

## TENANCY APPLICATION FORM

Please read through this tenancy application carefully and complete thoroughly ensuring **all** details are provided. Incorrect or incomplete applications will delay the approval process and may result in having the application declined and/or fail to secure the property.

### CHECKLIST: The following is required for the processing of your application.

- ☐ Proof of Identity (100 Point Identification Check)  
A minimum of 100 check points is required for each applicant.

#### PRIMARY DOCUMENTS (70 POINTS)

- Birth certificate
- Birth card issued by NSW Registry of Births Deaths and Marriages
- Citizenship Certificate
- Current Australian Passport
- Expired Australian Passport, not cancelled and was current within the preceding two years
- Current passport from another country or diplomatic documents

#### SECONDARY DOCUMENTS (40 POINTS and 25 POINTS for any additional documents)

- Current driver photo licence issued by an Australian state or territory
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID

#### ADDITIONAL DOCUMENTS (25 POINTS for each document)

- Foreign / International Driver's Licence
- Proof of Age Card (Government Issued)
- Medicare Card / Private Health Care Card
- Property Lease / Rental Agreement

- ☐ Proof of Income
  - Last two months' pay slips
  - Current bank statement (minimum two months' transaction records to show payment of wages and/or other sources of income)
- ☐ Supporting documents
  - Current rental ledger from real estate agent
  - Current utilities bill (electricity, phone, gas)
  - IMMI Grant Notification for temporary / non-permanent residents

If you are renting for the first time or have difficulty in supplying the above documents, please contact us to discuss alternative checks that may be conducted.

Elaine Kwan  
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## RENTAL PROPERTY DETAILS

Property Address			
Rent Amount		Lease Term	
Lease Commencement Date			
No. Occupying the Property		Adults	
		Children (under 18 years)	
No. of Pets		Details (Type; Breed; Age)	

## PERSONAL DETAILS

Given Name(s)		Surname		
Date of Birth		Email		
Mobile No.		Work Phone No.		
Driver's Licence No.		Passport No.		Passport Country
Vehicle Make / Model / Year			Vehicle Registration	

## CURRENT TENANCY DETAILS

Current Address			
Weekly Rent Paid		Length of time at current address	
Reason of Leaving			
Name of Landlord / Agent		Landlord / Agent's Phone No.	

## PREVIOUS TENANCY DETAILS

Previous Address			
Weekly Rent Paid		Length of time at previous address	
Reason of Leaving			
Name of Landlord / Agent		Landlord / Agent's Phone No.	
Was bond refunded in full?		If not, why not?	

## CURRENT EMPLOYMENT

Occupation		Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Casual	<input type="checkbox"/>	Other	
Employer's Name		Employer's Address							
Contact Name (Payroll/Manager)		Contact No.							
Length of Employment		Net Weekly Income							

## PREVIOUS EMPLOYMENT

Occupation		Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Casual	<input type="checkbox"/>	Other	
Employer's Name		Employer's Address							
Contact Name (Payroll/Manager)		Contact No.							
Length of Employment		Net Weekly Income							

## PLEASE ANSWER THE FOLLOWING

Have any of your previous tenancies been terminated?

☐ Yes

☐ No

Are you in debt to another landlord or Agent?

☐ Yes

☐ No

Is there an existing reason that may affect your rent payment?

☐ Yes

☐ No

If yes, please provide details:

## EMERGENCY CONTACTS

Given Name(s)

Surname

Mobile No.

Email

Address

Relationship

## REFERENCE

Given Name(s)

Surname

Mobile No.

Relationship

## HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 week's rent within 24 hours of my application being approved. Should I choose not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent me the property, and that it will continue to be marketed and offered to other prospective tenants.

- Once the Holding Deposit has been paid, the landlord undertakes not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the Agent that the tenant no longer wishes to enter into the residential tenancy agreement
- The Holding Deposit will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first week's rent
- The Holding Deposit will also be retained by the landlord if the tenant decides not to enter into a residential tenancy agreement, and the premises is not let or occupied during the Reservation Period
- The Holding Deposit will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises
- The Holding Deposit will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement

## BOND LODGEMENT

As tenant, you have the option to lodge your bond directly with NSW Fair Trading through Rental Bonds Online (RBO) service. Prior to signing the residential tenancy agreement, we will send an email inviting you to open your own RBO account. Once you have set up your account, you can pay your bond using a credit card or BPAY. Once you have paid your bond, we will receive notification that bond has been paid, and we can proceed with signing of the residential tenancy agreement.

Alternatively, you can pay your bond directly to our Rental Trust Account and we will lodge the bond on your behalf with NSW Fair Trading. Please note that the amount payable must be received in our Rental Trust Account prior to signing the residential tenancy agreement.

## ELECTRICITY, GAS & OTHER CONNECTIONS

If your rental application is successful you will receive an online link to assist you in arranging power, gas and internet (if required). You can view the link without obligation to use the service, however it is free and convenient and does not lock you in to any fixed term energy contracts. Should you prefer not to receive the link please opt out here.

Opt Out [ ]

## DECLARATION

I, \_\_\_\_\_ confirm the following:

I have inspected the property that I am applying for ☐ Yes ☐ No

During my inspection of this property I found it to be in a reasonably clean condition ☐ Yes ☐ No

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

## TERMS & CONDITIONS

I hereby acknowledge and agree that:

- a. I am applying to lease the property listed on the application and offer to rent the property under a residential tenancy agreement prepared on behalf of the landlord;
- b. All information contained and submitted in the application is true and up to date and have been given on my own free will;
- c. The landlord and/or the Agent relies on the information provided and I have not omitted any detail that might be relevant to the assessment of the application
- d. I authorise the Agent to obtain personal information from:
  - i) The landlord and/or the Agent of my current and/or previous residence
  - ii) My referees and employers
  - iii) Any record, listing or database of defaults by tenants
- e. My application is subject to the landlord's approval and the availability of the property;
- f. Where I have provided information identifying another person in this application, that person consents to the information being submitted;
- g. I am aware that the Agent will use and disclose my personal information in order to
  - i) Communicate with the owner and select a tenant
  - ii) Prepare a residential tenancy agreement and supporting documents
  - iii) Allow third-party organisations and/or tradespeople to contact me
  - iv) Facilitate the sale of the property should it be placed on the market
  - v) Lodge/claim/transfer to/from the Residential Bond Board
  - vi) Refer to Tribunals/Courts and Statutory Authorities (where applicable)
  - vii) Refer to collection agents/lawyers (where applicable)
- h. It may take time to process my application and failure to complete the application correctly and supply all supporting documents will delay the approval process and may result in having the application declined and/or fail to secure the property;
- i. I have been given an opportunity to review the residential tenancy agreement and get advice or ask a question about any issue or aspect that you do not understand;
- j. I am able to pay the advertised rent and bond for the property and will be able to do so for the period of the residential tenancy agreement;
- k. If I default under the residential tenancy agreement, the Agent may (subject to the law) terminate the lease and may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future;
- l. 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;

## PRIVACY STATEMENT

The personal information you provide in this application or collected by The Agent from other sources is necessary to verify your identity, to process and evaluate your application and 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 for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy default 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 default databases and other agents. If you would like to access the personal information we hold about you, you may contact the Agent. 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.

Applicant Signature:

Date: