

APPLICATION FOR RESIDENTIAL TENANCY

DATE APPLIED:

PROPERTY BEING APPLIED FOR:

Date of Commencement Required:

Term Required: 6 months 12 months (please circle which is applicable)

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 Acknowledgement Form.**
- **Provide identification to pass our 100 POINT CHECK.**

PROOF OF IDENTIFICATION REQUIRED – 100 POINT CHECK

We require **each applicant** to provide the following.

WE REQUIRE IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE

Identification	Value	Office Use Only
Drivers license or Passport	40	
Last 4 Rent receipts or Current Tenancy History print out	30	
Bank Statements	30	
Pay Slips (max. 2)	20	
Rates Notice	20	
Copy of any bills or invoices: Phone Electricity Motor vehicle registration	10 each	
Medicare Card, Credit Card, Eftpos Cards	10 each	
Copy of Birth Certificate or Marriage Certificate.	10 each	
If you are in the process for selling a property, any correspondence from your Real Estate or Solicitor	10 each	
Any other photo Id.	10 each	
TOTAL		

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 unable to give any reason for non-acceptance, if your application is not approved for tenancy.**
- 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 apply – please check with the property manager.**
- It is a tenant responsibility to arrange connection of electricity, gas & telephone to the property, once the application is approved. However we are also able to assist you in this.

Legend Real Estate

Suite 6/ 4a Meridian Place, Bella vista, NSW 2153 Ph. 0406496127 0422859838 hari@legendrealestate.com.au



APPLICANT ONE

FULL NAME:

Date of Birth:

Mobile (required):

Email (required):

Drivers License Number:

Car Registration Number:

Current Address:

Name of Landlord/Agent:

Landlord/Agent Address:

Landlord/Agent Phone Number:

Agent Email Address:

Current lease expires:

How long have you lived at this address:

Reason for leaving:

Previous Address:

Name of Landlord/Agent:

Landlord/Agent Address:

Landlord/Agent Phone Number:

How long did you live at this address?

Reason for leaving?

EMPLOYMENT Details

Name of Employer:

Address:

Work Phone Number:

Position Held:

Length of Service Years: Months:

Current Salary\$ per week f/night month

Emergency Contact (Someone not residing with you)

Name:

Address:

Phone Number:

Relationship to Applicant:

REFERENCES

Please ensure that your references can be contacted during working hours.

Reference One (Former Landlords/Real Estate Agents)

Full Name:

Address:

Phone Number:

Mobile:

Relationship with Referee:

Reference Two (Previous Landlord)

Full Name:

Address:

Phone Number:

Relationship with Referee:

Reference Three (Personal Reference – Not A Relative)

Full Name:

Address:

Phone Number:

Relationship with Referee:

APPLICANT TWO

Phone: 0406496127, 0422 859 838

Fax: 02 8088 6658

Suite 6/ 4a Meridian Place,
BellaVista, NSW 2153 hari@legendrealestate.com.au

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FULL NAME:

Date of Birth:

Mobile (required):

Email (required):

Drivers License Number:

Car Registration Number:

Current Address:

Name of Landlord/Agent:

Landlord/Agent Address:

Landlord/Agent Phone Number:

Agent Email Address:

Current lease expires:

How long have you lived at this address:

Reason for leaving:

Previous Address:

Name of Landlord/Agent:

Landlord/Agent Address:

Landlord/Agent Phone Number:

How long did you live at this address?

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Reference One (Former Landlords/Real Estate Agents)

Full Name:

Address:

Phone Number:

Mobile:

Relationship with Referee:

Reference Two (Previous Landlord)

Full Name:

Address:

Phone Number:

Relationship with Referee:

Reference Three (Personal Reference – Not A Relative)

Full Name:

Address:

Phone Number:

Relationship with Referee:

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Do you have or propose to have animals, birds, reptiles? Yes/No

Breed/Type:

REGISTRATION. MAKE. MODEL OF ALL VEHICLES PERMANENTLY KEPT AT THE PREMISES

Vehicle 1:

Vehicle 2:

FULL NAMES & AGES OF ALL PERSONS WHO WILL RESIDE AT THE PROPERTY

Name Age
Current Address

Name Age
Current Address

Name Age
Current Address

I / We Hereby Declare And Acknowledge:

- That the information contained herein is true and correct.
- That I / we are over the age of eighteen (18) years.
- That none of the applicants is a bankrupt or an undischarged bankrupt and not paying off any previous rental debts.
- That I / we will pay a security bond being four (4) weeks rental, plus two (2) weeks rental, either by cash or money order on entering into a tenancy agreement for the property.
- That only those on the application will reside permanently at the premises.
- That Legend Real Estate have a Zero Tolerance Rent Arrears Policy.
- Initial payments of the rent and bond must be made by cash, or direct credit into our Bank SA account within 24 hours after approval of application.
- This application is accepted subject to the property being available on the due date and no action shall be taken by the applicant against the Landlord or the Agent should any circumstances arise whereby the property is not available for occupation on the due date.

The personal information supplied by you, the prospective tenant(s), and/or other personal information collected by us in the course of a tenancy application and any subsequent tenancy, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. The agent is authorised to make all necessary inquiries to verify the applicants rental history. Personal information about you collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases.

If this information is not provided, we may not be able to process your application and manage the tenancy.

If you would like to contact us or access this information, you can do so by contacting us at our office at Suite 6/ 4a Meridian Place, Bellavista, NSW 2153, by telephone on 0406496127 or 0422859838, facsimile on 02 8088 6658 or via e-mail at hari@legendrealestate.com.au

I HEREBY AUTHORISE THE AGENT TO PROCESS MY APPLICATION FOR RENTAL PURPOSES.

APPLICANT ONE:

SIGNATURE Date

APPLICANT TWO:

SIGNATURE Date