

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 Company 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 agents details
- Property Owners – provide current details of ownership of property eg. Rates notice, Water rates

For occupants over the age of 18 yrs, 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: _____

Previous Employer: _____ Tel: _____

Passport/Drivers Licence No: _____ State/Country: _____ Vehicle Registration: _____

In case of Emergency: (Next of Kin not living with you): _____ Tel: _____

Address: _____ Mobile: _____

Number of Occupants: _____ Adults: _____ Children: _____ (Ages): _____

Pets: _____ Dog _____ Cat _____ If so breed: _____

Note: Holding Fee accepted by bank cheque or cash (needs to be exact amount) First payment when signing lease is to be paid by Bank Cheque only – Cash will not be accepted

Rent: \$ _____ (per week) Proposed Commencement Date: _____

Lease _____ 6 months _____ 12 months

Amount: \$: _____ Paid: Fortnightly _____ Calendar Monthly

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.

2...

HOLDING FEE (one weeks rent) – please read and sign this section when the Holding deposit is accepted.

Upon accepting the Holding Fee, the landlord will keep the premises for the prospective tenant for seven (7) days. The property will not be offered to anyone else during this time.

If I do not proceed with the tenancy within seven (7) days or a date thereafter as directed by Cobden & Hayson, I will forfeit the full amount of the Holding Fee. When the Tenancy Agreement is entered into, the holding fee will be applied to the rent.

The proposed commencement date is subject to change due to availability.

If the Landlord or Agent is forced to (a) withdraw the property or (b) the landlord/landlords Agent have failed to disclose a material fact(s) or misrepresentation(s) before entering the Tenancy Agreement, the full holding deposit will be refunded.

Applicants Signatures: _____ **Date:** _____

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 500 Darling Street, Balmain. Phone 9818 3844 or by email 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 with 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 The earliest attention to this request is appreciated.

Print Name: _____

Signature: _____ **Date:** _____

Cobden & Hayson 500 Darling Street Balmain NSW 2041, PO Box 69 Balmain NSW 2041 Telephone: (02) 9818 3844 Facsimile (02) 9810 3300

email: reception@ch.com.au