

# Tenancy Application Form

This application must be accompanied by a copy of the applicant's driver's licence or passport. If there is more than one applicant, an additional application form is required for each applicant.

Rental property	Address:		
Tenancy requirements	Length Of Tenancy: Months	Commencement date:	RENT PER WEEK:
	Total number of persons to occupy:	Number children (if any): Age/s:	Number of pets (if any): Type:
Applicant's full name and current address	Name: _____		
	Address: _____		
Applicant's contact details	☎ (Home)	☎ (Work)	☎ (Mobile)
	E-Mail: _____		
Current rental details	Current rent \$	per week / month	Period of Tenancy? months
	Agent/Landlord:		☎ (B)
	Why are you leaving?		
Previous address	Address:		
	Rent \$	per week / month	Period of Tenancy? months
	Agent/Landlord:		☎ (B)
	Why did you leave?		
Current Employment	Current employer:		Contact name:
	Employer's address:		
	Your position:	Length of employment:	☎ (B)
	Fulltime / Part time? (Circle One)	Net income \$ per week / fortnight / month	
Previous Employment	Previous employer:		Contact name:
	Your position:	Length of employment:	☎ (B)
	Fulltime / Part time? (Circle one)	Reason for leaving:	
University Student (Additional Information)	Uni studying at:		Name of course:
	Course Length:		Year of study in:
	Government Assistance: Y / N (Circle) If yes, how much: \$		Confirmation letter: Y / N
	Parents' name:		☎ (H)
	Parents' address:		
Personal details	Date of birth: / /	Drivers licence No.	Expiry date: / /
	Car Rego No.	Passport no.	Expiry date: / /
Emergency contact details / Relative (Not living with you)	Name:		
	Address:		
	Relationship:	☎ (H):	☎ (B):
Personal/Business References (Not Relatives)	Name:		
	Address:		☎ (Ph):
How did you find out about this property?	<input type="checkbox"/> Internet <input type="checkbox"/> Local paper / SMH <input type="checkbox"/> For Lease signboard <input type="checkbox"/> Local agent <input type="checkbox"/> Referral <input type="checkbox"/> Other:		
<b>Database/Identification Checks</b>			
100 point identification check	1. Photo ID – i.e. Current Australian Drivers licence (40); and/or Current Australian Passport (40); and/or Current Overseas Passport with Valid Visa (40); and/or Proof of Age Card (10). 2. Other ID – i.e. Birth certificate (20); Motor vehicle registration certificate (10). 3. Credit/Key card (20); Medicare card (20); Current wage advice (20); Bank statement (10); 4. Previous tenancy references – i.e. Agent Reference Letter (10); Previous 2 rent receipts (10); Electricity / Gas account (10); 5. Previous home ownership i.e. Council Rates (20); Water Rates (20); Mortgage statement (20)		
	Points provided:	Date:	

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[www.rwunlimited.com.au](http://www.rwunlimited.com.au)

52 Blair Street, North Bondi

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**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 this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on national tenancy databases (TRA) being undertaken. I consent to my personal information being given to TRA & understand that the results of this reference check may have a beneficial or detrimental affect on my application.

**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 obligations 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 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, incomplete or out of date. If you do not provide the information required from you, we may not be able to process your application and manage your tenancy.

**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 bankrupt, or 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. calendar month (\$..... ).

I undertake to pay a rental bond plus the first fortnight/month's rent in the form of a bank cheque or money order made payable to **RAY WHITE UNLIMITED**, upon signing the Residential Tenancy Agreement.

**Statement of costs**

Rental bond (4 week's rent)(6 week's rent for furnished)	\$	
Rent in advance (one fortnight / calendar month)	\$	
50% of Residential Tenancy Agreement preparation fee	\$	15.00
	\$	
<b>Subtotal Total</b>	<b>\$</b>	
	<b>\$</b>	
<b>Less Holding Deposit</b>	<b>\$</b>	
<b>Final Balance Due</b>	<b>\$</b>	

Applicant's signature ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Agent's signature ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**If a reservation fee is being paid on the property, the following conditions will apply (NSW only)**  
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 of ..... days.
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 refund given will be by way of a trust account cheque (within 48 hours). Ray White Unlimited**, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:
  1. To reserve the premises for the period and in accordance with the conditions above stated.
  2. To notify the applicant within the reservation period whether or not the applicant has been approved.
  3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

DEPOSIT PAID \$ \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ DATE & INITIAL \_\_\_\_\_  
 DEPOSIT PAID \$ \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ DATE & INITIAL \_\_\_\_\_