

RESIDENTIAL TENANCY APPLICATION

ATTENTION: Please complete and sign all sections of the application. The attached forms are duplicates allowing for 2 names to be included on the lease should your application be approved. If you wish to have a single name on the application then please complete only one single double sided page. Should you wish to have 3 or more names on the application please request additional application forms. Each applicant must include 100 points of identification (**PHOTO COPIES ONLY**) as outlined below. **NOTE:** We cannot process applications that are incomplete, unsigned or do not meet the requirements of identification. **COPIES OF ALL ID MUST BE PRE-ARRANGED BY THE APPLICANT/S PRIOR TO SUBMISSION.**

PROCESS

- o Your application will be process based on the information and documentation you provide. Reference checks will be conducted so please ensure the information disclosed is truthful.
- o Applications will be screened and submitted to the landlord, **please note: the final decision is always that of the landlord's.**
- o Should your application be successful our office will contact you. You will be required to pay a holding deposit (equivalent to one week's rent) within 24 hours of approval to secure the property until a lease sign appointment can be arranged (no more than 7 days from the date of deposit).
- o Should your application be unsuccessful you will be informed via SMS text. **Note: our office is not obliged to provide or disclose reasons to why your application is unsuccessful.**

REQUIREMENTS FOR 100 POINTS IDENTIFICATION

Each applicant is to provide a minimum of 100 points of identification calculated in accordance with the below table. In addition to providing 100 points of identification you must ensure you provide identification **from all 3 categorised** as outlined in the table.

CATEGORY	IDENTIFICATION	POINTS
1 <input type="checkbox"/>	Current Tenant Ledger (to be requested from your agent)	40
1 <input type="checkbox"/>	Passport - must be valid	40
1 <input type="checkbox"/>	Driver's Licence - must be valid	40
1 <input type="checkbox"/>	Most recent Electricity / Gas / Telephone bill - with name and address printed	40
1 <input type="checkbox"/>	Proof of Age Card - with photo	40
2 <input type="checkbox"/>	Current Bank Statement	30
2 <input type="checkbox"/>	Employment Summary / Pay Advice	30
2 <input type="checkbox"/>	Current Vehicle Registration	30
3 <input type="checkbox"/>	Medicare Card	10
3 <input type="checkbox"/>	Citizenship Certificate	10
3 <input type="checkbox"/>	Birth Certificate	10
3 <input type="checkbox"/>	Debit / Credit Card	10

Residential Application Form

For your application to be processed you must answer all questions on each of the 4 pages

A. AGENT DETAILS

Professionals Chester Hill

Address: 84 Waldron Road
Chester Hill NSW 2162
Phone: 02 9644 9666
Fax: 02 9644 9975
Web: professionalschesterhill.com.au

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months

4. How many tenants will occupy the property?

Adults Children Ages

C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

Surname Given name/s

Date of Birth

Drivers licence no.

Driver's licence expiry date

Drivers licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type. (if applicable)

6. Please provide your contact details

Home phone no.

Mobile no.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode

8. How long have you lived at your current address?

Years Months

D. UTILITY CONNECTIONS

myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478 **enquiry@myconnect.com.au**
Fax : 1300 854 479 **www.myconnect.com.au**



Yes, Please Contact Me



**Interpreter service
(tick if required)**

Unless I have opted out below, I:

consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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; acknowledge 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, 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.

☐ Tick here to opt out



E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. 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 (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, the tenant, accept the property in the condition it was in when inspected.

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;
- Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

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

TICA 1902 220 346
NTD 1300 563 826
TRA (02) 9363 9244

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

Date

F. APPLICANT HISTORY**9. Why are you leaving this address?****10. Landlord/Agent details of this property (if applicable)**

Name of Landlord or Agent

Landlord/Agent phone no.

Weekly rent paid

11. What was your previous address?

Postcode

12. How long did you live at this address?

Years

Months

13. Landlord/Agent details of this property (if applicable)

Name of Landlord or Agent

Landlord/Agent phone no.

Weekly rent paid

Was your bond repaid in full?

If not why not?

G. EMPLOYMENT HISTORY**14. Please provide your employment details**

What is your occupation

What is the nature of your employment?
(FULL TIME / PART TIME / CASUAL)

Employers Name (inc. accountant if self employed or institution if student)

Employers address

Postcode

Contact name

Phone no.

Length of employment

Years

Months

Net income

15. Please provide your previous employment details

Occupation

Employers Name (inc. accountant if self employed or institution if student)

Contact name

Phone no.

Length of employment

Years

Months

Net income

H. EMERGENCY CONTACT

Surname

Given name/s

Relationship to you

Phone no.

H. EMERGENCY CONTACT

Surname

Given name/s

Relationship to you

Phone no.

Surname

Given name/s

Relationship to you

Phone no.

J. OTHER INFORMATION**16. Car Registration****17. Please provide details of any pets**

Breed	Council reg no.
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Breed	Council reg no.
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K. HOLDING FEE

HOLDING FEE

RESERVATION PERIOD

 days

The Landlords Agent and Applicant undertakes:

- A) The premises will not be let during the reservation period pending the agreement of a residential tenancy agreement;
- B) The whole fee will be refunded if the Landlord does not carry out (during the reservation period) repairs or other work on which it is a condition to enter into a residential tenancy agreement;
- C) If the applicant decides not to enter into a residential tenancy agreement the Landlord will retain the entire holding fee.
- D) If a residential tenancy agreement is entered into, the holding fee is to be contributed towards rent for the premises.

Signature of Landlords agent

Date

Signature of Applicant

Date

L. PAYMENT DETAILS

Property Rental

Per wk OR

Per mth

Rent in Advance

Rental Bond

(Equivalent to 4 weeks rent)

Sub Total

Less Holding Fee

Total Due

Bank cheque or money order only