



# Tenancy Application Form

Thank you for submitting your application to lease a property from Laing+Simmons Chatswood Willoughby.  
In order for us to process the application quickly you will need to complete this form in full.  
The application must be accompanied by a copy of your Australian Drivers Licence or Passport for identification purposes.  
Each adult resident must complete a separate application form.  
The successful applicant will be required to provide a money order or bank cheque for the initial payment of the Rental Bond, Agreement Fee and First months rent.

**PROPERTY ADDRESS**

RENT PER WEEK

\$

LEASE TERM

LEASE COMMENCEMENT DATE

APPLICANTS FULL NAME

DATE OF BIRTH

EMAIL ADDRESS

No. OF OCCUPANTS WHO WILL LIVE IN THE PROPERTY

NUMBER OF CHILDREN

NUMBER & TYPE OF PETS

**EMPLOYMENT HISTORY**

OCCUPATION

EMPLOYER

INCOME PER ANNUM

EMPLOYMENT ADDRESS

EMPLOYER CONTACT NAME

CONTACT PHONE NUMBER

PREVIOUS EMPLOYER

CONTACT NAME

CONTACT PHONE NUMBER

**REFERENCES**

YOUR CURRENT RESIDENTIAL ADDRESS

MOBILE PHONE

BUSINESS PHONE

CURRENT LANDLORD/AGENT

CONTACT PHONE NO

LENGTH OF TENANCY

CURRENT RENT

MOTOR VEHICLE TYPE

REGISTRATION NUMBER

STATE OF ISSUE

DRIVERS LICENCE NUMBER

EXPIRY DATE

STATE OF ISSUE

PASSPORT NUMBER

EXPIRY DATE

COUNTRY OF ISSUE

**PERSONAL REFERENCES**

FULL NAME

RELATIONSHIP

CONTACT PHONE NUMBER

RESIDENTIAL ADDRESS

FULL NAME

RELATIONSHIP

CONTACT PHONE NUMBER

RESIDENTIAL ADDRESS

**EMERGENCY CONTACT OTHER THAN PARTNER**

FULL NAME

RELATIONSHIP

CONTACT PHONE NUMBER

RESIDENTIAL ADDRESS

**STATEMENT OF COSTS****RESERVATION****AMOUNT DUE ON SIGNING TENANCY AGREEMENT**

Rent in advance - one calendar month	\$
Rental Bond - 4 or 6 weeks rent	\$
Residential Tenancy Agreement Fee	\$
Less deposit	\$
<b>Total Due</b>	\$

Calendar Month = Weekly rent divided by 7 (days in week)  
multiplied by 365 (days in year) divided by 12 (months)

**RESERVATION FEE**

**RESERVATION PERIOD**
 **DAYS**
**The agent undertakes:**

The reservation fee is equivalent to one weeks rent and will reserve the premises for you for a period of 7 days

If the landlord declines the application the reservation fee will be refunded to the applicant in full.  
If the landlord accepts the application, the Reservation Fee will be paid towards the initial rent

Should the applicant decide not to proceed the landlord shall retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved.

**PRIVACY STATEMENT**

The personal information you provide in this application or collected by the Agent from other sources is necessary for the Agent 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 the tenancy, if your application is successful, may be disclosed for the purpose for which it is collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held in these databases may also be disclosed to us and the landlord. 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 the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

**DECLARATION**

I hereby offer to rent the property from the landlord under a Residential Tenancy Agreement to be prepared by the landlord's Agent and acknowledge I will be required to pay the amounts set out above under Statement of Costs.

I acknowledge that this application is subject to the approval of the landlord.

I declare that all information contained in this application is true and correct and given of my own free will and I further declare that I am not a bankrupt

I have physically inspected the premises

I authorise the Agent to obtain personal information about me from:

- The owner or agent of my current or previous residences
- My personal referees for this application
- My current and past employers
- Any person or corporation who maintains any record, listing or database of defaults by tenants

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant
- Prepare Tenancy Agreement documents
- Allow trades people or equivalent organisations to contact me
- Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- Refer to Tribunals/Courts and Statutory Authorities
- Refer to collection agents and debt recovery companies and solicitors

I acknowledge that if information is not provided or if 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 noted in this application.

**APPLICANTS SIGNATURE**

**PRINT APPLICANTS NAME**

**DATE**

**SIGNED BY A WITNESS**

**PRINT WITNESS'S NAME**

**DATE**

**ID CHECKLIST**

To process your application we require at least 100 points of identification from the following checklist. Any ID you chose to submit must show your name.

Type of ID	Number of Points	Attached Yes/No
Drivers Licence	40	
Passport	40	
Citizenship papers	40	
Birth Certificate	30	
Property Certificate of Title	30	
Medicare Card	30	
Credit Card	30	
Council Rates Notice	30	

Type of ID	Number of Points	Attached Yes/No
Water Rates Notice	30	
Current Wage Slip	20	
Previous tenancy reference/lease	20	
Motor Vehicle Registration	10	
Bank Statement	10	
Telephone Account	10	
Electricity Account	10	
Gas Account	10	

