



## **APPLICATION FOR RESIDENTIAL TENANCY**

**IMPORTANT-** TO CONSIDER YOUR APPLICATION, WE REQUIRE YOU TO:

- ✓ **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- ✓ Read and Sign the **Privacy Act Acknowledgment Form**
- ✓ Provide identification to pass our 100 POINT CHECK

### **PROOF OF IDENTIFICATION- 100 POINT CHECK**

**WE REQUIRE EACH APPLICANT TO PROVIDE THE FOLLOWING IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE.**

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1	Current Agent Rent History Ledger/Record	50 Points
1	Current Passport (only if Non-Australian Resident)	40 Points
1	Latest Telephone Account (Landline Only)	40 Points
1	Latest Electricity or Gas Account (with Address)	40 Points
1	Current Driver's Licence- with Photo	40 Points
2	Proof of Age Card- with Photo	40 Points
2	Tertiary Education Photo ID	30 Points
2	Current Vehicle Registration	30 Points
2	Passport (Australian Resident)	40 Points
3	Medicare Card	40 Points
3	Citizenship Certificate	40 Points
3	Birth Certificate	40 Points
3	Debit/Credit Card	40 Points

### **Processing and Application Acceptance/Non-Acceptance PLEASE READ CAREFULLY**

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT-** We are not required to give a reason for non-acceptance if your application is not approved for tenancy. At times of high demand we can not always approve suitable applicants, so non acceptance does not automatically mean you have not met the criteria.
- Should your application be accepted, you will be asked to pay the bond/first 2 weeks rent and sign the lease as soon as possible.
- Water Charges may also apply- please check with the property manager.
- It is a tenant's responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved.

**WE ARE UNABLE TO PROCESS THIS APPLICATION UNLESS ALL DETAILS ARE FULLY COMPLETED,  
PRIVACY ACT ACKNOWLEDGEMENT SIGNED AND REQUESTED COPIES OF IDENTIFICATION RECEIVED**

I/we hereby apply to "The Agent" for the above tenancy of the Property and supply the following details:

**PERSON 1**

\*(Mr/Mrs/Ms/Miss) Surname.....

Given Names.....

Age: ..... years      Date of Birth ...../...../.....

**REQUIRED AT LEAST 2 CONTACT NUMBERS OR EMAIL**

**CONTACT NUMBERS:** Home .....

Work.....

Mobile .....

Email Address .....

**RENTAL HISTORY  
CURRENT LANDLORD OR AGENT**

If no rental history- reason ☐ Owned Home ☐ Living With Family/Friends

Other.....

Current Rental Address .....

Private Landlord/ Agent Name.....

Property Manager Name (if applicable).....

Phone (H) ..... (W) .....

Mobile ..... Other.....

Start Date ...../...../..... end ...../...../..... Rent per week \$.....

Reason for vacating.....

**PREVIOUS LANDLORD OR AGENT**

Previous Rental Address .....

Private Landlord/Agent Name.....

Property Manager Name (if applicable).....

Phone (H) ..... (W) .....

Mobile ..... Other.....

Start Date ...../...../..... end ...../...../..... Rent per week \$.....

Reason for vacating.....

Was bond fully refund YES / NO

If no, why not .....

.....

**PERSON 2**

\*(Mr/Mrs/Ms/Miss) Surname.....

Given Names.....

Age: ..... years      Date of Birth ...../...../.....

**REQUIRED AT LEAST 2 CONTACT NUMBERS OR EMAIL**

**CONTACT NUMBERS:** Home .....

Work.....

Mobile .....

Email Address .....

**RENTAL HISTORY  
CURRENT LANDLORD OR AGENT**

If no rental history- reason ☐ Owned Home ☐ Living With Family/Friends

Other.....

Current Rental Address .....

Private Landlord/ Agent Name.....

Property Manager Name (if applicable).....

Phone (H) ..... (W) .....

Mobile ..... Other.....

Start Date ...../...../..... end ...../...../..... Rent per week \$.....

Reason for vacating.....

**PREVIOUS LANDLORD OR AGENT**

Previous Rental Address .....

Private Landlord/Agent Name.....

Property Manager Name (if applicable).....

Phone (H) ..... (W) .....

Mobile ..... Other.....

Start Date ...../...../..... end ...../...../..... Rent per week \$.....

Reason for vacating.....

Was bond fully refund YES / NO

If no, why not .....

.....

**Pets \* Yes/No** -Full Details (eg. Dog- Labrador).....  
Does the pet(s) come inside? YES / NO

<b>EMPLOYMENT DETAILS AND / OR INCOME VERIFICATION</b> Position/Occupation..... Business Name ..... Business Address ..... Supervisor/Manager..... Phone (Work) ..... (M) ..... Length of Service ..... *months/years Income \$.....per week gross    Other Income \$.....per week Other Income & Sources .....	
<b>PREVIOUS EMPLOYMENT DETAILS</b> Position/Occupation..... Business Name ..... Business Address ..... Supervisor/Manager..... Phone (Work) ..... (M) ..... Length of Service ..... *months/years Income \$.....per week gross	
<b>PERSONAL REFERENCE</b> Name..... Address..... Relationship to you..... Phone (H) ..... (W) ..... Mobile ..... Other.....	
<b>EMERGENCY CONTACT</b> Name..... Address..... Relationship to you..... Phone (H) ..... (W) ..... Mobile ..... Other.....	

<b>EMPLOYMENT DETAILS AND / OR INCOME VERIFICATION</b> Position/Occupation..... Business Name ..... Business Address ..... Supervisor/Manager..... Phone (Work) ..... (M) ..... Length of Service ..... *months/years Income \$.....per week gross    Other Income \$.....per week Other Income & Sources .....	
<b>PREVIOUS EMPLOYMENT DETAILS</b> Position/Occupation..... Business Name ..... Business Address ..... Supervisor/Manager..... Phone (Work) ..... (M) ..... Length of Service ..... *months/years Income \$.....per week gross	
<b>PERSONAL REFERENCE</b> Name..... Address..... Relationship to you..... Phone (H) ..... (W) ..... Mobile ..... Other.....	
<b>EMERGENCY CONTACT</b> Name..... Address..... Relationship to you..... Phone (H) ..... (W) ..... Mobile ..... Other.....	

**FULL NAMES / AGES OF ANY OTHER PERSONS WHO WILL OCCUPY THE PREMISES**

Please note-all persons **18 years of age or over** must fill in the application form as an applicant-refer to front

**Name** ..... **Age** .....

**Name** ..... **Age** .....

**Name** ..... **Age** .....

## IMPORTANT- PLEASE READ CAREFULLY

The applicant acknowledges:

1. that the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
2. that the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
3. that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the **Residential Tenancies Act 2010 No. 42 NSW**
4. That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per State calculations. Costs to be calculated on a daily basis.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. 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 declare that I and am not bankrupt.

I authorise the Agent to obtain 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 of defaults by tenants;

If I default under a rental agreement, I agree that 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 understand that this agent is a member of TICA and NTD tenancy default databases 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 the checks and acknowledge that such information may be kept and recorded by these organizations. 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 can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au). Any required actions by the agent will be in line with the state legislation.

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 tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority/Trust Account
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database) or TICA

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

### TENANT SIGNATURES REQUIRED

SIGNATURE ..... DATE ...../...../.....

SIGNATURE ..... DATE ...../...../.....