

# Residential Tenancy Application Form

Proposed Property ..... Rent per Week \$.....

Length of Tenancy: 6 months / 12 months (circle)

Tenancy to Commence...../...../20.....

Family / Last Name..... Other names:.....

Date of Birth..... Marital Status ..... 18+ Card Number .....

Driver's Licence Number..... Vehicle Registration Number .....

State of Registration ..... Make & Model ..... Car / Motorcycle (circle)

Occupation ..... Medicare Number .....

Current Address..... Postcode: .....

Home Phone Number ..... Work Number .....

Mobile Phone Number ..... Email Address .....

<b>Source (circle the points you are providing)</b>	<b>PTS</b>	
If you owned your property, copy of rates notice	50	Term of Tenancy: From...../...../20..... To...../...../20.....
Your last FOUR (4) Rent Receipts/Journal	50	Bond = 4 weeks @ \$...../ Wk = \$.....
Drivers Licence	40	Reservation Tenancy Preparation Fee: \$.....
Photo ID	30	Reservation Fee \$.....
Passport	30	Number of weeks: Rent in advance..... @ \$..... = \$.....
Minimum 2 references from previous Landlord/Agent	10	Total to be paid by Applicant \$.....
Current Car/Motorbike Registration Papers	10	
Copy of Phone, Gas, Power Accounts each	10	
Copy of Birth Certificate	10	
<b>Total Number of Points</b>		<b>NB: FIRST PAYMENT MUST BE PAID IN CASH OR BANK CHEQUE.</b>

If you are employed

Employer's name: .....  
Address: ..... Postcode .....  
Phone: .....  
Length of employment: .....  
Nett Wkly Income (excl overtime): .....  
If employed there for less than  
6 months, previous employer's name: .....  
Address: ..... Postcode .....  
Phone: .....  
Length of employment: .....

If you are Self-employed or own your own business

Name of Business: .....  
ABN: .....  
What does your business do? .....  
Address: ..... Postcode .....  
Personal Nett Income/Week: .....  
Name of Accountant: .....  
Accountant's Phone Number: .....  
How long in this business? .....

If you are a Student

Name of Institution: .....  
Faculty / Department: .....  
Student Union Number: .....  
Student Identification ID Number: .....  
Income Source: .....  
Nett Weekly Income: .....

If you receive a Centerlink payment

Type of payment: .....  
Customer reference Number (CRN): .....

Your Rental History

**Current Landlord/Agent's:**

Name: .....  
Phone number: .....  
Rent per week & period rented: .....  
Bond refunded? & if not, why not? .....  
Reason for Leaving: .....

**Previous Landlord/Agents:**

Name: .....  
Rent per week & period rented: .....  
Bond refunded & if not, why not? .....  
Reason for leaving: .....

Your references:

Complete all 5 reference blocks below. Your FIVE (5) references are to include:

1. Your parents or guardians;
2. Your nearest relative not living with you (other than parent/guardian);
3. At least 2 Permanent Residents of Australia, other than those above;
4. If self employed, at least (1) established trade or business reference/s.

#1 Name of parent or Guardian: .....

Address: .....

Home phone number: .....

Work phone number: .....

Mobile phone number: .....

Relationship, & known for how long?.....

#2 Name: .....

Address: .....

Home phone number: .....

Work phone number: .....

Mobile phone number: .....

Relationship, & known for how long?.....

#3 Name: .....

Address: .....

Home phone number: .....

Work phone number: .....

Mobile phone number: .....

Relationship, & known for how long?.....

#4 Name: .....

Address: .....

Home phone number: .....

Work phone number: .....

Mobile phone number: .....

Relationship, & known for how long?.....

#5 Name: .....

Address: .....

Home phone number: .....

Work phone number: .....

Mobile phone number: .....

Relationship, & known for how long?.....

Will dependants reside at the property? YES / NO (for all YES / NO answers, circle applicable response.

If "Yes", their names and ages (e.g. John 12): .....

Do you have any pets? YES / NO      Type ..... Breed .....

Are they registered? YES / NO      Registration Details .....

Do you own a lawnmower? YES / NO

I, the applicant referred to in the Residential Tenancy Application hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts should my offer to rent be accepted.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in the application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I acknowledge that should I wish to reserve the property, pending the approval of the owner/landlord of my application, I need to pay a reservation fee of one weeks rent. In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy form is subject to the following conditions:

The premises will not be let during the reservation period, pending the making of a Residential Tenancy Agreement.

If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded.

I acknowledge that if this application is unsuccessful, the agent is not required to provide a reason or explanation.

I further confirm, agree and declare:

1. I have inspected the property.
2. I have of my own accord decided that I wish to rent the aforementioned property, commencing on ...../...../20..... For a period of ..... months.
3. I have been informed, understand and agree that rental is within my means to support.
4. I have been informed, understand and agree that the lessor's agent will carry out an inspection on the property on a quarterly basis and I further warrant that I will co-operate fully to allow this inspection to be carried out.
5. I have been informed, understand and agree that the bond for the aforesaid property will be equal to four weeks rent.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the agent carrying out any enquiries necessary to process my application for tenancy.
7. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs or recovery associated with these proceedings allowable at law shall be able to be recovered from me.

Applicant Name: .....

Signature of the Applicant: ..... Agent.....

Date: ..... Date: .....

**PRIVACY POLICY**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful, may be disclosed for the purpose for which it was collected, to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

Oz Combined Realty  
4 The Promenade,  
Owen Street  
HUSKISSON, NSW 2540