



RESIDENTIAL TENANCY APPLICATION Terms and Conditions & Privacy Notice

Each prospective tenant must complete a *Residential tenancy application* form.

The Privacy Act 1988 (Cth) regulates the collection, use, storage and disclosure of personal information of the Tenant by the Agent. The information collected enables the Agent to properly carry out its obligations as Agent for the Landlord during the course of the tenancy, including the proper administration and management of the property and the Tenant and Landlord relationship.

I _____ the Applicant, consent to personal information being collected by the Agent pursuant to this Application. Such information will be collected from the Applicant directly or from authorised third parties (including information that is in the public domain).

All personal information is stored by the Agent at its premises or at the premises of a third-party service provider of the Agent. Such information may include the information provided by the Tenant in this Application, together with any other personal information of the Tenant or personal information already held by the Agent on any data base. Failure to provide all or any personal information may render the Agent unable to assess the application and/or carry out its obligations as Agent for the Landlord.

The Tenant may review or correct any personal information of the Tenant held by the Agent by contacting the Agent. The Tenant may also direct any queries and complaints about the Agent's collection, use, storage or disclosure of the Tenant's personal information to the Agent.

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.

APPLICANTS DISCLOSURE STATEMENT FOR PRIOR RENTALS

I confirm I have always paid the rent on current or earlier rental properties.

I am not currently on the TICA or other tenancy database.

I have always respected prior rental premises and kept same clean and orderly in accordance with the lease terms.

APPLICANTS GENERAL STATEMENT

I confirm I am a smoker or a non-smoker (please circle).

I confirm I have a good tenancy history.

I confirm I have never had an issue with making rent payments or damaging rental properties.

I confirm I am currently employed

Where the premises are serviced by rainwater only, I confirm my health is of a standard able to drink rainwater.

Signature of Applicant **X** Date

PREMISES: _____

TENANCY TERMS:

Rent - per week			
Term sought - months			
Lease start date			
Number of Adults		Number of Children	
Pet(s) (See Section Below)			
First payment of rent in advance	\$		
Rental Bond	\$		
Subtotal	\$		
Holding Fee			
Amount Paid On Lease Signing			
OFFICE USE ONLY			

100 POINT IDENTITY CHECK

Prior to any Application being considered each Applicant is required to provide sufficient identification which totals 100 points.

30	Drivers License	30	Proof of Age	30	Passport
20	Tenancy Ledger	20	Rental Bond Receipts	20	Four Prior Rent Receipts
20	Prior Tenancy Agreement	15	Pay Advice	15	Bank or Credit Card
15	Motor Vehicle Registration	15	Telephone Account Stmt	15	Gas Account Statement
15	Council or Water Rates	15	Electricity Account Stmt	10	Birth Certificate
10	Health Care Card	10	Medicare Card	10	Pension Card
OFFICE USE ONLY					

ADDITIONAL DOCUMENTS

	3 month transaction statements from my main personal bank account
OFFICE USE ONLY	

PERSONAL DETAILS:

Title & Full Name					
Date of Birth					
Email					
Mobile					
Other Phone					
Drivers License Number					
Car Registration Number					
Allowances / Payments Received					
Circle	Employed	Homemaker	Student	Retired	Unemployed
OFFICE USE ONLY					

CURRENT EMPLOYER:

Please Circle	Full Time	Part Time	Casual
Current Employer Name			
Address			
Contact Name			
Position			
Telephone			
Email			
Period Employed			
Warning Status			
OFFICE USE ONLY			

PREVIOUS EMPLOYER:

Please Circle	Full Time	Part Time	Casual
Previous Employer name			
Address			
Contact Name			
Position			
Telephone			
Email			
Period Employed			
OFFICE USE ONLY			

IF SELF EMPLOYED:

	Circle	Sole Trader	Partnership	Company
Occupation Title				
Type of Business				
Company or Business Name				
Address				
ACN or ABN				
Website				
Office Telephone				
Mobile				
Verification of Income		Attach last ATO assessment and bank account statement for the firm		
Verification of Income		Provide a current Asset / Liability report from your accountant		
OFFICE USE ONLY				

TENANCY / LIVING HISTORY

Current Address				
Time here				
Please Circle	Own	Renting	Boarding	Family / Friends
Current Landlord / Agent				
Contact Name				
Telephone				
Mobile				
Has Lease Expired				
Current Rent Per Week				
Number Of People On Lease				
Previous Address				
Time here				
Please Circle	Own	Renting	Boarding	Family / Friends
Previous Landlord / Agent				
Contact Name				
Telephone				
Mobile				
Email				
OFFICE USE ONLY				

REFERENCES - FINANCIAL

Name Person 1	
Company	
Telephone	
Email	
Relationship	

Name Person 2	
Company	
Telephone	
Email	
Relationship	
OFFICE USE ONLY	

REFERENCES - PERSONAL (NOT TO BE ANY FAMILY MEMBERS)

FIRST Person Name	
Relationship	
Telephone	
Email	
Relationship	
SECOND Person Name	
Relationship	
Telephone	
Email	
Relationship	
THIRD Person Name	
Relationship	
Telephone	
Email	
Relationship	
OFFICE USE ONLY	

TENANTS NOMINEE WHERE MULTIPLE TENANTS APPLYING

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 Person 1	
Address	
Telephone	
Mobile	
Email	
OFFICE USE ONLY	

RENTAL BOND ONLINE

If your Application is successful, would you like to use the Rental Bonds Online service offered by NSW Fair Trading? If yes please provide your email address for setting of accounts.

Use Rental Bonds Online	(Please Circle)	Yes	No
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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)

\$ _____

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.

OFFICE USE ONLY

AUTHORITY AND DECLARATION OF APPLICANT

I authorise the landlord's Agent Patch and Taylor Real Estate to:

[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.

[f] I understand and accept my personal information may be used and disclosed by the Landlord's agent with a tenant database.

Signature of Applicant

X.....

Date

Managing Agent:



Patch and Taylor Real Estate

76 Woodlark Street, Lismore, NSW, 2480

Ph: (02) 6621 2543

Email: info@patchandtaylor.com.au

PET APPLICATION (IF APPLICABLE)

Name of Pet	
Breed	
Veterinary Practice	
Contact details	
Vet Reference	
Age of Pet	
Activity Level	
Temperament	
Any History of Violence	
Positive Renting Characteristics	
Obedience Training	
Examples of Good Behavior	
Flea & Parasite Treatments	Please attach
Intestinal Parasite Treatment	
Treatment of Urine & Faeces	
Vaccination Status	
De-sexing Status	
If Cat, Scratching Post Owned?	
Where Will Pet Be Kept	
Pet Insurance Status	
Microchip & Registration Status	
Photos	Please attach
Arrangements For Your Work	
Arrangements For You Holidays	
OFFICE USE ONLY	

Signed: **X** Dated: