

# Residential Tenancy Application



## Australian Real Estate

[apply@australianrealestate.com.au](mailto:apply@australianrealestate.com.au)

9/8 Merriville Road, Kellyville Ridge  
P: 02 9629 0000 F: 02 9629 0011

[www.australianrealestate.com.au](http://www.australianrealestate.com.au)

This office is a member of TICA.

All applications for tenancy with this office are processed through this database.

**Copies of the following information must be attached to your application before it will be processed.**

1. **Photograph Identification – current Drivers License or Passport**
2. **Copy of rental ledger from past & present landlords or agents;**
3. **Proof of current residential address – Telstra Account, Electricity / Gas Account or Credit Card;**
4. **Bank Statements (current)**
5. **3 Most Recent Payslips – if no pay slip is available, please provide a letter from your employer stating how much you earn.**
6. **If you are receiving any other forms of income including Centrelink benefits, please provide us with these details.**
7. **If you are self-employed, please provide a letter from your accountant and a copy of last year's tax return.**

The Landlord's decision to approve or reject your application will be based on the number and quality of references provided and demonstrated ability to pay rent and maintain the property to an acceptable standard. Therefore, please complete the application to the best of your ability, providing as much information and supporting documents or references as possible.

## IMPORTANT INFORMATION

Please read carefully before completing the application:-

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details, the application may not be processed.

Please be advised of the following guidelines when applying for rental properties with Australian Real Estate:

- 1) Our agency reserves the right to accept multiple applications for each property;
- 2) All adults who will occupy the premises must complete a Tenancy Application Form.
- 3) If an application is not completed in full, or if insufficient information and references are given, it will not be processed until such information is made available.
- 4) Prospective tenants wishing to apply for a property must first inspect the premises internally before an application will be processed.
- 5) A holding deposit will not be accepted until an application is approved by the landlord.
- 6) We will endeavour to notify you whether or not your application has been approved within two working days of receipt of the application in full.

**ON APPROVAL OF APPLICATION, HOLDING FEE MUST BE PAID WITHIN 24 HOURS BY ELECTRONIC FUNDS TRANSFER**

**NO CASH IS ACCEPTED.**

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details, the application may not be processed.

# Residential Application Form

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

## A. AGENT DETAILS

### Australian Real Estate

[apply@australianrealestate.com.au](mailto:apply@australianrealestate.com.au)

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## B. PROPERTY DETAILS

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

  

2. Lease commencement date?

 Day  Month  Year

3. What lease term will you commit to, 6 or 12 months?

 Months

4. How many tenants will occupy the property?

 Adults  Children  Ages of Children

5. Rent amount

 per week

6. Where did you first find out about this property? (If internet, which website)

7. What date did you view the property internally?

## C. PERSONAL DETAILS

8. Please give us your details

Mr  Ms  Miss  Mrs  Other   
Surname Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

9. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

10. What is your current address?

  

Note: Both sides of the application must be completed

## D. UTILITY CONNECTIONS

Direct Connect is a FREE service that can connect you to the following utilities and services in your new home:

Electricity	Cleaners
Gas	Pay TV
Phone	Removalist
Internet	Truck or van hire



YES

I consent to:

- Australian Real Estate providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me by phone, SMS and/or email during my move in relation to electricity, gas and the other services set out above.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1:

Signature

Date

Applicant 2 (if applicable):

Signature

Date

Name

Phone

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at [www.directconnect.com.au/privacypolicy/](http://www.directconnect.com.au/privacypolicy/). This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F: 1300 664 185. [www.directconnect.com.au](http://www.directconnect.com.au)

## 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 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

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

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

If I default under a rental agreement, I agree that 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 tradespeople 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 credit check with NTD (National Tenancies Database)

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.

Signature

Date

**F. OTHER INFORMATION**

**11. Please answer the following questions:**

Have you ever been evicted by any landlord or agent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been refused another property?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debit to another landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any reason that would affect your rent payment?	<input type="checkbox"/>	<input type="checkbox"/>
Are you on a waiting list with Department of Housing?	<input type="checkbox"/>	<input type="checkbox"/>
Are you on a waiting list with a Retirement Village?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any smokers who will live at a property?	<input type="checkbox"/>	<input type="checkbox"/>
Do they smoke inside or outside? (Please circle)	INSIDE / OUTSIDE	

**12. Please provide details of any vehicles to be parked at the property:**

Type of Vehicles?	Rego Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Any Trailers / Boats / Caravans?  Yes  No

**13. Please provide details of any pets**

Breed/type	Council registration / number
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>

Are the pets inside or outside? (Please circle)  INSIDE /  OUTSIDE

**G. APPLICANT HISTORY**

**14. How long have you lived at your current address?**

Years  Months

**15. Why are you leaving this address?**

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid  \$

**17. What was your previous residential address?**

Postcode

**18. How long did you live at this address?**

Years  Months

**19. 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?

**H. EMPLOYMENT HISTORY**

**20. 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 of Payroll Person

Phone

Length of employment basis?

Full time, Part time or Casual?

Are you paid Weekly, Fortnightly or Monthly?

What is your net pay per pay period?

**21. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment  Years  Months

Net income? \$

**SELF EMPLOYED**

**22. Name of Accountant**

Contact Name:

Phone

Length of the business operating

Net Income?

**I. REFERENCES**

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

1. Surname

Given name/s

Relationship to you

Phone no.

Address

2. Surname

Given name/s

Relationship to you

Phone no.

Address

**J. PAYMENT DETAILS**

**24. Do you prefer to pay (Please circle)** WEEKLY / FORTNIGHTLY / MONTHLY

**Property Rental**

\$  per week

First 2 weeks rent in advance:	<input type="text"/> \$
Rental Bond (4 weeks rent):	<input type="text"/> \$
Sub Total	<input type="text"/> \$
Less: Holding deposit (see below)	<input type="text"/> \$

**Amount payable on signing tenancy agreement (EFT only)**

**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) of ..... 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 has failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Applicant Signature

Landlord Agent Signature

Date

Date