

PropertyCircle

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Tenancy Application Form

Important Advice to Applicants

1. The application must be accompanied by forms of ID e.g., a copy of the applicants Driver's Licence or Passport, Medicare Card, Credit Card etc (for identification purposes) and a ledger of all rent paid from previous property.
2. Pay slip or letter from employer

Address _____ Rent _____ Start Date _____

No of Adults _____ No of Children _____ Ages _____ Pets/type _____

Preferred term of lease: 6 or 12 months (please circle)

| PERSONAL | APPLICANT 1 | APPLICANT 2 |
|---------------------------|-------------|-------------|
| Full name | | |
| Date of birth | | |
| Contact details: Home: | | |
| Mobile: | | |
| Work: | | |
| Email: | | |
| Next of kin – Name/Phone | | |
| CURRENT ADDRESS | | |
| Length of occupancy | | |
| Rent paid per week | | |
| Agents/Landlords Name | | |
| Phone Number | | |
| Why did you leave? | | |
| PREVIOUS ADDRESS | | |
| Length of occupancy | | |
| Rent paid per week | | |
| Agents/Landlords Name | | |
| Phone Number | | |
| Why did you leave? | | |
| DRIVERS LICENCE NO | | |
| Expiry date/state | | |
| Car Rego number | | |
| PASSPORT NO | | |
| EMPLOYMENT | | |
| Company | | |
| Address | | |
| Phone | | |
| Position Held | | |
| Length of employment | | |
| Net weekly salary | | |
| Full time or Part time | | |

I/we the tenants, state that the written details are true and correct and authorise **PropertyCircle** to make enquiries about the information included in my Tenancy Application from any other source.

Signature (Applicant 1): _____ Date: _____

Signature: (Applicant 2): _____ Date: _____

Privacy Statement

The personal information you provide in this application or 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 the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligation 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 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 or out of date. If you do not provide information required from you by you, we may not be able to process your application and manage your tenancy.

Print Name:

Applicants Signature: **Date:**...../...../.....

Confirmation

I confirm the following:

1. During my inspection of this 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 acknowledge that this is an application to rent the property and that my application is subject to the Landlord's approval.

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 week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to the agency upon signing the Residential Tenancy Agreement.

Statement of Costs

| | |
|--|-----------|
| Rental Bond (4 weeks rent) | \$ |
| Rent in advance (minimum 2 weeks rent) | \$ |
| 50% of Residential Tenancy Agreement preparation fee | \$15.00 |
| Total | \$ |

***ALL RENTAL PAYMENTS ARE COLLECTED VIA REConnect oneCard**

Applicants Signature Date: /..... /.....

IF A RESERVATION FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY

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 ofdays.
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 to the Applicant in full.
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 refunded given will be by way of a Trust Account cheque. **PropertyCircle**, acting for the Landlord of the premises, acknowledges receipt of the above Application and the accompanying Reservation Fee and agree:
8. To reserve the premises for the period and in accordance with the conditions above stated.
9. To notify the Applicant within the reservation period whether or not the Applicant has been approved.
10. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

OFFICE USE ONLY
APPLICATION VERIFICATION CHECKS

| DATABASE/IDENTIFICATION CHECKS | | | |
|--|--|------------------|------------------|
| NTD/TRA | Attach Database Search Reports | | |
| NDT Date: | ___ / ___ / ___. | TRA Date: | ___ / ___ / ___. |
| Comments: | | | |
| 100 POINT IDENTIFICATION CHECK | Drivers Licence (60), Passport (60), Other photo ID (30), Medicare Card (20), Credit Card (20), Current Wage Advice (20), Previous Tenancy Reference (20), Previous 2 Rent Receipts (20), Bank Statement (10). | | |
| Date: | ___ / ___ / ___. | Points Provided: | |
| Comments: | | | |
| REFERENCE CHECKS | | | |
| EMPLOYMENT | Name: | | |
| Date: | ___ / ___ / ___. | Telephone No. | |
| | Period of Employment | | Comments: |
| | Full Time / Part Time: | | |
| | Net Income \$ _____ pm | | |
| TENANCY | Name: | | |
| Date: | ___ / ___ / ___. | Telephone No. | |
| | How Long Live There? | Comments: | |
| | Rent paid on Time? YES/NO | Comments: | |
| | Maintaining Property? YES / No | Comments: | |
| | Recommend? YES / NO | Comments: | |
| OTHER | Name: | | |
| Date: | ___ / ___ / ___. | Telephone No. | |
| Comments: | | | |
| Date: | ___ / ___ / ___. | Telephone No. | |
| Comments: | | | |
| APPLICATION SUBMITTED TO LANDLORD | | | |
| Date: | ___ / ___ / ___. | Telephone No. | |
| | Approved YES/NO | Comments: | |
| Property Manager | | Date: | ___ / ___ / ___. |