



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

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

Category A – Photo ID 40 Points <small>(ONE of the below MUST be supplied)</small>	Category B – 20 Points <small>(Two or more of the below can be supplied)</small>	Category C – 10 Points <small>(or more of the below can be supplied)</small>
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: _____

Current 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: _____



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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? _____ Additional income: \$ _____

ie. Single parent income, study allowance etc

If self employed please provide accountant name and phone number plus Profit and Loss Statement for last financial year: _____

Previous 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

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:** _____