

Tenancy Application Form

R&W
Dapto

Richardson & Wrench Dapto
59 Princes Highway, Dapto NSW 2530

Ph: (02) 4261 3822

Fax: (02) 4262 1640

Email: dapto@randw.com.au

Web: dapto.randw.com.au

YOUR APPLICATION

Thank you for applying with Richardson & Wrench Dapto.

To ensure your application is processed quickly, we require the following:

- Drivers Licence/Passport/Birth Certificate
- Medicare Card
- Proof of Income -
ie: 3 Recent Payslips/Centrelink Statement/Letter of Offer
- Current Bank Statement
- 4 Previous Rent Receipts -
ie: Tenant Ledger/Council Rates Notice

NOTE: A delay in receiving the above documents will result in a delay in your application being processed.

DEPOSIT

Should your application be approved, we will require the following:

- | | |
|-------------------------|---|
| Holding Deposit: | Bank Cheque/Money Order Payable to "Romurph Pty Ltd" or by Direct Deposit
(details to be provided via your confirmation email)
*Holding deposit is non-refundable If you withdraw your application. |
| Bond: | Bank Cheque/Money Order or Direct Deposit payable to Romurph Pty Ltd.
This amount is four (4) weeks rent. |

Application for Tenancy

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1. PROPERTY DETAILS

Address: _____ Date Inspected: _____
Lease commencement date: ____/____/____ Lease term: _____ months / years
Rent: _____ per week / fortnight / month Bond: _____

2. OCCUPANTS

Number of Adults: _____ Number of Dependents: _____ Number of Smokers: _____
Full name/s of adult/s and dependents to reside on the Premises:
1. _____ 3. _____
2. _____ 4. _____

3. APPLICANT'S DETAILS

Name: _____
Phone (H): _____ Phone (W): _____ Mobile: _____
Email: _____
Date of Birth: ____/____/____ Driver's Licence/18 card No.: _____ State of Issue: _____
Passport/Pension Card/Centrelink Card No.: _____ Expiry: _____
Vehicle Rego No.: _____ Other: _____

4. APPLICANT'S HISTORY

- 4.1 Current Address:** _____
Period of Occupancy: _____ Situation: **Renting / Owned / Other** Other Situation: _____
Landlord/Agent Details (if applicable) Name: _____ Phone: _____
Rent: _____ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: _____
- 4.2 Previous Address (if applicable):** _____
Period of Occupancy: _____ Situation: **Renting / Owned / Other** Other Situation: _____
Landlord/Agent Details (if applicable) Name: _____ Phone: _____
Rent: _____ Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: _____
- 4.3** Have you ever been evicted from a premises ☐ Yes ☐ No
- 4.4** Are you currently in debt to any Landlord or Agent ☐ Yes ☐ No

5. APPLICANT'S EMPLOYMENT

(NOTE: If either occupation is self employment please provide a statement of income from your accountant or tax returns)

- 5.1 Current Occupation:** _____
Employment Type: _____ Duration: _____ Weekly Income: _____
Employer/Business Name ACN/Centrelink Details: _____
Address: _____ Contact: _____ Phone: _____
- 5.2 Previous Occupation:** _____
Employment Type: _____ Duration: _____ Weekly Income: _____
Employer/Business Name ACN/Centrelink Details: _____
Address: _____ Contact: _____ Phone: _____

6. REFEREES (All Referees should not be related to you)

Business Referee 1:	Phone:	Relationship:
Business Referee 2:	Phone:	Relationship:
Personal Referee 1:	Phone:	Relationship:
Personal Referee 2:	Phone:	Relationship:

Initials _____

9. EMERGENCY CONTACT

Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.

Next of Kin: _____ Phone (H): _____
Address: _____ Phone (W): _____
_____ Mobile: _____

Other: _____ Phone (H): _____
Address: _____ Phone (W): _____
_____ Mobile: _____

10. PETS

☐ Yes ☐ No If yes: type of pet/s, breed and council number: _____

11. FREE UTILITY CONNECTIONS

myconnect



myconnect is a FREE and easy to use utility connection service

☒ **Yes, Please Contact Me**

☐ Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ Tick here to opt out

Terms of Application

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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.

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.

*Holding deposit is non-refundable If you withdraw your application.

I authorise the Agent to obtain personal information from:

- a) the owner or the Agent of my current or previous residence;
- b) my personal referees and employer/s;
- c) any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to

- a) communicate with the owner and select a tenant
- b) prepare lease/tenancy documents
- c) allow organizations/tradespeople to contact me
- d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- e) refer to Tribunals/Courts & Statutory Authorities (if applicable)
- f) refer to collection agents/lawyers (where applicable)
- g) complete a check with TICA (Default Tenancy Control)

SIGNATURES

Applicant's Signature: _____

Date: ____ / ____ / ____

Landlord's/Agent's Signature: _____

Date: ____ / ____ / ____

Initials _____