

# Residential Application Form

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

# the real estate agency

## AGENT DETAILS

### The Real Estate Agency

**Address:** 2/442 Darling Street, Balmain NSW 2041  
**Phone Number:** (02) 9818 2114  
**Fax Number:** (02) 9818 2632  
**Mobile:** 0417 747 744  
**Email:** pm@therealestateagency.com.au  
**Web:** www.therealestateagency.com.au

Property Manager

## PROPERTY DETAILS

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

  
 Postcode

Lease commencement date?

 Day  Month  Year

Lease term?

 Years  Months

How many tenants will occupy the property?

 Adults  Children  Ages of Children

## PERSONAL DETAILS APPLICANT 1

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)

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

What is your current address?

  
 Postcode

8. How did you find out about this property?

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

Application sent to myconnect (if Required)

## APPLICANT 1 HISTORY

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 no.

Weekly Rent Paid

 \$

What was your previous residential address?

Postcode

How long did you live at this address?

 Years  Months

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?

## EMPLOYMENT HISTORY APPLICANT 1

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

 \$

Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

 Years  Months

Net Income

 \$

## CONTACTS / REFERENCES APPLICANT 1

### Please provide a contact in case of emergency

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

### Please provide 2 personal references (not related to you)

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

## OTHER INFORMATION APPLICANT 1

### Car Registration

### Please provide details of any pets

Breed/type	Council registration / number
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>

## PERSONAL DETAILS APPLICANT 2

### Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname	Given Name/s
<input type="text"/>	<input type="text"/>

Date of Birth	Driver's licence number
<input type="text"/>	<input type="text"/>

Driver's licence expiry date	Driver's licence state
<input type="text"/>	<input type="text"/>

Passport no.	Passport country
<input type="text"/>	<input type="text"/>

Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>

### Please provide your contact details

Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>

Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>

Email address

### What is your current address?

<input type="text"/>
Postcode
<input type="text"/>

## APPLICANT 2 HISTORY

### How long have you lived at your current address?

<input type="text"/>	Years	<input type="text"/>	Months
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### Why are you leaving this address?

### Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.	Weekly Rent Paid
<input type="text"/>	\$ <input type="text"/>

### What was your previous residential address?

<input type="text"/>
Postcode
<input type="text"/>

### How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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### Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.	Weekly Rent Paid
<input type="text"/>	\$ <input type="text"/>

Was bond refunded in full?	If not why not?
<input type="text"/>	<input type="text"/>

## EMPLOYMENT HISTORY APPLICANT 2

### 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.
<input type="text"/>	<input type="text"/>

Length of employment	Net Income
<input type="text"/>	Years <input type="text"/> Months <input type="text"/> \$ <input type="text"/>

### Please provide your previous employment details

Occupation?

Employer's name

Contact name	Phone no.
<input type="text"/>	<input type="text"/>

Length of employment	Net Income
<input type="text"/>	Years <input type="text"/> Months <input type="text"/> \$ <input type="text"/>

**CONTACTS / REFERENCES APPLICANT 2**

**Please provide a contact in case of emergency**

Surname  Given name/s

Relationship to you  Phone no.

**Please provide 2 personal references (not related to you)**

Surname  Given name/s

Relationship to you  Phone no.

Surname  Given name/s

Relationship to you  Phone no.

**OTHER INFORMATION APPLICANT 2**

**Car Registration**

**Please provide details of any pets**

Breed/type  Council registration / number

1.

2.

**PAYMENT DETAILS**

**Property Rental**

\$  per week

First payment of rent in advance

Rental Bond (4 weeks rent):

Sub Total

Less: Holding deposit (see below)

**Total**

**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 1**  **Date**

**Signature of Applicant 2**  **Date**

**UTILITY CONNECTIONS**



**MyConnect will call you to arrange free connection of your required utilities**

**Yes, Please Contact Me**  **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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, 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

**OR Tick here to opt out**

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

**APPLICATION POINTS (MUST EQUAL 100 POINTS)**

In co-ordination with your application a combination of the following is required to complete 100 Points. Please ensure that these accompany this application document.

Drivers License Proof of Age Card Passport Birth Certificate	<b>Compulsory</b>	40 Points
Employment Pay-slips	<b>Compulsory</b>	10 Points
Other supporting income verification	<b>Compulsory if applicant receives other income</b>	10 Points
Rental Receipts/Ledger	<b>Compulsory</b>	20 Points
Bank Statement	<b>Compulsory</b>	10 Points
Secondary ID i.e. Medicare Card/Age Card/Pensioners Card etc	<b>Optional</b>	10 Points each
Total Accumulated (Office Use Only)		

**Signature Applicant 1**  **Date**

**Signature Applicant 2**  **Date**

**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 J.

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition/state of repair  Yes  No
2. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.  
.....
3. I confirm having received a copy of this application for my retention.
4. I consent to the information provided in this application being verified and a reference check on the TICA database being undertaken.

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 about me from:
- (a) the owner or the Agent of my current or previous residences;
  - (b) my personal referees and employer/s;
  - (c) any record listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose of any such default to a tenancy default database, and to agents/landlords or properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 check with TICA
- (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. I am aware that I may access personal information on the contact details above.

**Signature Applicant 1**

**Date**

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**Signature Applicant 2**

**Date**

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**PLEASE CONFIRM THE FOLLOWING**

- I confirm the following: (tick) (detail)
1. Have you ever been evicted by any Landlord/Agent?  No  Yes \_\_\_\_\_
  2. Have you been refused another property by a Landlord or Agent?  No  Yes \_\_\_\_\_
  3. Are you in debt to another Landlord/Agent?  No  Yes \_\_\_\_\_
  4. Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes \_\_\_\_\_
  5. Was your rental bond at your last address refunded in full?  No  Yes \_\_\_\_\_
  6. Have you ever been declared bankrupt?  No  Yes \_\_\_\_\_

**Signature Applicant 1**

**Date**

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**Signature Applicant 2**

**Date**

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**BEFORE I SUBMIT THIS APPLICATION, I HAVE...**

- Attached photocopies of documents to meet 100 Points of ID. Refer to list on previous page.
- Inspected the property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement and Privacy Consent.

**OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT**

CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received			
<input type="checkbox"/> Sighted original ID			
<input type="checkbox"/> Compared signatures to original			
<input type="checkbox"/> Checked Privacy Consent signed			
<input type="checkbox"/> Checked Application is completed in full			
Name of nominated Applicant to contact in relation to the Application	(Name:)	(Phone:)	