

# Residential Tenancy Application

Please complete and send your application form to Cobden & Hayson via facsimile (02) 9810 3300 or email reception@ch.com.au

For your application to be processed, you are required to provide photocopies of the following documents:

IF APPLYING IN PERSON PLEASE HAVE ALL PHOTOCOPIES READY

- Photo Identification - eg. drivers licence or passport.
- Rental ledger or rent receipts - showing a history of your rental payments.
- Medicare Card
- Account/Invoice with your current address - eg. phone/mobile, electricity, credit card, bank account.
- Evidence of income - current pay slips or letter from employer on Co. letterhead. If self employed a letter from your accountant or your last tax return. If unemployed a letter from Department of Social Security confirming your payments.
- References a written rental reference and any other written references.
- Selling Property - If you are selling your home provide copy of your rates notice or water rates and the selling agent's details.
- Property owners - provide current details ownership of property eg. rates notice, water rates

For occupants over the age of 18yrs, it is essential that EACH person who wishes to reside on the premises complete an application form in full.

Address Of Premises: \_\_\_\_\_ Garage/carspace: \_\_\_\_\_

Full Name: Mr/Mrs/Miss/Ms: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_ Tel: \_\_\_\_\_

How Long At Present Address: \_\_\_\_\_ Current Rent Paid: \_\_\_\_\_ Mobile: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Applicants Email Address: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Current Agent: \_\_\_\_\_ Tel: \_\_\_\_\_

Previous Agent: \_\_\_\_\_ Tel: \_\_\_\_\_

Occupation: \_\_\_\_\_ Period Of Employment: \_\_\_\_\_

Employers Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Employers Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Tel: \_\_\_\_\_

Passport/drivers Licence No: \_\_\_\_\_ State/Country: \_\_\_\_\_ Vehicle Registration: \_\_\_\_\_

In case of an emergency: (Next of kin not living with you) \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Number of occupants Adults: \_\_\_\_\_ Children: \_\_\_\_\_ (Ages): \_\_\_\_\_

Pets:  (Dog)  (Cat) If so, breed: \_\_\_\_\_

**Note: Reservation Fee accepted by bank cheque or cash (correct amount);  
First payment when signing lease is to be paid by Bank Cheque only - Cash will not be accepted;  
Rental payments \$300pw (or greater) are to be paid calendar monthly in advance.**

Rent \$: \_\_\_\_\_ (per week). Proposed Commencement Date: \_\_\_\_\_

Lease  6 months  12 months

Amount \$: \_\_\_\_\_ Paid  Fortnightly\*  Monthly

\*(If the rent is over \$300.00PW Cobden & Hayson tenants should be paying the rent per calendar month).

## Notice to Prospective Tenants:

The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services), are the sole responsibility of the tenant(s) and the tenant should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The Landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

**Please read & sign this section when the reservation fee is accepted**

Reservation Fee and Acknowledgment of Reservation Conditions. I hereby acknowledge: That the Applicant has paid a Reservation Fee of \$ \_\_\_\_\_ equivalent to \_\_\_\_\_ days rent to reserve the premises in favour of the Applicant for a period of \_\_\_\_\_ days (calculated on the basis that one day reserved equals one days rent, subject to a maximum of seven days rent).

That during this period the premises will not be reserved in favour of any other Applicant nor will a reservation fee be received from any other Applicant. That should the Owner decline this application the Reservation Fee will be refunded to the Applicant in full.

That should the Owner accept this application the Reservation Fee will be paid towards the rent on the premises.

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.

The Applicant has inspected the property and accepts the property with the facilities provided.

**Applicants Signatures:**

**Date:**

Do not sign ( see above in bold print)

Agents Signature:

Date:

Comments:

Where did you find out about the property?

Date you viewed property:

**Rent payment method - Direct debit**

Direct debit from your Bank Account. (This will occur by default from our office - Transaction fee may be charged from your bank. Dishonour fees will apply.)

Upon signing your lease, you will be required to bring your bank account details with you to complete the registration form, which will be kept confidentially on file.

We do not accept transfers of bonds.

We do not accept cash payments for rent.

Applications that are incomplete will NOT be processed.

Should you have any questions whilst completing the form, please contact our office.

**PRIVACY ACT 1988 - COLLECTION NOTICE**

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 landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference 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.

If the applicant would like to access the personal information the agent holds, they can do so by contacting Cobden & Hayson at 265 Darling St, Balmain, ph:9818 3844, or by email [reception@ch.com.au](mailto:reception@ch.com.au) The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

**I (Applicants name):**

**Of (Current address):**

**Request that (current/previous agent):**

**Provide Cobden & Hayson a copy of my rental history ledger in support of my residential tenancy application (Property applying for):**

**Please send your application form to Cobden & Hayson via facsimile (02) 9810 3300**

**or email [reception@ch.com.au](mailto:reception@ch.com.au)** The earliest attention to this request is appreciated.

**Print Name:**

**Signature:**

**Date:**

**Cobden & Hayson** 265 Darling Street Balmain Nsw 2041 Po Box 69 Balmain Nsw 2041 Telephone: (02) 9818 3844 Facsimile: (02) 9810 3300  
email: [reception@ch.com.au](mailto:reception@ch.com.au) [www.ch.com.au](http://www.ch.com.au)