

Reservation Fee To Accompany Application

Name Of Applicant

Address Of Premises Applied For

I/We, the Applicant/s hereby apply for approval by owner of the premises referred to above to becoming the tenant of those premises on the terms and conditions contained in our Application for Tenancy to be drawn up by the SHEAD PROPERTY and request that pending consideration of my application the premises be reserved in my favour.

RESERVATION FEE AND ACKNOWLEDGEMENT OF RESERVATION CONDITIONS

It is hereby acknowledged:

- i. That the Applicant/s has/have paid a Reservation fee of \$ _____ equivalent to seven (7) day's rent to reserve the premises in favour of the Applicant for a period of seven (7) days (calculated on the basis that one day reserved equals one day's rent, subject to a maximum seven (7) day's rent).
- ii. That during this period the premises will not be reserved in favour of any other Applicant/s nor will a Reservation Fee be received from any other Applicant
- iii. That Should the Owner decline this application the Reservation Fee will be refunded to the Applicant in full.
- iv. That should the owner accept this application the Reservation Fee will be paid towards the rent for such premises
- v. That should the Applicant decide not to proceed the Owner 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.

I/We the Applicant/s do solemnly and sincerely declare that I/We am/are not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I/We have inspected the above mentioned premises and wish to take a tenancy for a period of 26 weeks at a rental of \$ _____ per week and that the rental to be paid is within my means. I/We undertake to pay a rental bond in cash or as requested on the signing of a Residential Tenancy Agreement.

We, SHEAD PROPERTY, acting for the owner of the above premises acknowledge receipt of the above application and the accompanying Reservation Fee and agree:

- To reserve the premises for the period and in accordance with the conditions stated above;
- To notify the Applicant within the reservation period whether or not the Application has been approved.
- And if the applicant has been approved to also prepare a Residential Tenancy Agreement for the premises.

Applicant Signature

In the presence of

Date: _____

Signed for and on behalf of Shead Property

In the presence of

N.B A copy of this document shall immediately after signed be delivered to the Applicant for retention by him.

Please fax or deliver completed forms to our office.

**T 8448 1200 | F 9411 2765
75 Archer Street Chatswood NSW 2067**