

APPLICATION FOR TENANCY

This application must be accompanied by a copy of the applicant's drivers licence or passport. If there is more than one application, an additional Application Form is required for each applicant.

Rental Property	Address:		
Tenancy Requirements	Commencement Date:	Length of tenancy:	
Applicant's Full Name & Address	Name:		
	Address:		
Applicant's Contact Details	Home:	Work:	Mobile:
Email Address:			
Current Rental Details	Current rent \$	per week	How long have you lived there?
	Agent/Landlord		Phone
	Why are you leaving?		
Previous Rental Details	Address		
	Rent \$	per week	How long did you live there?
	Agent/Landlord		Phone
	Why did you leave?		
Employment	Current Employer		
	Your Position	Contact Name	
	Length of employment	Work Phone	
	Nett Monthly Income \$	Full time or Part Time (please circle)	
Personal Details	Date of Birth ___/___/___		
	Drivers Licence No	Passport No	
	Expiry Date ___/___/___	Expiry Date ___/___/___	
Occupancy Details	Total number of occupants who will live in this property?		
	Number & ages of children (if any)		
	Pets? Yes/No (Please Circle)		
	Number and type		
Personal/Business	Name Occupation	Phone (Work)	
References (not relatives)			

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 is 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 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 You can also correct this information if it is inaccurate, incomplete or out of date.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.

APPLICANT'S SIGNATURE..... Date ____/____/____

PLEASE PRINT NAME

I confirm the following

- 1. During my inspection of this property I found it to be in a reasonably clean condition Yes No
- 2. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

.....
.....

- 3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- 4. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

Application

I, the applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/hers/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided to me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises, for a Period of months, at a rental of \$..... per week/fortnight/month. I understand that I have to pay a Rental Bond of four week's rent, 2 week's rent upon signing the Residential Tenancy Agreement.

Statement of Costs

Rental Bond (4 week's rent)	\$
First 2 week's rent	\$
Total	\$

APPLICANT'S SIGNATURE..... Date ____/____/____

PLEASE PRINT NAME

Agent's Signature..... Date ____/____/____

If a reservation fee is being paid on a property, the following conditions will apply (NSW only)
 It is hereby acknowledged:

1. That the applicant has paid a reservation fee of \$..... equivalent to seven days rent to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven day's rent)
2. The premises will be reserved for the applicant for a period of days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
4. That should the landlord decline the application the reservation fee will be refunded to the applicant in full.
5. That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
6. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro rata basis.
7. That the reservation will be banked into a trust account and any refund given will be by the way of a Trust Account cheque. Shaddock Real Estate, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:
 1. To reserve the premises for the period and in accordance with the conditions above stated.
 2. To notify the applicant within the reservation period whether or not the applicant has been approved.