



Mortdale/Penshurst 9570 2777

**NOTICE TO ALL APPLICANTS**  
**(PLEASE KEEP FOR YOUR RECORDS)**

It is our highest priority that we ensure good tenants are approved for our rental properties. In order to assist you with your application, we require the following documents to be submitted with your application:

- Copy of **two up to date** payslips from your current work place
- Copy Bank Statements – particularly showing deposit of weekly/fortnightly/monthly wages
- Copy Photo ID – in particular driver's licence and/or passport – must be legible
- If you are currently renting, a copy of your rental ledger from your current managing agent
- If you own/owned your own home, please provide proof of ownership – either council or water rate notices, gas/electricity account, internet invoice, etc

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**HOLDING DEPOSIT**

Once your application has been accepted you will be requested to pay a holding deposit equivalent to 1 weeks rent. A holding deposit can only be taken once your application has been approved.

Please note that if YOU change your mind, this deposit will be forfeited to the landlord (at a one-seventh daily basis).

**SUCCESSFUL APPLICATIONS**

If you are successful, you will be required to pay the following **by bank cheque or money order** at the time of signing your lease:

- Bond = 4 Weeks Rent + Another One Weeks Rent In Advance



***Please note that initial payment must be made via bank cheque or money order  
Personal cheques and cash will not be accepted.***



Mortdale/Penshurst 9570 2777

Agency Name: RICHARDSON & WRENCH  
MORTDALE/PENSHURST

Address: 17 Pitt Street, Mortdale 2223

Phone No: 9570 2777 Fax No: 9570 3111

Email: rentals.mortdale@randw.com.au

Web: randw.com.au

Property Manager Details: Sandy Howe

## Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

### 1. Property Details

What is the address of the property you would like to rent?

Postcode

Lease commencement date?

Agreed Rental

/  /

\$

Lease Term?

Years  Months

How many people will normally occupy the property?

Adults  Children / Ages \_\_\_\_\_

Pets? Yes/No

Smokers? Yes/No

### 2. Personal Details

Mr  Ms  Miss  Mrs  Other

Surname  Given Name/s

Date of Birth

Driver's Licence No.  Driver's Licence State

Passport No.  Passport Country

Pension No. (if applicable)  Pension Type (if applicable)

#### Please provide your contact details

Home Tel. No.  Mobile Tel. No.

Work Tel. No.  Fax. No.

Email Address

### 3. Declaration

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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner/landlord. I **declare** that all information contained in this **application** (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I acknowledge that if this application is approved, I will pay a **holding deposit** equivalent to one week's rent to hold the Premises for a period of 7 days. I understand that this holding deposit may be retained by the landlord if I change my mind and do not enter into a residential tenancy agreement, or refuse to enter into a residential tenancy agreement.

I authorise the **Agent** to obtain personal information from:  
(a) the owner or the **Agent** of my current or previous residence;  
(b) my personal referees and employer/s;  
(c) any record, listing or database of defaults by tenants;

If I default under a rental agreement, 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 organisations/tradespeople to contact me;
- (d) lodge/claim/transfer to/from the Residential Tenancies 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 TRA (Trading Reference Australia Pty Ltd) and TICA (Tenancy Information);
- (h) transfer water account details into my name.

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:

Date:

#### 4. Applicant's History

What is your current address?

  

How long have you lived at your current address?

 Years  Months

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of Landlord or Agent

Landlord/Agent's Tel. No.

Weekly rent paid

 \$

What was your previous residential address?

  
 Postcode

How long did you live at this address?

 Years  Months

Landlord/Agent details of this property (if applicable)

Landlord/Agent's Tel. No.

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

#### 5. Employment History

What is your occupation?

What is the nature of your employment? (F/time or P/Time)

Employer's name (include accountant if self employed or institution if a student)

Employer's address?

  
 Postcode

Contact Name

Tel. No.

Length of employment

 Years  Months

Net Income?

 \$

#### 6. Previous Employment Details

What was your occupation?

Employer's Name

Length of employment

 Years  Months

Net Income?

 \$

#### 7. Contacts / References

Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Tel. No.

Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Tel. No.

2. Surname

Given name/s

Relationship to you

Tel. No.

#### 8. Other Information

Car Registration

9. Please provide details of any pets:

Breed/ type

Council registration number

#### PLEASE NOTE:

- Initial payments must be made by **bank cheque or money order** made payable to **Richardson & Wrench Mortdale** within the time specified by the Agent after approval of the application. No cash or personal cheques accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants, security bond is paid and not before the commencement date of the lease.
- 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.



**Richard & Wrench Mortdale**

17 Pitt Street,  
Mortdale, NSW 2223  
PO Box 379 Mortdale, NSW 2223  
P: (02) 9750 2777  
F: (02) 9750 3111  
W: www.randw.com.au/mortdale

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



- |             |            |                   |          |        |
|-------------|------------|-------------------|----------|--------|
| Electricity | Gas        | Phone             | Internet | Pay TV |
| Insurance   | Removalist | Truck or van hire | Cleaners |        |

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

Please provide your personal details:

Title:	First Name:
Last Name:	

Date of Birth:

Day	Month	Year
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Licence/Passport/Medicare No: State/Country:

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Please provide your contact details:

Home phone no:

Mobile phone no:

Work phone:

Fax phone no:

Email address:

Connection date:

Day	Month	Year
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Property for connection:

Unit/Floor No:	Street No:
Street Name:	
Suburb:	
State:	Post Code:

Postal address:

Unit/Floor No:	Street No:
Street Name:	
Suburb:	
State:	Post Code:



**This is a FREE service that connects all your utilities and other services.**

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date