

# Application for Tenancy



[For additional applicants complete another form]

## PRIVACY NOTICE

The agent is committed to the principles of the Privacy Act 1988 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

**PLEASE READ THE PRIVACY NOTICE ON PAGE 3 BEFORE SIGNING THIS FORM.**

I apply for a tenancy of the following premises:

**PREMISES:** \_\_\_\_\_

**LANDLORD:** \_\_\_\_\_

## TERMS OF TENANCY

Rent: \$ \_\_\_\_\_ per week/fortnight/month Term: \_\_\_\_\_ Lease start date: \_\_\_\_\_  
Number of: tenants: \_\_\_\_\_ adult occupants: \_\_\_\_\_ children: \_\_\_\_\_  
Pets (specify details and subject to landlord's/agent's approval): \_\_\_\_\_  
First payment of rent in advance \$ \_\_\_\_\_  
Rental bond \$ \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_  
Holding fee (see Part 7 below) - deduct if applicable \$ \_\_\_\_\_  
Amount payable (cash or bank cheque) on signing tenancy agreement \$ \_\_\_\_\_  
Special conditions (if any) or additional matters: \_\_\_\_\_

## Part 1

### PERSONAL DETAILS

SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Phone: Priv.: \_\_\_\_\_ Bus.: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Driver's Licence No.: \_\_\_\_\_ Car Registration No.: \_\_\_\_\_  
 Employed  Homemaker  Student  Retired  Unemployed  
Allowances or payments received (specify type & amount) \_\_\_\_\_

## Part 2

### EMPLOYMENT HISTORY (Confirmed [ ])

CURRENT EMPLOYER: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period Employed: \_\_\_\_\_  
OCCUPATION: \_\_\_\_\_ full time/part time/casual/contract  
PREVIOUS EMPLOYER: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Period Employed: \_\_\_\_\_  
OCCUPATION: \_\_\_\_\_ full time/part time/casual/contract

### SELF EMPLOYED: (provide the following details)

Sole Trader  Partnership  Company  
Occupation/Title: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Company or business name: \_\_\_\_\_ ACN or ABN \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact details: \_\_\_\_\_

### Verification of income for self-employed:

1. Sole trader/partnership: please provide a copy of last ATO assessment and bank account statement for the business
2. Company: please provide a current Asset/Liability report from your accountant.

## Part 3

### TENANCY/LIVING HISTORY (Confirmed [ ])

#### Current Living Status

Address: \_\_\_\_\_ Time here: \_\_\_\_\_ mths/yrs  
 Own  Renting  Boarding  Living at home Other \_\_\_\_\_

#### NAME OF CURRENT LANDLORD/AGENT:

ADDRESS: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Has lease expired: Yes/No RENT: \$ \_\_\_\_\_ per week/fn/mth No. people on lease: \_\_\_\_\_

**Part 3 (Continued)****Previous living address**

Address: \_\_\_\_\_ Time there: \_\_\_\_\_ mths/yrs

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

**NAME OF PREVIOUS LANDLORD/AGENT:** (if applicable) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

RENT: \$ \_\_\_\_\_

**Part 4****REFERENCES (Give names and phone numbers)****1. Financial -** \_\_\_\_\_**2. Personal -** \_\_\_\_\_**OFFICE USE ONLY****REFERENCE CHECKS****AUTHORITY & DECLARATION OF APPLICANT**

I authorise the landlord's agent -

- [a] to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;
- [b] to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
- [c] to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
- [d] I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.
- [e] I have inspected the subject premises and accept them as inspected.

**NOTE:** The Landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the Landlord's agent with a tenant database.**Signature of Applicant:** \_\_\_\_\_**Date:** \_\_\_\_\_**Part 5****PERSON TO BE NOTIFIED IN AN EMERGENCY:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Private: \_\_\_\_\_ Business: \_\_\_\_\_

**Part 6****TENANT'S AGENT (Optional)**

You may nominate a person as your appointed agent/representative to receive notices or documents given under the tenancy. The appointment may be made or revoked in writing at any time during the tenancy.

Name and contact details of tenant's agent (name and address to be included in the lease)

Name &amp; Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Part 7****HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of \$ \_\_\_\_\_ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (v) The whole of the fee will be refunded to the prospective tenant if:
  - (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**NAME OF LANDLORD'S AGENT:** Civic Real Estate Pty Ltd  
**BUSINESS ADDRESS:** 14 Shaw Street Bexley North 2207  
**Address:** 14 Shaw Street Bexley North 2207

**Signature of Landlord/Agent:**

**Date:**

**Signature of Applicant:**

**Date:**

**See following page 4 for disclosures, if any**

#### **PRIVACY NOTICE**

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.

**DISCLOSURE OF MATERIAL FACTS**

The applicant(s)/prospective tenant(s) acknowledge having been informed of the existence of the following material fact(s):