

Property  
address: \_\_\_\_\_

Rent Per  
Week: \$ \_\_\_\_\_

**Notice to all residential tenancy applicants – Checklist for documents that should be attached:**

- Copy of Australian Drivers License  Copy of Foreign Passport & Visa (only applies to Non-Australian Residents)

**Please note that we accept the payment of rent through the following methods:**

- Automatic Rent Payments bank account  Bank deposit at any ANZ Bank  Direct Debit from my bank account

**Disclaimer / Authority**

I the said applicant do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorize the letting agent to contact and / or conduct and enquiries and / or searches with regard to the information and references supplied in this application. I the said applicant do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

1. I the said applicant do solemnly and sincerely declare:-
2. That this rental is within my means to support.
3. I have inspected the property located at: \_\_\_\_\_
4. I have of my own accord decided that I wish to rent the aforementioned property starting from \_\_\_/\_\_\_/\_\_\_ for a period of \_\_\_ months.
5. I have been informed, understand and agree that the rental for the said property is to be paid on time and is to be 2 weeks in advance at all times.
6. I have been informed, understand and agree that the bond for the aforesaid property will be 4 weeks rent for unfurnished or 6 weeks rent for furnished, and I further agree and undertake to pay the said bond before signing the tenancy agreement. I further authorize the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
7. I understand that I will not be given keys or access to the aforesaid property until the full amount of bond, 2 weeks rent in advance and a \$15 lease fee is paid to the agent in full.
8. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
9. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and / or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs associated with these proceedings shall be able to be recovered from me.
10. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
11. I have been informed, understand and agree that should there be arrears in rent; the agent can contact me via all means of contacts I willingly provided in this application.

I understand and agree that I am applying for the property based on the condition it is in at the time of inspection.

**Privacy Act Acknowledgement**

In accordance with Section 18n (1) (b) of the Privacy Act I authorize you to give information to and obtain from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: / / .

**PROPERTY DETAILS**

**Lease commencement date?**

Day Month Year

**Lease Term?**

Months

**How many people will be living in the property?**

Adults Children

**AGENT DETAILS**

**Shkota Pty Ltd t/as Hartley Realty & Lifestyle Properties**

**ABN: 66 124 556 618 Corporate Lic: 1590923**

**Tel: (02) 6355 2002**

**2464 Great Western Highway, Hartley NSW 2786 (P.O. Box 33, Mt Victoria NSW 2786)**

[www.hartleyrealty.com.au](http://www.hartleyrealty.com.au)

## PERSONAL DETAILS

Please complete your details:

Mr

Ms

Miss

Mrs

Other

Given Name/s

Surname

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport Number

Passport country

Pension number (if applicable)

Pension type (if applicable)

Please provide your contact details:

Home phone number:

Mobile phone number:

Work phone number:

Mobile phone number:

Email address:

## APPLICANT HISTORY

Address of where you are currently living:

  

Postcode

How long have you lived at your current address?

Years  Months

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone number:

Weekly rent paid:

\$

What was your previous address where you lived?

  

Postcode

How long did you live at this property?

Years  Months

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone number:

Weekly rent paid:

\$

Was the bond refunded in full? If not, what was the reason for not refunding?

**Please answer the following questions:**

- Have you ever been evicted by any landlord or agent?      Yes       No
- Have you ever been refused another property?      Yes       No
- Are you in debt to another landlord or agent?      Yes       No

## CURRENT EMPLOYMENT

**Please provide your employment details:**

What is your current occupation?

What is the nature of your employment?       Full Time       Part-time       Casual

Employer's name (include accountant if self employed, institution or if student)?

Employer's address

Contact name

Phone number

Length of employment

 Years Months

Net income per annum

 \$

Please provide any other source/s of income (per annum):

 \$

## PREVIOUS EMPLOYMENT HISTORY

Employer's name (include accountant if self employed, institution or if student)?

Contact name

Phone number

Length of employment

 Years Months

## IN CASE OF EMERGENCY CONTACT (please provide a next of kin/contact in case of emergency)

Surname

Given name/s

Relationship to you

Phone number

Address

## PERSONAL REFERENCES (Please provide two references – not related to you)

Surname

Given name/s

Relationship to you

Phone number

Surname

Given name/s

Relationship to you

Phone number

## GENERAL INFORMATION

### Car Registration

### Details of any Pets

Breed & Type

Council registration / number

1.

2.

## INFORMATION REGARDING THIS PROPERTY APPLICATION

### Property Rental

\$  Per week OR \$  Per month

Have you applied for another property? (Yes or No) Please give details:

## INFORMATION REGARDING THIS PROPERTY APPLICATION

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the owner and/or the agent should any circumstances arise where the property is not available for occupation on the due date. Initial rent payments must be made by bank cheque within 24 hours after approval of application. No personal cheques accepted. Security deposits are to be paid separately by bank cheque or Australia Post Money Order. No personal cheques accepted. Keys will not be handed over until the lease agreement has been signed by all applicants.

## DECLARATION

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 Section K.

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

I authorise the Agent to obtain personal information from:

- the owner or the Agent of my current or previous residence;
- my personal referees and employer/s;
- 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:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow organisations/tradespeople to contact me
- Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)

Signature

Date