

TENANCY APPLICATION FORM

For your application to be processed you must answer all questions (including the reverse side)

A. AGENT DETAILS	
Realty Professional	
Address: 395 Church Street North Parramatta NSW 2151	
Telephone: 02 9630 9800	Facsimile: 02 9630 9099
Email: info@realtyprofessional.com.au	
Web: www.realtyprofessional.com.au	
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent?	
Postcode	
2. Lease commencement date?	
Day	Month
Year	
3. Lease term?	
Years	Months
4. How many people will normally occupy the property?	
Adults	Children
C. PERSONAL DETAILS	
5. Please give us your details	
Mr <input type="checkbox"/>	Ms <input type="checkbox"/>
Miss <input type="checkbox"/>	Mrs. <input type="checkbox"/>
Other <input type="checkbox"/>	
Given name/s	
Surname	
Date of Birth	Driver's licence number
Driver's licence expiry date	Driver's licence state
Passport no.	Passport country
Pension no. (If applicable)	Pension type (if applicable)
6. Please provide your contact details	
Home phone no.	Work phone no.
Mobile phone no.	Fax no.
Email address	
7. What is your current address?	
Postcode	
SUPPORTING DOCUMENTS / IDENTIFICATION	
Should you not be able to provide any of the below documentation, please contact your property manager.	
<ul style="list-style-type: none"> • Photo ID (Passport or Drivers License) • Current Payslips (Minimum 3) • Current Bank Statements • Rental History - Ledger, References (if any) 	

D. FREE UTILITY CONNECTION SERVICE	
connectnow.	
CN ID: 17123	
This is a free service that connects all of your utilities	
Telephone 1300 554 323	Facsimile 1300 889 598
Email info@connectnow.com.au	Web connectnow.com.au
Once we have received this application we will call you within 24 hours. ConnectNow is a simple and convenient time saving service assisting you with your Telephone, Electricity, Gas, Pay Television and Internet to some of Australia's leading providers. ConnectNow also provide a range of additional services to assist in your home relocations such as professional removalists, supply of packing boxes and discounted rates on van & truck hire.	
If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one business day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.	
While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.	
Yes Please Contact Me <input type="checkbox"/> Please insert <input checked="" type="checkbox"/> in box for contact by ConnectNow. Remember it's a free service.	
Tenant's Signature	Date
Declaration: I consent to ConnectNow Pty Ltd A.C.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my address to obtain supply details. If the power has been disconnected, it is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required. While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Disconnection and Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).	
Privacy Policy: The privacy of connectnow customers is of vital importance to connectnow. You have the right to access connectnow records of your information under the Privacy Act. Connectnow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.	
Tenant's Signature	
Date	
Application faxed to ConnectNow (tick box) <input type="checkbox"/> Fax No: 1300 889 598	

E. APPLICANT HISTORY

8. How long have you lived at your current address?
 Years Months

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

 Landlord/agent's phone no. Weekly rent paid \$

11. What was your previous residential address?

 Postcode

12. How long did you live at this address?
 Years Months

13. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

 Landlord/agent's phone no. Weekly rent paid \$
 Was bond refunded in full? If not, why not?

F. EMPLOYMENT HISTORY

14. Please provide your employment details
 What is your occupation?

 What is the nature of your employment?
 (FULL TIME/PART TIME/CASUAL)
 Employer's name (inc. accountant if self employed or institution if a student)

 Employer's address

 Postcode
 Contact name Phone no.
 Length of employment Years Months Net income? \$

15. Please provide your previous employment details
 What was your occupation?

 Employer's name

 Contact name Phone no.
 Length of employment Years Months Net income? \$

G. CONTACTS / REFERENCES

16. Please provide a contact and/or relative in case of emergency (not living with you)

Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

H. OTHER INFORMATION

17. Car Registration Number State of Issue

18. Please provide details of any pets:
 Breed / type Council registration / number

1. <input type="text"/>
2. <input type="text"/>

19. Names and ages of those to permanently reside at the property

1. <input type="text"/>	Age (Yrs) <input type="text"/>
2. <input type="text"/>	Age (Yrs) <input type="text"/>
3. <input type="text"/>	Age (Yrs) <input type="text"/>
4. <input type="text"/>	Age (Yrs) <input type="text"/>

I. DECLARATION

The applicant acknowledges:

- that the information contained herein is true, correct and provided at my own accord.
- that the applicant is over the age of 18 yrs, has inspected the property and has the capacity to fully understand and enter this agreement to lease the premises in its current condition.
- their consent to the agent disclosing all personal information that they may hold for the purpose of (a) listing their name with a tenancy database as a result of a tribunal order or multiple breach notices (b) enforcing a tribunal order (c) commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and or damage that occurred or occurs during the proposed tenancy.
- their understanding that should the application be unsuccessful, the agent is not obliged to disclose such reasons for the refusal unless the searches display records with tenancy databases.
- that should this application be successfully approved by the landlord, the agent will request a one weeks holding deposit to formally reserve the property before preparing the lease agreement. Should the applicant decide to not proceed after this point in time, the holding deposit is then forfeited in full.
- permission for the agent to destroy our personal documents in the event of an unsuccessful application.
- that unless an individual water meter is not present, the tenant shall be liable for all water usage pertaining to this property.

8. **PRIVACY DISCLOSURE**
 Consent to the Lessor/Agent to contact or conduct enquiries and searches with regard to the information and references supplied in this document.

Signature Date

X

J. PAYMENT DETAILS

20. Property rental

\$	Per week OR	\$	per month
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Rental bond (equivalent to 4 weeks rent)	\$
First payment of rent in advance (2 wks)	\$
Lease Preparation FEE	\$ NIL
Less: deduct holding deposit (upon approval)	\$
Amount payable on signing tenancy agreement (CASH or Bank Cheque ONLY)	\$

K. OFFICE USE ONLY

Date of Application	Date Landlord notified of Application
<input type="text"/>	<input type="text"/>
Date Landlord Approved Application	Date Tenant informed of Approval / Refusal of Application
<input type="text"/>	<input type="text"/>
Special Instructions	
<input type="text"/>	
Confirmed Rental Amount	Lease Term
<input type="text"/>	<input type="text"/>

L. EMPLOYMENT CONFIRMATION

Contact Person	Contact Date
<input type="text"/>	<input type="text"/>
How Long Have They Worked There?	Is Employment Secured? Nett Pay?
<input type="text"/>	<input type="text"/>

M. PREVIOUS AGENT CONFIRMATION

Agent	Property Manager	Phone / Fascimile	Vacation Reason?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Would you Rent Again to this Tenant?	Rent Paid On Time?	Neat 7 Tidy?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	