

**IMPORTANT INFORMATION.**  
**PLEASE READ THIS BEFORE**  
**COMPLETING THE TENANCY**  
**APPLICATION FORM:**

**ALL APPLICATIONS WILL ONLY BE CONSIDERED IF:**

- ALL APPLICANTS HAVE VIEWED THE INTERIOR OF THE PROPERTY, ACCOMPANIED BY AN AGENT, PRIOR TO SUBMITTING AN APPLICATION BEFORE IT WILL BE CONSIDERED.
- IF THE APPLICATION IS SUCCESSFUL, A ONE WEEK DEPOSIT MUST BE PROVIDED WITHIN 48 HOURS. PLEASE NOTE NO PERSONAL CHEQUES WILL BE ACCEPTED.
- EVERYONE 18 YEARS OF AGE AND OVER WHO ARE GOING TO BE LIVING IN THE PREMISES HAVE COMPLETELY FILLED OUT AN APPLICATION AND PROVIDED AT LEAST 100 POINTS OF IDENTIFICATION, REGARDLESS OF WHETHER THEIR NAMES ARE TO BE ON THE LEASE OR NOT.
- THE APPLICATION IS ENTIRELY FILLED OUT AND COMPLETED AND ALL SECTIONS OF THE APPLICATION ARE SIGNED AND DATED ACCORDINGLY BY EACH APPLICANT.
- THE FULL 100 POINTS OF IDENTIFICATION MUST ACCOMPANY EACH APPLICATION. PLEASE REFER TO THE ID CHECKLIST.
- INCOME MUST BE PROVIDED IN A DOCUMENTED FORM (BEING BOTH CURRENT PAYSLIPS AND BANK STATEMENTS). A PHONE CALL IS INSUFFICIENT.

TO ENSURE THE SPEEDY PROCESS OF YOUR APPLICATION PLEASE PROVIDE US WITH ALL IDENTIFICATION AND A COMPLETED APPLICATION FORM, OTHERWISE YOU MAY NOT BE CONSIDERED FOR THE PROPERTY.

PLEASE ASK OUR PROPERTY MANAGEMENT STAFF IF YOU REQUIRE ANY ASSISTANCE IN FILLING OUT AND COMPLETING THE APPLICATION FORM.

**IT TAKES AT LEAST 3 WORKING DAYS TO  
PROCESS AN APPLICATION. DELAYS ARE TO BE  
EXPECTED IF ANY APPLICATION SUBMITTED IS  
INCOMPLETE.**

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**APPLICATION FORM:**

**IF YOUR APPLICATION IS SUCCESSFUL, YOU WILL BE REQUIRED:**

- To Pay two weeks rent in advance. Payable by Bank Cheque, Money Order or Credit card (attracts a 1.6% surcharge *subject to change without notice*)  
- **NO PERSONAL CHEQUES.**
- To Pay the bond amount applicable. Payable by Online Deposit through Rental Bonds Online, or Bank Cheque, Money Order or Credit card (attracts a 1.6% surcharge *subject to change without notice*)  
- **NO PERSONAL CHEQUES.**
- To confirm booking time to pick up keys and sign the Tenancy Agreement.
- Please remember, it is your responsibility to have all utility services such as telephone, gas & electricity connected and disconnected to / from your name to coincide with your dates of occupancy.
- It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.
- This property is offered subject to the owners approval and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date

**By completing the application form, you understand these terms & conditions.**



## APPLICATION FOR TENANCY

IF MORE THAN ONE APPLICANT, A SEPARATE APPLICATION FORM **MUST** BE COMPLETED FOR EACH PERSON/S TO BE RESIDING AT THE PREMISES.

PAGE 1 OF 2

### ADDRESS OF PREMISES YOU ARE APPLYING FOR:

#### PERSONAL DETAILS: Please complete the following:

Please select one of the following:

Title: Mr / Mrs / Miss / Ms / other D.O.B: / /

First Name: \_\_\_\_\_

Middle Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Home No: \_\_\_\_\_

Work No: \_\_\_\_\_ Email: \_\_\_\_\_

Vehicle Rego No: \_\_\_\_\_ State of issue \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ State of issue \_\_\_\_\_

Passport No: \_\_\_\_\_ Expiry Date: / /

Country of issue of passport \_\_\_\_\_

#### EMERGENCY CONTACT: In case of an emergency

Name of relative or friend: \_\_\_\_\_

Relationship (ie parent, friend etc): \_\_\_\_\_

Address of relative or friend: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Work No: \_\_\_\_\_ Home No: \_\_\_\_\_

#### OCCUPANTS DETAILS:

Number of person who will be occupying premises:

Adults Children Ages of Children

Pets Yes/No

Breed/type Council registration/ micro chip number

1.

2.

Smoker: Yes/No (If permitted, smoking is allowed outdoors ONLY)

#### TENANCY HISTORY:

Name of present landlord/agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

How long at current address: \_\_\_\_\_ years/months

Commencement date / /

Current rent paid: \$ \_\_\_\_\_ per week/fortnight/month

Reason for vacating \_\_\_\_\_

#### TENANCY HISTORY CONTINUED:

Name of previous landlord/agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address of previous premises \_\_\_\_\_

Start date: / / Vacating date: / / (approx)

Reason for vacating: \_\_\_\_\_

#### CURRENT EMPLOYMENT DETAILS:

Current Occupation: \_\_\_\_\_

Date Commenced: / /

Employer's Business Name: \_\_\_\_\_

Address of employment: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone No/s: \_\_\_\_\_

Current Wage: \$ \_\_\_\_\_ gross / nett

Per day / week / fortnight/ month / other \_\_\_\_\_

Currently on leave? Yes/No

#### EMPLOYMENT HISTORY:

Previous Employer Name: \_\_\_\_\_

Period of employment: From / / to / /

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

Contact No/s: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

#### PERSONAL REFERENCES:

##### REFERENCE 1:

Full Name: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

Relationship with this person: \_\_\_\_\_

#### PERSONAL REFERENCES:

##### REFERENCE 2:

Full Name: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

Relationship with this person: \_\_\_\_\_



***For your application to be processed  
you must answer all questions of page  
1 & 2 of this application and complete the  
TRA Declaration as well as supplying 100  
points of ID. Failure to do this may result  
in the delay of processing your application.***

**PAGE 2 OF 2**

**I/we have inspected the property  
and are accepting to take the  
property in its current condition,  
unless specified below.**

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**Signed:**

**Date:**

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### **DEPOSIT**

A deposit equivalent to one week's rent is payable within 48 hours on approval of this application. If the applicant decides to withdraw the application after approval, they will forfeit their full deposit.

Accepting these conditions, if approved, I will leave a deposit of \$\_\_\_\_\_.

**Signed:**

**Date:**

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### **OFFICE USE ONLY**

**Application received by:**

**Deposit received by:**

**Receipt No:**

**Amount \$**

**Method:** ☐ CASH  
☐ EFTPOS  
☐ OTHER

**PLEASE NOTE NO  
PERSONAL CHEQUES  
WILL BE ACCEPTED**

**Date/Time**

**Viewed property with:**

\_\_\_\_\_

\_\_\_\_\_

### **TENANT DECLARATION**

I, the applicant, offer to rent the property from the owner under a lease to be prepared by the Agent.

**I wish to offer to take up tenancy at the premises for a period of \_\_\_\_\_ months at a rental of \$\_\_\_\_\_ per week commencing from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ & that the rental to be paid within my means. I will undertake to pay rental bond (4 weeks rent) & 2 weeks rent upfront upon the signing of the Residential Tenancy Agreement.**

I acknowledge that this application is subject to the approval of the owner/landlord and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

I do solemnly & sincerely declare that I am not bankrupt or an undischarged bankrupt & affirm that all information supplied in all sections of this application and all documentation submitted with this application is/are true and correct and given of my own free will.

I authorise the Agent to obtain personal information from:

- a) The owner or agent of my current or previous residence
- b) My personal referee/s or employer/s
- c) 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 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 to select a tenant;
- b) prepare lease/tenancy documents;
- c) allow organisations/tradespeople to contact me;
- d) lodge/claim/transfer to/from the Residential Tenancies Board Authority
- e) refer to Tribunal/Courts & Statutory Organisations (Where Applicable)
- f) refer to collection agencies/lawyers (where applicable)

I am aware that if the requested information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above

**I AGREE & ACCEPT THESE TERMS AND CONDITIONS.**

**Name of applicant (print):** \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NEW SOUTH WALES ONLY:****REAL ESTATE AGENCY SECTION - Requirements:**

I declare I have inspected/will inspect the property and am willing to accept it in its current state. I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord, I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010. I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. 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.

**RESIDENTIAL TENANCIES ACT 2010 NO 42: Part 3 Division 1 Section 24 Holding fees**

(1) A person must not require or receive from a tenant a holding fee unless: (a) the tenant's application for tenancy of the residential premises has been approved by the landlord, and (b) the fee does not exceed 1 week's rent of the residential premises (based on the rent under the proposed residential tenancy agreement). Note. A tenant is defined in this Act as including a prospective tenant.

(2) A person who receives a holding fee must give the tenant a written receipt setting out the following: (a) the amount paid and the date on which it was paid, (b) the address of the residential premises, (c) the names of the landlord and the tenant.

(3) If a tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

(4) A holding fee 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.

(5) Despite subsection (4), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.

(6) If a residential tenancy agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

It should be noted that the personal information provided on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes.

**"I state that I have read and agree and understand the terms including the Agency Requirements section and the piece titled "Residential Tenancies Act 2010 No 42"**

Print Name .....

Signature ..... Date.....

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# NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

BEFORE ANY APPLICATION CAN BE PROCESSED, EACH APPLICANT NEEDS TO PROVIDE A MINIMUM OF 100 POINT ID CHECK. FAILURE TO PROVIDE THE ID MAY RESULT IN DELAYS IN PROCESSING THE ENTIRE APPLICATION. EACH APPLICANT NEEDS TO HAVE AT LEAST **ONE** FORM OF **PRIMARY** ID + DOCUMENTED PROOF OF INCOME, AND **TWO** FORMS OF **SECONDARY** ID.

## **PRIMARY ID:**

CURRENT DRIVERS LICENCE	40 POINTS
CURRENT PASSPORT	30 POINTS
BIRTH CERTIFICATE	10 POINTS
DOCUMENTED PROOF OF INCOME (THIS MUST BE CURRENT PAYSLEIPS & A CURRENT BANK STATEMENT. THIS ALSO INCLUDES CENTRELINK STATEMENTS IF APPLICABLE. IF SELF EMPLOYED, MUST PROVIDE TAX/BAS STATEMENTS ETC)	20 POINTS

## **SECONDARY ID:**

MIN. 2 REFERENCES FROM PREVIOUS LANDLORD / AGENT (Prefer in writing)	20 POINTS
RENT LEDGER OR 3 MOST RECENT RENT RECEIPTS	50 POINTS 30 POINTS
CURRENT MOTOR VEHICLE REGO PAPERS	10 POINTS
COPY OF PREVIOUS PHONE, GAS, ELECTRICITY, ETC ACCOUNT / BILL	10 POINTS
CURRENT MEDICARE & KEYCARDS	5 POINTS

SHOULD YOU NOT BE ABLE TO MEET THE 100 POINTS, PLEASE SPEAK TO THE PROPERTY MANAGER.