Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
  - Proof of regular housing payments (e.g. Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
  - Proof of Income (e.g. Wage Slips, Bank Statements, Employee Letter, Centrelink Income Statement)
  - Written References (e.g. Personal, Rental and Employment)

### HOLDING FEE FOR APPROVED APPLICANTS

In accordance with Section 24 of The Residential Tenancy Act 2010 NSW, it is hereby acknowledged that the taking of the holding fee referred to in this Application for Tenancy form is subject to the following conditions:

The Applicant, if approved will pay a Holding Fee of \_\_\_\_\_ equivalent to \_\_\_\_\_ days rent to hold the Premises in favour of the Applicant. If the Applicant has paid a holding fee, the Landlord must not enter into a Residential Tenancy Agreement with another person within 7 days of payment of the fee. A holding deposit may be retained by the Landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the Residential Tenancy Agreement.

### BOND LODGEMENTS

Tenants have the option to lodge their bond online if you have an email address, mobile phone number, access to the Internet, a Visa Card, Mastercard or ability to pay by BPAY through your bank, credit union or building society and an Australian bank account.

### SIGNING OF DOCUMENTS

All approved tenants listed on the Tenancy Agreement must be present to sign the Tenancy Agreement and other associated documents prior to collecting the keys. The keys will not be released unless all tenants have signed the Tenancy Agreement and paid all monies in cleared funds and in full.

### ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy.

### NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines, internet services, analogue, digital or cable TV and 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 and entering into the Tenancy of the property.

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### DECLARATIONS AND UNDERTAKINGS

Have you made an application for accommodation in any Social Housing premises, as defined in the Residential Tenancy Act 2010 NSW or aged care facility **YES** **NO** If YES, date application made- \_\_\_\_\_

**I, the Applicant/s do solemnly and sincerely declare that I/We are not bankrupt or an undischarged bankrupt and affirm that the information provided is true and correct and proved by my own free will.**

**Further that I have inspected the mentioned Premises and wish to take a tenancy for a period of \_\_\_\_\_ months at a rental of \$\_\_\_\_\_ per week and I declare that the rental to be paid is within my means.**



**I undertake to pay a Rental Bond of 4 weeks rent, as requested upon signing of a Residential Tenancy Agreement.**

I further declare I have inspected the Premises and accept it in its current condition. I authorise the Agency to collect all information relating to this Application from previous Landlords, Agents, Employers, referees and next of Kin and checking my details with the Tenancy Default Database.

**PRIVACY TERMS AND CONDITIONS**

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

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

Applicant 1 Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Applicant 2 Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TENANT INFORMATION**

Below is a summary of the money required **in cleared funds** prior to taking possession of the property

RENT REQUIRED: two weeks rent

BOND REQUIRED: four weeks bond

RENT \$ \_\_\_\_\_ + BOND \$ \_\_\_\_\_

Bond transfer requested  Yes  No

Tenant Database Check: Listed  Yes  No

Fraud Check  Google Search  Facebook Search

(Advised tenant of listing **TEN 8J**)

Process Application – Attach **F1A/B/C**

Landlord Approved  Yes  No / Contact Tenant

Consideration Fee paid  Yes Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date received: ____/____/____ Time: _____am/pm	<b>AGENCY USE ONLY</b>
Application signed and all details complete <input type="checkbox"/>	Photocopy Tenant's ID <input type="checkbox"/>
	100 point check <input type="checkbox"/>