



TENANCY APPLICATION FACT SHEET

The Tenant listed on the Tenancy Agreement is legally responsible for fulfilling the terms of the lease.

Where a number of people will share this responsibility: -

- Each must complete a Tenancy Application.
- All applicants must be over 18 years of age.

Note: One set of keys will be provided to each successful applicant.

We can process your tenancy application(S) only when we have received all the following documentation.

- **Completed application form** – All sections to be filled in and signed by the applicant
- **Proof of employment**
- 3 most recent payslips

OR

A letter from your employer on company letterhead stating the amount you earn weekly/fortnightly, commencement date and the basis you are employed ie. fulltime, casual.

- **Identification**
- **One photo ID** must be provided – Australian Drivers Licence, Passport or Proof of age card
- **THREE of the following** must be provided – Medicare card, Council Rate Notice, Water Rates Notice, Telephone account, Foreign drivers licence, Credit Card, Social Security Card, Gas or electricity bill, bank statement, tertiary education ID, Certified marriage certificate, birth certificate.

INITIAL PAYMENT:

Rental Bond.

Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential tenancy Agreement.

Rent – 2 weeks rent to be paid in advance

Note: A tenant cannot be required to pay more than 2 weeks rent in advance but may elect to do so

Sub Total

Less Holding Fee

TOTAL

\$	_____
\$	_____
\$	_____
\$	_____
\$	_____

Initial payment must be made in cash or bank/building society/credit union cheque or money order. Personal cheques will not be accepted.

TENANTS RESPONSIBILITY:

- Water usage where the property has its own water meter
- Contents insurance
- Gas, electricity & phone accounts
- Rent to be paid in advance at all times

Note: Our office is cashless and monies are to be paid by internet transfer or direct deposit.

Please note that our office is cashless. When you sign your Lease our office will issue you with Trust Account details for you to deposit monies directly into our account by internet transfer or we can issue you with a Commonwealth Bank deposit book for payment to be made into any Commonwealth Bank.

Residential Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)



Each person over the age of 18 must complete a Tenancy Application.

1. Agent Details

Address: Shop 1/1033 Old Princes Highway, Engadine NSW 2233
Phone no: (02) 9548 6700
Fax no: (02) 9548 6711
Email address: sunreal@bigpond.net.au

2. PREMISES

Address of Premises applied for: _____
Weekly Rent: _____
Lease Term: _____ Years _____ Months Date property is to be occupied _____ / _____ / _____
Number of persons who will occupy the property: Adults _____ Children _____ Ages of Children: _____
Do You Have Pets?: Yes No If Yes, Please Specify: _____

3. PERSONAL DETAILS

Title: Mr Mrs Miss Ms Other Date of Birth: _____ / _____ / _____
Full Name _____ Smoker: Yes No
Current Address: _____ Postcode: _____
Phone Work: _____ Phone Home: _____
Mobile: _____ Fax: _____
Email: _____ Drivers Licence No: _____
Vehicle Registration No.: _____ Passport No.: _____ Expiry Date: _____
Bank or Building Society: _____ Branch: _____
BSB: _____ Account No.: _____

4. PERSONAL REFERENCES

Referee 1 Name: _____ Relationship to You: _____
Phone Work: _____ Phone Mobile: _____
Referee 2 Name: _____ Relationship to You: _____
Phone Work: _____ Phone Mobile: _____

5. EMPLOYMENT HISTORY

Occupation of Applicant: _____ Date Commenced _____ / _____ / _____
Employers Name: _____ Net Income: _____ Week _____ Month _____
Employers Address: _____ Postcode: _____
Contact Name: _____ Contact Phone No: _____
Previous Employers Name: _____ Period of Employment: _____ / _____ / _____ to _____ / _____ / _____
Employers Address: _____ Postcode: _____
Contact Name: _____ Net Income: _____ Week _____ Month _____
Contact Phone No: _____

6. EMERGENCY CONTACT - in case of an emergency, name a friend or relative

Name: _____ Relationship: _____
Address: _____ Postcode: _____
Phone Work: _____ Phone Mobile: _____
Phone Home: _____ Email: _____

7. APPLICANT HISTORY

How long have you lived at your current address? _____ Years: _____ Months: _____
Name of Landlord/Agent (if applicable): _____
Phone Work: _____ Phone Mobile: _____
Rent Paid Per Week: _____ OR Rent Paid Per Month: _____
Reason for Leaving: _____
Was Bond Refunded in Full? Yes No If No, please specify why _____

Address of Previous Residence: _____ Postcode: _____
How Long Did You Live at your Previous Address: _____ Years: _____ Months: _____
Name of Landlord/Agent (if applicable): _____
Phone Work: _____ Phone Mobile: _____
Rent Paid Per Week: _____ OR Rent Paid Per Month: _____
Reason for Leaving: _____
Was Bond Refunded in Full? Yes No If No, please specify why _____

8. SOCIAL SECURITY BENEFITS

Type: _____ \$ Per Week: _____ OR \$ Per Month: _____

9. IF STUDENT, PLEASE COMPLETE THE FOLLOWING:

Place of Study: _____ Course Being Undertaken: _____
Course Length: _____ Enrolment Number: _____
Parents Name: _____ Phone Number: _____
Campus Contact: _____ Phone Number: _____
Course Co-ordinator: _____ Phone Number: _____
Income: _____ Parents Address: _____

The Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant: _____ **Date:** _____

10. APPLICATION:

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner’s Real Estate Agent.

Holding Fees for Approved Applicants

In accordance with Section 24 of the Residential Tenancy Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$ _____ equivalent to 7 days rent to hold the premises in favour of the Applicant for a period of 7 days from _____ to _____ or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notified the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord’s agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant’s application has been approved by the landlord and the holding fee does not exceed 1 week’s rent of the residential premises.

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? Yes No
If Yes, date application was made: _____

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned premises and wish to take a tenancy for such premises for a period of _____ weeks, at a rental of \$ _____ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

Sunshine Real Estate, the Real Estate Agents acting for the owner of the above premises acknowledge receipt of the above Application and if the applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

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 the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy 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 the Agent at the address and contact numbers contained in this application. The Application 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.

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 tenants 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.

Signature of Applicant: _____

Date: _____

Real Estates Agents Signature: _____

Date: _____

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.