



## TENANCY APPLICATION FORM

Please complete all fields in the below application to ensure a speedy process and response time. Please ensure to complete a **separate application for each person over the age of 18** and supply 100 points of identification for each individual applicant

<b>Category A – Photo ID 40 Points</b> (ONE of the below MUST be supplied)	<b>Category B – 20 Points</b> (Two or more of the below can be supplied)	<b>Category C – 10 Points</b> ( or more of the below can be supplied)
Current Drivers Licence	Medicare Card	Telephone bill
Current Passport	Current Bank Statement	Gas/Electricity bill
Proof of Age Card	Current Pay slips (minimum 2)	Car Registration Papers
	Health care card	
	Copy of current lease/rent ledger	

### Lease and Occupancy Details:

RENTAL PROPERTY: \_\_\_\_\_

RENT: \$\_\_\_\_\_pw Preferred length of tenancy: 26 weeks/52 weeks

Commencement Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Home/Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ State of issue: \_\_\_\_\_

Car Rego No. \_\_\_\_\_ Passport No. \_\_\_\_\_ Country of issue: \_\_\_\_\_

No. of Occupants who will live in property: \_\_\_\_\_ No & ages of children: \_\_\_\_\_

No. and types of pets: \_\_\_\_\_ Smoker: Y/N?

### Current Rental Details:

Address: \_\_\_\_\_

Current Rent: \$\_\_\_\_\_ Length of Tenancy: \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



# Whale Coast Realty

34 Princes Hwy (PO Box 320)  
NAROOMA NSW 2546  
Ph: 02 4476 2699  
E: [rentals@whalecoastrealty.com.au](mailto:rentals@whalecoastrealty.com.au)

## Previous Rental Details:

Address: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email: \_\_\_\_\_  
Was bond fully refunded: Yes/No If no why? \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## Current Employment Details:

Current Employer (company) \_\_\_\_\_  
Address: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Contact Name for reference check: \_\_\_\_\_ Ph: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Your position: \_\_\_\_\_ Net income: \$ \_\_\_\_\_ per wk/fn/mth  
Full Time/Part Time/Casual? \_\_\_\_\_ **and/or Other Income:** \$ \_\_\_\_\_  
(e.g. Centrelink payments, Single parent, study allowance etc – **attach Income Statement**)  
If self employed please provide accountant name and phone number plus Profit and Loss  
Statement for last financial year: \_\_\_\_\_

## Previous Employment Details:

Previous Employer (company) \_\_\_\_\_  
Address: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Contact Name for reference check: \_\_\_\_\_ Ph: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Your position: \_\_\_\_\_ Net income: \$ \_\_\_\_\_ per wk/fn/mth

## Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Personal Reference:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_



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## HOLDING FEE:

If your application is approved you will be required to pay a holding fee, equivalent to one week's rent to reserve the premises in favor of you for a period of seven days. The premises will not be let during the Reservation period, pending the agreement of a Residential Tenancy Agreement. ***Should the applicant decide not to proceed with the lease Agreement the landlord may retain the entire holding fee.***

The holding fee is subject to the availability of the premises, should the landlords circumstances change and a tenancy agreement not be entered into the whole of the holding fee will be refunded to the applicant. Should the applicant proceed with the tenancy the reservation fee will be credited towards the first weeks rent.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Declaration:

I hereby offer to rent the property from the owner under a lease to be prepared by Whale Coast Realty. 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 (front and back pages) is true and correct and given off my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

I authorise Whale Coast Realty to obtain personal information about me from:

- a) The owner or Agent of my current or previous residences;
- b) My personal referees and employer/s;
- c) Any record listing or database of defaults by tenants; such as TICA, NTD or TRA for the purpose of checking my tenancy history.

I am aware I may access my personal information by contacting:

TICA 1902 220 346

NTD 1300 563 826

TRA 02) 9363 9244

I am aware that Whale Coast Realty 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 similar 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 Tenancy Databases

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, Whale Coast Realty cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_