

# Residential Tenancy Application

Country Lane Properties  
Suite 1, 1840 The Horsley Dr  
Horsley Park NSW 2175  
PH: 9620 2022 Fax: 9620 2122  
Email: horsleypark@countrylaneproperties.com.au



## APPLICANT 1 DETAILS

1. Full name (title/first/middle/surname)
2. Have you ever been known by any other name?
3. Date of Birth:  Age:  Drivers Lic No.
4. Contact details: Mobile:  Home:  Work:
5. Email address:
6. Current Address:

## PROPERTY DETAILS

7. How did you find about this property? Rental List:  Internet:  Paper:  Window:
8. Address of the property you are applying for:
9. When would you like to commence the lease? ...../...../20..... or ASAP:
10. What lease term would you like (subject to landlord approval): 12 months  6 months  other:
11. How many people will normally occupy the property? Adults:  Children:  age of Children:
12. Name of other applicant(s):
13. Please provide details of any pets:   
(breed/type/age)

## CURRENT ACCOMMODATION DETAILS

14. What is your current address?
15. How long have you lived at this address?  Rent/mortgage/board paid \$  p/w
16. Is this property: Rental:  Own home:  Parents:  Boarding:
17. Details of Agent/Landlord/Parent:  
Name:  Address:   
Contact No:  Relationship to you:
18. Why are you leaving this address?

## PREVIOUS ACCOMMODATION DETAILS

19. What was your previous address?
20. How long did you live at the address?  Rent/mortgage/board paid \$  p/w
21. Was this property: Rental:  Own home:  Parents:  Boarding:

22. Details of Agent/Landlord/Parent:

Name:  Address:

Contact No:  Relationship to you:

23. Why did you leave this address?

24. During your previous tenancies were you in any arrears? YES  NO

25. Have you ever received a termination notice? YES  NO

26. Was there **any** damage noted during periodic inspections? YES  NO  If yes please specify

**EMPLOYMENT HISTORY**

27. What is your current occupation?

28. Employers name: (accountant if self employed or institution if student)

29. Contact name:  Telephone number:

30. Address:

31. How long have you worked for this employer?  Is this position f/time  p/time  casual

32. What is your take home weekly income?      Employer \$ \_\_\_\_\_  
Centre link\$ \_\_\_\_\_  
Other      \$ \_\_\_\_\_

**EMERGENCY CONTACT**

33. Next of Kin: Name:  Telephone number:

Address:

Relationship to you:

**APPLICANT 2 DETAILS (IF REQUIRED)**

34. Full name (title/first/middle/surname)

35. Have you ever been known by any other name?

36. Date of Birth:  Age:  Drivers Lic No.

37. Contact details: Mobile:  Home:  Work:

38. Email address:

39. Current Address:

**APPLICANT 2 EMPLOYMENT HISTORY**

40. What is your current occupation?

41. Employers name: (accountant if self employed or institution if student)

42. Contact name:  Telephone number:

43. How long have you worked for this employer?  Is this position f/time  p/time  casual

44. What is your take home weekly income?      Employer \$ \_\_\_\_\_  
Centre link\$ \_\_\_\_\_  
Other      \$ \_\_\_\_\_

## DECLARATION

### IT IS HEREBY ACKNOWLEDGED THAT,

1. I authorise the Landlord's Agent to check with any tenant reference organisation, my employer, my previous or current landlord and / or Agent, and any referees named or involved in any current or previous tenancies, as to my suitability as a tenant. I authorise the Agent to carry out all necessary checks and searches to verify information provided on this application. I/We understand that information provided by me will be obtained by creditors and/or references noted in the application.

2. The Applicant, when approved, will **pay** only by **bank cheque** or **money order** a Reservation Fee equivalent to 1 week rent to reserve the premises in favour of the Applicant for a period of seven days (calculated on the basis that one day reserved equals one day's rent). The applicant also agrees to **pay all future rent** via cash, direct debit, money order or bank cheque.

3. 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. A refund of the remainder (if any) of the Reservation Fee will be made to the Applicant on a pro-rata basis. Please see 'Privacy' information on reverse side of this application.

4. I/We have inspected the premises \_\_\_\_\_

\_\_\_\_\_ and am/are satisfied to lease the property in it's current condition.

5. I/We solemnly and sincerely declare that **all** information provided in this application is true and correct and that **all** of the information has been provided out of my/our own free will.

6. I/We are aware that this information will be referred to the Landlord for consideration. The Landlords decision will be final in either accepting or refusing this application. In the event this application is refused reason for refusal shall not be given or sought.

PRINT NAME \_\_\_\_\_ SIGNED: \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_/20\_\_\_\_

## INFORMATION YOU MUST PROVIDE

Multiple tenants must submit their application together  
(Children under the age of 18 living with their parent/s do not need to complete an application)

Non-returnable copies of the following should be attached to your application PRIOR to it being returned to our office

**You must provide the below information for EACH APPLICANT as well as 100 points of ID**

### Proof of Income eg:

3 x Recent pay slips or letter from employer

Centre link payment advice

Earning advice from Accountant or 2 years tax return (if self employed)

### PLEASE PROVIDE 100 POINTS OF ID FROM THE FOLLOWING

FORM OF IDENTIFICATION	POINTS	RECIEVED
Passport	30	
Birth Certificate	30	
Drivers License	30	
18 + Card	25	
Previous Tenancy Agreement	25	
Rental Receipts x 3	25	
Tenancy Ledger	25	
Bank Statement	25	
Bank Card / Credit card	15	
Rental Bond Receipt	15	
Medicare Card	10	
Telephone Bill	10	
Electricity/Gas Bill	10	

## PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement in order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to the agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the database company to contact any of my/our references provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has be lodged with a member of a tenancy database and an enquiry made with a tenancy database my/our information may be recorded as making an enquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details if such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the database company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain further rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the call to TICA Default Tenancy Control Pty Ltd is charged at \$5.45 per minute inclusive of GST.

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Applicants Name/s

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Signed by applicant/s

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Date