



## Tenancy Application Form

This Application must be accompanied by a copy of the applicant's driver's licence or passport. If there is more than one applicant, a separate Application Form is required for each applicant.

<b>Property Address</b>			
<b>Tenancy requirements</b>	Commencement date of lease _____/_____/_____		
<b>Your full name</b>			
<b>Your current address</b>			
<b>Your contact details</b>	☎ (Home)	☎ (Work)	☎ (Mobile)
	Email _____		
<b>Current rental Details (if applicable)</b>	Current rent \$ _____ per week		I have lived there for _____ months
	Agent/Landlord name _____		
	☎ Business _____		
	Why are you leaving? _____		
<b>Previous address</b>	Address: _____		
	Rent \$ _____ per week	I lived there for _____ months	
	Agent/Landlord name _____		
	☎ Business _____		
	Why did you leave? _____		
<b>Employment</b>	Current employer: _____		
	Job position _____		
	Length of employment _____	☎ Business _____	
	Contact name _____		
	Full time or part time? (Circle one)		Nett monthly income \$ _____
<b>Personal details</b>	Date of birth _____		
	Drivers licence no. _____	Passport no. _____	
	Expiry date _____	Expiry date _____	
<b>Occupancy details</b>	What is the total number of occupants who will live in this property? _____		
	Number and ages of children (if any) _____		
	Pets? Yes/No (circle one) _____		
	Number and type _____		
<b>Emergency contact details</b>	Name of contact _____		
	Address _____		
	Relationship to you _____ ☎ (Work)		
<b>Personal or business references (not relatives)</b>	<b>Name</b>	<b>Occupation</b>	<b>☎ (Work)</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____



I confirm the following:

1. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
2. I confirm having received a copy of this application for my retention.
3. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

**Privacy Statement**

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

**If a reservation fee is being paid on the property, the following conditions will apply (NSW only)**

It is hereby acknowledged:

1. That the applicant has paid a reservation fee of \$..... equivalent to seven days rent to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the applicant for a period of ..... days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
4. That should the landlord decline the application the reservation fee will be refunded in full to the applicant.
5. That should the landlord accept this application, the reservation fee will be paid towards the rent for the premises.
6. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
7. That the reservation fee will be banked into a trust account and any refund given will be by way of a trust account cheque. H T WILLS & CO HURSTVILLE acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agrees:
  - To reserve the premises for the period and in accordance with the conditions above stated.
  - To notify the applicant within the reservation period whether or not the applicant has been approved.
  - If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per month/fortnight (strike through one that is not applicable).

I undertake to pay a Rental Bond and the first month's rent by bank cheque or money order made payable to H T WILLS & CO HURSTVILLE upon signing the Residential Tenancy Agreement.

**Statement of Costs**

Rental Bond \$

Rent in advance @ \$ per week from -----/-----/----- to -----/-----/----- \$

50% of the Residential Tenancy Agreement preparation fee \$

Sub Total \$

Less reservation fee \$

Total \$

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Agent's signature \_\_\_\_\_ Date \_\_\_\_\_