



## RESIDENTIAL TENANCY APPLICATION

Suite 102/242 Pacific Highway  
Crows Nest NSW 2065  
Ph: 02 8904 9300  
Email: admin@rwcns.com.au

<b>Property Address</b>	
<b>Lease Commencement Date</b>	
<b>Lease Term</b>	
<b>Number of Tenants Adults/Children (ages)</b>	
<b>Do You Smoke?</b>	
<b>Do you have a Pet? (details)</b>	
<b>Property Rent (week/month)</b>	
<b>Bond (4 weeks rent)</b>	

Documentation is required to verify ID in order to submit an application::

- Passport and Drivers Licence/Photo ID
- Bank Statements/Savings Accounts
- Payslips
- Employment contract/confirmation
- Tenancy Rental Ledger
- Phone/Electricity/Gas Bill
- Medicare/Credit Card
- Copy of Visa (if applicable)

### 1. PERSONAL DETAILS

<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Drivers License No &amp; Expiry</b>	
<b>Passport Number/Country of Issue</b>	
<b>Home Phone</b>	
<b>Work Phone</b>	
<b>Mobile Phone</b>	
<b>Email address</b>	

**2. APPLICANT HISTORY**

<b>Current address:</b>	
How long at this address?	
Why are you leaving?	
Landlord/Agent Details Name Contact ph:	
Landlord/Agent Email	
Weekly/Monthly rent paid	

<b>Previous Address</b>	
How long at this address?	
Landlord/Agent name & contact	
Weekly/Monthly Rent	
Was bond refunded in full? (if not please provide details)	

**3. EMPLOYMENT HISTORY**

<b>Current Occupation</b>	
Full time/part time/casual	
Employers name & phone number	
Name of Company/Business	
Address	
Length of employment	
Income	

<b>Previous Occupation</b>	
Full time/part time/casual	
Employers name & phone number	
Name of Company/Business	
Address	
Length of employment	
Income	

**4. NEXT OF KIN**

Contact	
Address	
Phone	
Email	
Relationship	

**5. TWO PERSONAL REFEREES (not related to you)**

Contact	
Address	
Phone & Email	

Contact	
Address	
Phone & Email	

**6. OTHER INFORMATION**

Car registration	
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**7. PAYMENT DETAILS FOR PROPERTY APPLIED FOR**

Property Rental:	
Rental Bond:	
Payment Rent in Advance:	
TOTAL	

**8. RESERVATION**

FEE _____	RESERVATION PERIOD _____
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The Landlords Agent undertakes:

- (a) The premises will not be let during the Reservation period, pending the agreement of a Residential Tenancy Agreement.
- (b) The whole fee will be refunded if the landlord does not decide to enter into a Residential Tenancy Agreement for the Reservation period.
- (c) The whole fee will be refunded if the Landlord does not carry out (during the Reservation period) repairs or other work on which it is a condition to enter into a Residential Tenancy Agreement.
- (d) If the applicant decides not to enter into a Residential Tenancy Agreement, and the premises are not let or otherwise occupied during the Reservation period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation period (based upon the proposed rent), but must refund the remainder.
- (e) If a Residential Tenancy Agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent \_\_\_\_\_ Date \_\_\_\_\_

**9. DECLARATION/AUTHORITY**

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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 authorize the agent to obtain personal information from:

- (a) The owner or the agent of my current or previous residence;
- (b) My personal referees and employers
- (c) Any record listing or database of defaults by tenants:

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

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a bond authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TICA (Tenancy Information Centre Australia)

This application is accepted subject to the availability of the property on the due date. No action shall be taken by the applicant, against the landlord and the agent should any circumstance arise whereby the property is not available for occupation on the due date. Keys will not be handed over until the lease agreement has been signed by all applicants and until the commencement date of the lease.

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 cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_