

# Residential Application Form

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

## A. AGENT DETAILS

### HOME PROPERTY AGENTS

1/211 Ben Boyd Road, Neutral Bay NSW 2089

Phone: (02) 9953 9088

Fax: (02) 9953 8579

leasing@homepropertyagents.com.au

www.homepropertyagents.com.au

## B. PROPERTY DETAILS

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

		Postcode

### 1a. I have inspected the property on: / /

### 2. Lease commencement date?

Day Month Year

### 3. Lease term?

Years Months

### 3a. Rent amount & Payment frequency (circle)

\$ Monthly / Fortnightly / Weekly

### 4. How many tenants will occupy the property?

Adults Children Ages of Children

### 5. Do you have any pets? Y N

### 6. Please provide details of any pets

Breed/type Council registration / number

1.
2.

## C. PERSONAL DETAILS

### 7. Please give us your details (FULL LEGAL NAME)

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

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Date of Birth

--

Driver's licence number

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Driver's licence expiry date

--

Driver's licence state

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Passport no.

--

Passport country

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Pension no. (if applicable)

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Pension type (if applicable)

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### 8. Please provide your contact details

Home phone no.

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Mobile phone no.

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Work phone no.

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Fax no.

--

Email address

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### 9. What is your current address?

	Postcode

### Please answer the following questions:

Have you ever been evicted by any landlord or agent?

Yes No

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Have you ever been refused another property?

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Are you in debt to another landlord or agent?

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Is there any reason that would affect your rent payment?

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Have you been before the CTTT/NCAT?

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Details:

## 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 Required

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

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, 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.

☐ Tick here to opt out



## E. PRIVACY ACT / DECLARATION

### Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants:

This information relates to how we handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. The information collected by the agent can be accessed by you by contacting our office at the above address.

**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;
- (d) 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

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**F. APPLICANT HISTORY**

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

 Years  Months

11. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$ 

13. What was your previous residential address?

Postcode

14. Reason for leaving previous address?

15. How long did you live at this address?

 Years  Months

16. 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?

**G. EMPLOYMENT HISTORY**

17. 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

\$ 

18. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

 Years  Months

Net Income

\$ **H. CONTACTS / REFERENCES**

19. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

20. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION**

21. Car Registration

22. Are you a smoker?

☐ Yes ☐ No**J. PAYMENT DETAILS**

Property Rental

\$  per week

First payment of rent in advance

\$ 

Rental Bond (4 weeks rent):

\$ 

Sub Total

\$ 

Less: deduct deposit (see below)

\$ 

Amount payable on signing tenancy agreement

\$ **K. 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) 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

Date

**100 POINTS OF IDENTIFICATION**

Prior to any tenancy application being considered, each applicant is required to produce sufficient identification, which totals 100 points. Should you have any difficulties in providing this identification, please advise us prior to completing this form.

**30 POINTS** Driver's Licence, Passport (Visa if applicable), Proof of Age Card**20 POINTS** Tenancy History Ledger, Previous Tenancy Agreement, Previous four Rent Receipts, Work Reference**15 POINTS** Pay slip, Phone/Electricity Account, Bank/Credit Card Statements, Pension Card, Council/Water Rates, Health Care or Medicare Card