



## Tenancy Application

Our Agency welcomes your application and any queries you may have. The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

### **Please read prior to completing the application**

1. One application is to be completed per person
2. All applicants are to supply their own photocopies of documentation required.
3. This application must be accompanied by copies of documents from those listed below. Please note this must include a current Drivers Licence or Passport.
4. This application cannot be processed until it is complete with copies of supporting documents attached.
5. The initial deposit of one weeks rent is to be paid once application has been approved.

### **Application Checklist**

- Drivers Licence
- Passport
- Other Photo ID/Birth Certificate
- Letter of Employment or if Self Employed Supporting Documentation to verify Income and Accountants details must be provided
- Payroll Advice/Slip
- Current Bank Statement
- Medicare Card
- Employment References
- Personal References
- Rental References from previous Agents you have leased through previously
- Tenant Ledger for previous detailing most recent Rental History



RENTAL PROPERTY:	Address: _____ I have inspected the premises and wish to apply for tenancy for a period of six (6) or twelve (12) months (please circle), at a rental amount of \$ _____ pw commencing on ____/____/____
How did you find out about this property?	<input type="checkbox"/> Domain.com.au <input type="checkbox"/> Realestate.com.au <input type="checkbox"/> sydneycoveproperty.com <input type="checkbox"/> Window display <input type="checkbox"/> Concierge
Applicant's full name and address	Full name: _____ Address: _____ Suburb: _____ Postcode: _____  If you are a home owner please state if the property is: <input type="checkbox"/> On the market <input type="checkbox"/> Sold <input type="checkbox"/> For Lease    AGENT: _____ <b>Please provide a copy of your council and water rates for the property.</b>
Personal details	Date Of Birth: ____/____/____    Place Of Birth: _____ Drivers license No: _____    Passport No: _____
Applicant's Contact Details	Home ph: _____    Mobile: _____ Business ph: _____    Email: _____
Smoker	<input type="checkbox"/> No <input type="checkbox"/> Yes
Occupancy Details Full names, current addresses and ages of ALL residents for this property (including children)	_____ _____ _____ _____ _____ _____
Current Rental Details	Address: _____ Rental p/week: _____    Period of lease: _____ Agent/Landlord: _____    Ph: _____ Work Ph: _____    Email: _____
Previous Address Details	Address: _____ Rental p/week: _____    Period of lease: _____ Agent/Landlord: _____    Ph: _____ Work Ph: _____    Email: _____ Bond returned in full? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, please specify: _____ _____
Employment Details	Employer: _____ Your Position: _____ Length of employment :    Years _____    Months: _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Net income: \$ _____ per annum Supervisor: _____    Phone: _____



If Self Employed (If you are self employed please provide a copy of your ABN or ASIC registration detailing director names)	Company: _____ Trading as: _____ ABN: _____ Industry: _____ How long have you been self employed: Years: _____ Months: _____ Total Annual Income: \$ _____ Per Annum Accountant: _____ Phone: _____
Vehicle Information	Registration No: _____ State: _____ Model: _____ Owned/ Hired (please circle) Registration No: _____ State: _____ Model: _____ Owned/ Hired (please circle)
Emergency Contact details (Close relative of friend not living with you)	Name: _____ Mobile: _____ Relationship: _____ Work: _____ Hm: _____ Address: _____ _____ Name: _____ Mobile: _____ Relationship: _____ Work: _____ Hm: _____ Address: _____ _____
Personal References	Full Name: _____ Mobile: _____ Occupation: _____ Work: _____ Full Name: _____ Mobile: _____ Occupation: _____ Work: _____

**PRIVACY POLICY**

The personal information the prospective tenant provides in these applications or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the 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 tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with the obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information that the agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

By not supplying this information, the landlord may not be able to process the application and decide not to proceed with this tenancy application.

**RESERVATION FEE CONDITIONS**

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The applicant has paid a Reservation Fee of \$ \_\_\_\_\_ equivalent to \_\_\_\_\_ days rent to reserve the premises in favour of the Applicant for a period of days from \_\_\_\_\_ to \_\_\_\_\_ (The reservation fee is 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 not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee will be refunded.
4. the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to enter into a residential tenancy agreement;
5. If the prospective tenant decides 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.6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential premises concerned.

**RESERVATION FEE - Bank Details**  
 Sydney Cove Property – Rental Trust  
 Bank : Westpac  
 BSB : 032-100  
 ACCOUNT NO : 124197

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_