

# Application for Tenancy



## PRIVACY NOTICE

The agent is committed to the principles of the Privacy Act 1988 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

**PLEASE READ THE PRIVACY NOTICE ON PAGE 2 BEFORE SIGNING THIS FORM.**

I apply for a tenancy of the premises described below upon the terms set out below:

**PREMISES:** \_\_\_\_\_

**LANDLORD:** \_\_\_\_\_

## PARTICULARS OF APPLICANT

<b>PERSONAL DETAILS</b>			
<b>SURNAME:</b>	_____	<b>GIVEN NAMES:</b>	_____
<b>ADDRESS:</b>	_____		
<b>Date of Birth:</b>	_____	<b>Phone: Priv.:</b>	_____
<b>Bus.:</b>	_____	<b>Mobile:</b>	_____
<b>Email:</b>	_____		
<b>Driver's Licence No.:</b>	_____	<b>Car Registration No.:</b>	_____
<b>Number of Occupants: Adults:</b>	_____	<b>Children:</b>	_____
		<b>Pet[s]</b>	_____

<b>EMPLOYMENT HISTORY (Confirmed [ ])</b>			
<b>OCCUPATION:</b>	_____	<b>CURRENT EMPLOYER:</b>	_____
<b>Business Address:</b>	_____		
<b>Contact:</b>	_____	<b>Phone:</b>	_____
		<b>Period Employed:</b>	_____
<b>OCCUPATION:</b>	_____	<b>PREVIOUS EMPLOYER:</b>	_____
<b>Business Address:</b>	_____		
<b>Contact:</b>	_____	<b>Phone:</b>	_____
		<b>Period Employed:</b>	_____

<b>TENANCY HISTORY (Confirmed [ ])</b>			
<b>NAME OF CURRENT LANDLORD/AGENT:</b> _____			
<b>ADDRESS:</b> _____			
<b>CONTACT:</b>	_____	<b>PHONE:</b>	_____
<b>ADDRESS OF PREMISES:</b> _____			
<b>PERIOD OF TENANCY:</b>	_____	<b>RENT: \$</b>	_____ <b>Per Week</b>
<b>NAME OF PREVIOUS LANDLORD/AGENT:</b> _____			
<b>ADDRESS:</b> _____			
<b>CONTACT:</b>	_____	<b>PHONE:</b>	_____
<b>ADDRESS OF PREMISES:</b> _____			
<b>PERIOD OF TENANCY:</b>	_____	<b>RENT: \$</b>	_____ <b>Per Week</b>

<b>REFERENCES (Give names and phone numbers)</b>	
1. Financial -	_____
2. Personal -	_____

<b>PERSON TO BE NOTIFIED IN AN EMERGENCY:</b>	
<b>NAME:</b>	_____
<b>ADDRESS:</b>	_____
<b>PHONE: Private:</b>	_____
<b>Business:</b>	_____

<b>TERMS OF TENANCY</b>	
Period _____ weeks/months commencing _____	Rental \$ _____ per week payable in advance.
Unfurnished/Furnished as per attached inventory.	Other terms as contained in a residential tenancy agreement to be prepared.
First payment of rent in advance	\$ _____
Rental bond	\$ _____
Tenant's share of cost of preparing tenancy agreement	\$ _____
Subtotal	\$ _____
Reservation fee [see below] - deduct if applicable	\$ _____
Amount payable [cash or bank cheque] on signing tenancy agreement	\$ _____

**OFFICE USE ONLY**

**REFERENCE CHECKS**

**ADDITIONAL MATTERS**

**AUTHORITY & DECLARATION OF APPLICANT**

I authorise the landlord's agent -

- [a] to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;
- [b] to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
- [c] to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
- [d] I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.
- [e] I have inspected the subject premises and accept them as inspected.

**NOTE:** The Landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the Landlord's agent with a tenant database.

**Signature of Applicant:**

**Date:**

**RESERVATION**

Reservation fee \$ \_\_\_\_\_ Reservation period \_\_\_\_\_ days

In consideration of the above reservation fee paid by the applicant the landlord's agent acknowledges that:

- [i] the premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- [ii] if the landlord has not decided to enter into a residential tenancy agreement in the agreed terms for the residential premises concerned during that period, the whole of the fee will be refunded; and
- [iii] if the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period, the whole of the fee will be refunded; and
- [iv] if the applicant(s)/prospective tenant(s) decide not to enter into such an agreement, and the premises were not let or otherwise occupied during the period they were reserved, the landlord may 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 (based on the proposed rent) but is required to refund the remainder (if any) of the fee; and
- [v] if a residential tenancy agreement is entered into, the fee is to be paid towards rent for the residential premises concerned.

**NAME OF LANDLORD'S AGENT:** Proud Real Estate

**BUSINESS ADDRESS:** Shop 6 / 7-10 JOYCE STREET, PENDLE HILL NSW 2145

**Signature:**

**Date:**

**PRIVACY NOTICE - APPLICATION FOR TENANCY**

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.



## Documents required to support your application:

### 100 POINT ID CHECK

Please provide non-returnable copies of the following documentation with your application:

- A minimum off 100 Check Points is required for each applicant.
- Points must be made up from each of sections A, B and C as shown.

Please Tick

**A) Proof of Identity (30 Points)**

You must provide one of the following:

Drivers Licence or Photo ID Card  
 or  
 Passport  
 or  
 Birth Certificate + Photo ID

30 Points

**B) Proof of Income (30 Points)**

Last Pay Advice  
 or  
 Current Centrelink Statement

30 Points

+

Current Bank Statement

**C) Supporting Documentation (40 Points)**

You must provide at least 40 Points of the following documentation:

Current Rental Ledger (from Agent)	40 Points	<input type="checkbox"/>
Last 2 Rent Receipts	20 Points	<input type="checkbox"/>
2 Written References	20 Points	<input type="checkbox"/>
Current Electricity/Phone Account Bill	10 Points	<input type="checkbox"/>

Minimum of 40 points required

**TOTAL POINTS (A+B+C)**  
 (Minimum of 100 Points Required)

**Please note:** The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please Call us to discuss alternative checks that may be conducted.