



TENANCY APPLICATION FORM

PROPERTY APPLYING FOR:

NAME OF APPLICANT:

A Separate application is required for each person over the age of 18 years who wishes to be names on the lease. You are required to provide **1 item from each section of identification** together with a **deposit of one week rent** to be included with your application before it can be processed.

Deposit it to be put into the following account;

Homegrove PTY LTD

BSB: 032 070

ACC: 78 0846

- A. If the application is approved this fee will be contributed towards the total monies payable
- B. If the application is not approved by the landlord the fee will be refunded in full
- C. If the application is approved and the applicant/s withdraws for any reason the deposit will be forfeit and paid to the landlord.

| SECTION 1 | SECTION 2 | SECTION 3 | SECTION 4 | SECTION 5 |
|-------------------|-----------------------------|----------------|--------------------|-------------------|
| Drivers license | Payment Slip | Bank Statement | Medicare Card | Rental Ledger |
| Passport | Centre Link Statement | | Bank Card | Letter From Agent |
| Birth Certificate | Certificate of registration | | Reference Letter | |
| Other Photo ID | Letter from employer | | Utilities accounts | |

WHAT IS PAYABLE WHEN YOU SIGN THE RESIDENTIAL LEASE

| | |
|------|-------------------------|
| BOND | 4 weeks rent |
| RENT | 2 weeks rent in advance |

The above payment must be by Bank Cheque or Money Order only.

All parties must sign the lease and pay all monies due before keys are released.

Tenants are responsible for connecting all services such as Gas, electricity, internet and phone.

RICHARDSON AND WRENCH AUBURN | 1A KERR PARADE AUBURN

PHONE: 02 9649 2222 | EMAIL: auburn@randw.com.au



Agent Name: Richardson & Wrench Auburn
 Address: 1A Kerr Parade, Auburn 2144
 Phone no: 02 9649 2222
 Email: auburn@randw.com.au

1. Property Applying For

Address _____

Suburb _____ Post Code _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Rent Payable for Property _____

Name(s) of other Applicants to Occupy Property _____

Property Manager Name: _____ ID# 5841

3. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____ Accountant Ph: _____

Solicitor Name _____ Solicitor Ph: _____

4. Current Situation

Are you the Owner Renter _____

Duration at your current address? _____ Years _____ Months _____

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

6. Previous Rental History

Were you the Owner Renter _____

Previous Address _____

Suburb _____ Postcode _____

Duration at your previous address? _____ Years _____ Months _____

2. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____

Current Address _____

Suburb _____ Post Code _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) _____ No. _____

Pension Type _____ No. _____

Home Phone No: _____ Mobile Phone No: _____

Email _____

Occupation _____

Employers Name _____

Employer Phone Number _____

Please provide a contact number you are available on all day

Contact number/s: _____

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

5. Other Information

Number of persons occupying property _____ Adults _____ Children _____

Please specify the ages of any children. _____

Do you have pets? No Yes, if Yes, please specify _____

Type of pet _____ Breed of pet _____

7. Next Kin

Emergency Contact _____ Relationship _____

Address _____ Ph: _____

Mobile _____ Other _____



8. Current Employment Details

Employment Address _____

Suburb _____ Postcode _____

Contact Name _____

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

9. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone Number _____

Contact Name _____

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month\$

10. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Ph: _____

2. Reference name _____

Occupation _____

Relationship _____ Ph: _____

11. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph: _____

Campus Contact _____ Ph: _____

Course Co-ordinator _____ Ph: _____

Income: _____

Parents Address Overseas: _____

12. How did you find out about this property? (Please Tick)

RENT LIST OFFICE FOR LEASE BOARD NEWS PAPER INTERNET OTHER: _____

13. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 authorise the Agent to obtain details of my credit worthiness from the owner or Agent of my current or previous residence, my personal referees, 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 any person whom the Agent reasonably considers has an interest receiving such information, this may include a tenancy database.

Signed: _____ **Date** / /

Please turnover & complete all pages



Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Richardson & Wrench collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 02 9649 2222
Email: auburn@randw.com.au
In Person: 1A Kerr Parade, Auburn 2144

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee - for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks - for rental payment facilities and financial records, employers - for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid by credit card or in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid by credit card or in cash to Richardson & Wrench Auburn.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Richardson & Wrench Auburn that all rental payments are made via credit card, cash, cheque, direct debit or rent card as payment of monthly rent.

Signed by the:

Applicant _____

Print Name _____

Date _____

Witness _____