

## Tenancy Application Form

1. For your application to be processed you must answer all questions.
2. This application must be accompanied by a copy of your drivers licence or passport for identification purposes along with 100 identification points and other documents as listed on the last page of this application.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If an application is approved, you will be required to provide either a bank cheque or money order for the rental bond, lease preparation fee and first months rent.
5. Your application can take up to 48 hours to be processed excluding Weekends.

### Agents Details

Laing + Simmons, Hornsby  
268 Pacific Highway, HORNSBY NSW 2077

Phone 9477 3500  
Fax 9476 6744

Email [rentals@lshornsby.com.au](mailto:rentals@lshornsby.com.au)  
Web [www.lshornsby.com.au](http://www.lshornsby.com.au)

### Rental Property

Property address

### Tenancy Requirements

Length of tenancy

(months)

Rent

\$

per week

Commencement date

### Occupancy Details

No. of Adults who will occupy this property

No. & ages of any children occupying this property

Pets

(Bread / Type / council rego number)

### Applicant's Details

Mr/Mrs/Miss/Ms

First Name

Surname Name

Email

Current Address

Home phone

Work phone

Mobile phone

### Personal Details

Date of birth

Drivers licence number

Drivers licence state of issue

Passport number

Passport Country of issue

Drivers licence expiry date

Pension Type (If Applicable)

Pension number (If Applicable)



**Laing+Simmons**  
**Move Connect**

- ★ FREE service
  - ★ One Stop shop
  - ★ No obligation
  - ★ Quality suppliers
- PH: 1300 790 277

Let Laing+Simmons Move Connect reduce your stress and save you time by arranging to connect your requested services on your moving day. Just tick the box below and we will contact you. **FAX 1300 790 433**

**Yes! I would like Laing+Simmons Move Connect to contact me to arrange my connections**

Terms & Conditions – By ticking this box, you are consenting to Laing+Simmons Move Connect contacting you to arrange your services. Laing+Simmons Move Connect may need to disclose personal information about you to utility companies to arrange your services. Laing+Simmons Move Connect and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. Laing+Simmons Move Connect and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless otherwise advised. Standard connection fees and bonds apply.

**Please connect**     Electricity     Gas     Phone     Pay TV     Internet  
**The Property is:**     New, or     Vacant for 1 month or more

By signing this application form, I warrant that I am authorised to make this application and provide the consents, acknowledgements authorisations and other undertakings set out in this application on behalf of all applicants listed in this application form.

Signed

Date

**Current Rental Details**

Rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving
Agent / landlord	Agents work phone	

**Previous Rental Details**

Address		
Rent \$ _____ per week	How long have you lived there? _____ months	Reason for leaving
Agent / landlord	Agents work phone	

**Current Employment**

Current employer (Company name)		
Contact name (Manager)	Contact's Work phone	Your position
Length of employment	Net Income \$ _____ per week	Full time / part time or casual?

**Previous Employment** (If you have been at your current employment for less than 6 months you must supply your previous employment)

Previous employer (Company name)		
Contact name (Manager)	Contact's Work phone	Your position
Length of employment	Net Income \$ _____ per week	Full time or part time?

**Emergency Contact Details**

Name	Relationship	Contact phone
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**Personal / Business reference** (Not relatives, you must include two)

Name	Occupation	Work phone
Relationship to you		
Name	Occupation	Work phone
Relationship to you		

**How did you hear about this property?**

- Internet (please specify)     [www.lshornsby.com.au](http://www.lshornsby.com.au)     [www.realestate.com.au](http://www.realestate.com.au)     [www.domain.com.au](http://www.domain.com.au)
- Weekly Rental list e-mailed to you directly
- Office Window
- Other \_\_\_\_\_

### Confirmation

Property address applied for

**I confirm that I inspected the property on** (All applicants must inspect the property before they can apply for the property)

Date I inspected the property

Agents name who showed me through the property

### I confirm the following

1. During my inspection of the property I found it to be in a reasonably clean condition  YES  NO
2. If "No" I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

3. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.
4. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.
5. I authorise the Agent to obtain personal information from:
  - (a) The owner or the Agent of my current or previous residence;
  - (b) My personal referees and employer/s;
  - (c) Any record listing or database of defaults by tenants;
6. If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.
7. I am aware that the Agent will use and disclose my personal information in order to:
  - (a) Communicate with the owner and select a tenant
  - (b) Prepare lease/tenancy documents
  - (c) Allow tradespeople or equivalent organisations to contact me
  - (d) Lodge/claim/transfer to/from a Bond Authority
  - (e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
  - (f) Refer to collection agents/lawyers (where applicable)
  - (g) Complete a credit check with NTD (National Tenancies Database)
8. I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.
9. Payment of Rent. By signing this application form I am aware that rent is payable using Laing + Simmons E-pay card, Bank cheque or money order only. No personal cheques or cash will be accepted if paid in our office.

Our office prefers rent payments via Laing+Simmons e-Pay Card. You can pay rent anywhere, anytime. †



You can pay by credit card, bank account, cash or cheque, via phone, internet, auto direct debit, BPAY or POSTbillpay in-person.

† Not all payment types available with all payment methods, conditions apply.

**Statement of costs**

Rental Bond (Four weeks rent)	\$
Rent in advance (Two weeks rent)	\$
Residential Tenancy Agreement Fee (50%)	\$ 16.50
TOTAL	\$

**Reservation Fee / Receipt** (Only to be filled out on approval of application)

If your application is successful you will need to pay a reservation fee of \$  equivalent to one weeks rent to reserve the premises in your favour for the period of seven days. The Landlords Agent undertakes:

1. The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement.
2. The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period.
3. The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement.
4. If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder.
5. If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

**I confirm I have received a copy of the e-pay card brochure and I am aware of any fees associated with using the card. I also understand that if I choose not to use the e-pay card, rent is payable to this office by Bank cheque or money order only. No personal cheques or cash will be accepted if paid in our office.**

Applicants signature

date

Agents signature

Date paid

**THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:**

**Identification (At least 100 points must be provided)**

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

**Please also attach the following documents:**

Proof of rental history

- Last four rental receipts or
- Printout of tenancy history

Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend