

# NSW Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)

## A. AGENT DETAILS

Ian Ritchie Real Estate  
1097 Mate Street  
North Albury, NSW 2640  
Phone: 02 6025 9260  
Fax: 02 6021 7133  
reception@ianritchie.com.au  
www.ianritchie.com.au

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

We accept this property in current conditions Yes  No

2. Lease commencement date?

Day  Month  Year

3. Lease term?

Years  Months

4. How many tenants will occupy the property?

Adults  Children  Ages of Children

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname  Given Name/s

Date of Birth  Driver's licence number

Driver's licence expiry date  Driver's licence state

Passport no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

6. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

7. What is your current address?

Postcode

## D. UTILITY CONNECTIONS

# myconnect

MyConnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478 enquiry@myconnect.com.au  
Fax : 1300 854 479 www.myconnect.com.au

Yes, Please Contact Me

Unless I have opted out below, I consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out

## E. DECLARATION

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 (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:

- (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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- \* NTD: 1300 563 826
- \* TICA: 1902 220 346
- \* TRA: (02) 9363 9244

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 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
- (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)
- (h) transfer water account details into my name

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.

We the applicants accept that if this application is rejected, the agent is not legally obliged to give a reason

Signature

Date

## 100 points of ID

- Drivers License/Passport 30 points
- Tenancy Ledger 30 points
- Bank Statement (2 months) 15 points
- Current 2 payslips/Centrelink income statement<sup>U</sup>/if business, 2 year tax return 15 points
- Medicare/Healthcard 15 points
- Utility Bill 15 points

**F. APPLICANT HISTORY**

9. How long have you lived at your current address?  
 Years  Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)  
 Name of landlord or agent

Landlord/agent's phone no.  Weekly Rent Paid  \$

12. What was your previous residential address?  
  
 Postcode

13. How long did you live at this address?  
 Years  Months

14. Landlord/Agent details of this property (if applicable)  
 Name of landlord or agent

Landlord/agent's phone no.  Weekly Rent Paid  \$

Was bond refunded in full?  If not why not?

**G. EMPLOYMENT HISTORY**

15. Please provide your employment details  
 What is your occupation?

What is the nature of your employment?  
 (FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address  
  
 Postcode

Contact name  Phone no.

Length of employment  Years  Months Net Income  \$

16. Please provide your previous employment details  
 Occupation?

Employer's name

Contact name  Phone no.

Length of employment  Years  Months Net Income  \$

**H. CONTACTS / REFERENCES**

17. Please provide a contact in case of emergency  
 Surname  Given name/s   
 Relationship to you  Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname  Given name/s   
 Relationship to you  Phone no.

2. Surname  Given name/s   
 Relationship to you  Phone no.

**I. OTHER INFORMATION**

19. Car Registration

20. Please provide details of any pets  
 Breed/type  Council registration / number  Age of pet

21. Are you a smoker? Yes/No (please circle)

**J. PAYMENT DETAILS**

Property Rental  
 \$ per week

Holding Deposit (1 weeks rent)  \$  
*required once approved*

2<sup>nd</sup> week's rent in advance  \$

Rental bond (4 weeks rent)  \$

Amount payable on signing tenancy agreement  
 (bank cheque or money order only)  \$

**K. 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.

Signature of Applicant  Date

How did you find out about this property?

Newspaper  Office  Referral  The Internet  Local Paper  Sign Board at property  Other (specify)