

# RESIDENTIAL TENANCY APPLICATION – NSW

Please provide an independent tenancy application form for every occupant 18 years and older



<b>A) APPLICANT FULL NAME:</b>		
Email:		Mobile:
Drivers License:	DOB:	Work Ph:
<b>B) PROPERTY APPLYING FOR:</b>		
How many will normally occupy the property? _____ Adults _____ Children		
Do you have any pets? <input type="checkbox"/> YES <input type="checkbox"/> NO if yes please provide details:		
<b>C) CURRENT ADDRESS:</b>		
Landlord / Agent Name	Current Rent p/w \$	
Landlord / Agent Phone	Length of occupancy _____ yrs. _____ months	
<b>D) PREVIOUS ADDRESS:</b>		
Landlord / Agent Name	Current Rent p/w \$	
Landlord / Agent Phone	Length of occupancy _____ yrs. _____ months	
<b>E) OCCUPATION:</b>		
<b>Current Employer Name:</b>		Phone:
Length of Employment _____ yrs. _____ months	Casual <input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/>	\$ <input type="checkbox"/> Gross <input type="checkbox"/> Net
<b>Previous Employer Name:</b>		Phone:
Length of Employment _____ yrs. _____ months	Casual <input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/>	\$ <input type="checkbox"/> Gross <input type="checkbox"/> Net

**F) PERSONAL REFERENCES:**

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
<b>G) EMERGENCY CONTACT:</b>	Name:	Relationship:
Phone:	Email:	

**H) PAYMENT DETAILS:**

Property Rental \$_____ per week	2 weeks rent in advance \$_____
Rental Bond equiv Four (4) weeks rent \$_____ paid to the rental bonds online.	

**100 POINTS OF ID:**

Please provide no returnable copies of the following documentation with your application

A minimum of 100 points is required for each applicant

Points must be made up of from each of sections A, B & C as shown below:

**A) PROOF OF IDENTITY (you must choose at least one from this category)**

- Passport 30 points
- Birth Certificate 30 points
- Drivers License 30 points

**B) PROOF OF INCOME (you must choose at least one from this category)**

- 2 x recent pay slips 30 points
- Current Bank Statement 30 points

**C) SUPPORTING DOCUMENTS (you must choose at least one from this category)**

- Current Rental Ledger 20 points
- 2 x written references 10 points
- Vehicle registration papers 10 points
- Current Electricity/phone account 10 points
- Recent Rates Notice 10 points

**DECLARATION:**

I confirm the following:

I have inspected the property that I am applying for:      YES       NO

Date Inspected: \_\_\_\_\_

**TERMS & CONDITIONS**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section H.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- 1. (a) The owner or the Agent of my current or previous residence;
- 2. (b) My personal referees and employer/s;
- 3. (c) Any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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

- 1. (a) communicate with the owner and select a tenant
- 2. (b) prepare lease/tenancy documents
- 3. (c) allow organisations/tradespeople to contact me
- 4. (d) facilitate the sale of the property should it be placed on the market
- 5. (e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- 6. (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- 7. (g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

**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 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.

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AGENT SIGNATURE:** \_\_\_\_\_