



Tenancy Application Form

2/1020a Forest Road,
Lugarno, NSW, 2210

(PH) 9533-4757

PREVIOUS TENANCY DETAILS

Street Address:			
Suburb:			
Time at Address:		From:	To:
Rent paid: \$		weekly	monthly
Name of Landlord/Agent:			
Landlord/Agent Phone:			
Was the bond refunded in full?:		Yes	No
If No, please specify reasons why:			

INCOME

Employment Income:		weekly	annually
Other Income:		weekly	annually
Other Income source(s):			

CURRENT EMPLOYMENT DETAILS

Position Held:			
Business Name:			
Street Address:			
Suburb:		Postcode:	
Contact Name:			
Contact Phone:			
Length of Employment:		years	months

PREVIOUS EMPLOYMENT DETAILS

Position Held:			
Business Name:			
Street Address:			
Suburb:		Postcode:	
Contact Name:			
Contact Phone:			
Length of Employment		To:	From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:	
Business Type:	
Business Address:	
Suburb:	Postcode:
ABN:	
Accountant Name:	
Accountant Phone:	
Accountant Email:	
Accountant Street Address:	
Suburb:	State:

PROFESSIONAL REFERENCE

Reference Name:	
Relationship:	
Phone:	
Email:	

PERSONAL REFERENCE 1

Reference Name:	
Relationship:	
Phone:	
Email:	

PERSONAL REFERENCE 2

Reference Name:	
Relationship:	
Phone:	
Email:	

ADDITIONAL INFO

Pets:	Yes	No	Smokers:	Yes	No
If yes, please state: Pet type:					
Pet breed:					
Council registration:					

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

40 pts	Drivers License
40 pts	Passport Photo Page
20 pts	Other Photo ID
20 pts	Current Payslip
20 pts	Previous 2 Rent Receipts
20 pts	Previous Tenancy Ledger
20 pts	Medicare Card
20 pts	Debit/Credit Card
20 pts	Bank Statement
20 pts	Utility Bill

HOLDING DEPOSIT

Complete for properties in QLD if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

- The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.
- The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

HOLDING FEE

Complete for properties in NSW if you wish to reserve the property for a period of time.

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received. The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant,
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee,
- A Holding Fee should be attributed to rent upon the tenancy commencing.
- The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

The Applicant agrees to pay a Holding deposit/fee of (equivalent to 1 week's rent):

\$

PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Rent amount:	\$	weekly	monthly
First payment of rent in advance:	\$		
Rental Bond:	\$		
Subtotal:	\$		
Less Holding Fee:	\$		
Amount payable upon signing Tenancy Agreement:	\$		

PRIVACY POLICY

CONSENT

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL. I DECLARE THAT I HAVE INSPECTED THE PREMISES AND AM SATISFIED WITH THE CURRENT CONDITION AND CLEANLINESS OF THE PROPERTY.

X

Signature

Date