

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 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:

- Sole trader/partnership: please provide a copy of last ATO assessment and bank account statement for the business
- 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: _____
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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 & 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: Tarago Real Estate
BUSINESS ADDRESS: Shop 1/1-3 Braidwood Road Tarago 2580
Address: Shop 1/1-3 Braidwood Road Tarago 2580

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, 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.

You consent to personal information being collected by the Agent pursuant to this Application. Such information will be collected from the Tenant 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.

DISCLOSURE OF MATERIAL FACTS

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