

# Tenancy Application Form

RDR Real Estate

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INVERELL NSW 2360

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## APPLICATION CHECKLIST

Thank you for applying for a RDR Real Estate rental property. Please complete this application thoroughly and ensure that all contact numbers are correct.

**Checklist:** The following is required for the processing if your application

☒ **Please tick**

I have attached non-returnable copies of the documentation required:

☐ Proof of Identity (Driver's Licence or Photo ID or Passport)

☐ 2 months bank statements

☐ I have read and accept the terms and conditions

☐ I have signed the application

## RENTAL PROPERTY DETAILS

Address of the property that you would like to rent:

\_\_\_\_\_

Lease start date: \_\_\_\_\_

Lease Term: \_\_\_\_\_

How did you find out about this property?

☐ Internet ☐ Signboard ☐ Rental List  
☐ Referral ☐ Window ☐ Other

## PERSONAL DETAILS

☐ Mr. ☐ Ms ☐ Miss ☐ Mrs. ☐ Other

Surname

Given Name/s

\_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver's Licence No.

Driver's Licence State

\_\_\_\_\_

Passport No.

Passport Country

\_\_\_\_\_

Pension/Centrelink No.

Payment Type (if applicable)

\_\_\_\_\_

**Please provide your contact details**

Mobile phone number \_\_\_\_\_

Home phone number \_\_\_\_\_

Work phone number \_\_\_\_\_

Email address

\_\_\_\_\_

How many people will normally occupy the property

\_\_\_\_\_ Adults \_\_\_\_\_ Children

Ages of children \_\_\_\_\_  
(if applicable)

Do you have any pets? ☐ Yes ☐ No

Please provide details of pet/s (type, breed, age)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT HISTORY

What is your current address?

\_\_\_\_\_

\_\_\_\_\_

How long have you been at your current address?

\_\_\_\_\_ years \_\_\_\_\_ months

Why are you leaving this address?

\_\_\_\_\_

\_\_\_\_\_

**Agent/Landlord of this property (if applicable)**

Name of Agent/Landlord

\_\_\_\_\_

Landlord/Agent phone number

Weekly rent paid

\_\_\_\_\_ \$ \_\_\_\_\_

What was your previous residential address? (if applicable)

\_\_\_\_\_  
\_\_\_\_\_

How long did you live at this current address?

\_\_\_\_\_ years \_\_\_\_\_ months

Why did you leave this address?

\_\_\_\_\_  
\_\_\_\_\_

**Agent/Landlord of this property (if applicable)**

Name of Agent/Landlord

\_\_\_\_\_  
\_\_\_\_\_

Landlord/Agent phone number      Weekly rent paid

\_\_\_\_\_

**EMPLOYMENT HISTORY**

**Please provide your employment details**

What is your occupation?

\_\_\_\_\_  
☐ Full time    ☐ Part time    ☐ Casual

Employer's name (accountant if self-employed or institution if student)

\_\_\_\_\_  
\_\_\_\_\_

Employer's address

\_\_\_\_\_  
\_\_\_\_\_

Contact Name

Phone Number

Length of employment: \_\_\_\_\_ years \_\_\_\_\_ months

**Net weekly income** \$ \_\_\_\_\_

**Please provide your previous employment details**

What was your occupation?

\_\_\_\_\_  
☐ Full time    ☐ Part time    ☐ Casual

Employer's name (accountant if self-employed or institution if student)

\_\_\_\_\_  
\_\_\_\_\_

Contact Name

Phone No.

Length of employment \_\_\_\_\_ years \_\_\_\_\_ months

**Net weekly income** \$ \_\_\_\_\_

**EMERGENCY CONTACTS**

**Please provide contacts in case of emergency**

1. Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Phone number \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Phone number \_\_\_\_\_

**REFERENCES**

**Please provide two (2) personal/business references (not related to you)**

1. Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Phone number \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Phone number \_\_\_\_\_

**PAYMENT DETAILS**

Property rental      \$ \_\_\_\_\_ per week

First payment of rent in advance of **2 weeks rent** \$ \_\_\_\_\_

Rental Bond equivalent  
To **4 weeks rent**      \$ \_\_\_\_\_

Subtotal      \$ \_\_\_\_\_

You agree to pay your rent by one of the following methods:

☐ Cash

☐ Automated periodic payment (an automated rent transfer from your financial institution or employer, or via your internet banking facility)

## DECLARATION

I confirm the following:

1. I have inspected the property I am applying for

☐ Yes ☐ No

2. During my inspection of the property, I found it to be in a reasonably clean condition

☐ Yes ☐ No

3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval

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## SIGNATURE

Applicants Signature

Date

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Print Name

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Agent's Signature

Date

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OFFICE USE ONLY:

☐ APPROVED

☐ NOT APPROVED

## TERMS AND CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in the 'Payment Details' section.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I will declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain my personal information from:

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

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

I understand that the Agent is a member of TICA tenancy default database and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting checks and acknowledge that such information may be kept and recorded by these organisations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations, I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow organisations/tradespeople to contact me
- (d) Facilitate the sale of the property should it be placed on the market
- (e) Lodge/claim/transfer to/from the Residential Tenancies Bonds Authority
- (f) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) Refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but failure to do so may result in my application being refused.

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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

## 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 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 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 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 relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and 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 and manage your tenancy.