

# Tenancy Application Form – Fax: (02) 9419 6673 (ATTN: \_\_\_\_\_)

## A. AGENT DETAILS



Phone: 02 9411 7788  
 Fax: 02 9419 6673  
 Email: rentals@lsartarmon.com.au

Location: Shop 3, 44 Hampden Road, Artarmon NSW 2064  
 Post: PO Box 744, Artarmon NSW 1570

## 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. Property Rental?

\$ \_\_\_\_\_ Per Week

5. Property Inspected?

Yes  No

6. How many people will normally occupy the property? (please circle)

Adults  1  2  3  4  5  
 Children  1  2  3  4  5

## C. PERSONAL DETAILS

7. Please provide us your details.

Mr  Mrs  Ms  Other \_\_\_\_\_

Surname \_\_\_\_\_ Given name/s \_\_\_\_\_  
 \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's license number / State \_\_\_\_\_  
 \_\_\_\_\_

Passport number \_\_\_\_\_ Passport country \_\_\_\_\_  
 \_\_\_\_\_

Smoker: Yes  No  Pets: Yes  No

Please specify:

\_\_\_\_\_

8. Please provide your contact details.

Home phone number \_\_\_\_\_ Mobile phone number \_\_\_\_\_  
 \_\_\_\_\_

Work phone number \_\_\_\_\_ Fax number \_\_\_\_\_  
 \_\_\_\_\_

Email address \_\_\_\_\_  
 \_\_\_\_\_

9. What is your current address?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode

## D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section J, and the conditions associated with this payment.

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 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, I agree that 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 trades people or equivalent organisations 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)

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 of Applicant

Date

X \_\_\_\_\_  
 \_\_\_\_\_

Signature of the Landlords agent

Date

X \_\_\_\_\_  
 \_\_\_\_\_

## E. TENANCY HISTORY

10. How long have you lived at your current address?

\_\_\_\_ Years \_\_\_\_\_ Months

11. Reason for leaving this address?

\_\_\_\_\_

12. Landlord/Agent details of this property (if applicable).

Name of landlord or agent \_\_\_\_\_  
 \_\_\_\_\_

Landlord/agent's phone number \_\_\_\_\_ Weekly rent paid \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Was bond refunded in full?

Yes  No

If not, why?

\_\_\_\_\_

13. What was your previous residential address?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode

14. How long did you live at this address?

\_\_\_\_ Years \_\_\_\_\_ Months

15. Landlord/Agent details of this property (if applicable).

Name of landlord or agent \_\_\_\_\_  
 \_\_\_\_\_

Landlord/agent's phone number \_\_\_\_\_ Weekly rent paid \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**F. EMPLOYMENT HISTORY**

16. Please provide your employment details.

What is your current occupation?

Employee Type: (Please tick)

Permanent  Temporary  Casual  Other \_\_\_\_\_

Employer's name (incl. accountant if self-employed or institution if a student)

Employer's address

  
 Postcode

Contact name

Phone no.



Length of employment

Net income?

Years

Months

 \$ Per week

Hours of Work: (Please tick)

Full Time  Part Time  Other \_\_\_\_\_

17. Please provide your previous employment details.

Occupation

Employer's name

Length of employment

Net income?

Years

Months

 \$

**G. EMPLOYMENT HISTORY**

18. Please provide a contact in case of emergency.

Surname

Given name/s



Relationship to you

Phone number



19. Please provide two personal references (preferably not related to you).

1. Surname

Given name/s

Relationship to you

Phone number.



2. Surname

Given name/s

Relationship to you

Phone no.



**H. OTHER INFORMATION**

20. Please provide details of your vehicle.

Registration

Make / Model



20. Please provide names of other occupants:

1.

2.

3.

Each occupant over the age of 18 MUST provide a completed application form

**I. TENANT CHECKLIST – SUPPORTING DOCUMENTS**

PLEASE PROVIDE ONE ITEM FOR EACH OF THE BELOW A,B,C.

A. Identification (Photo ID):

- Current driver's license **OR**
- Passport

B. Current Residence:

Renting - Proof of Rental History:

- Current tenant ledger **OR**
- Last 3 rental receipts

Owner Occupier - Proof of current address:

- 2 x Most recent council and water rate notices

C. Proof of income:

- Last 2 pay slips **OR**
- Most recent bank statement (at least 2 months) **OR**
- Current employment contract **OR**
- Self-employed – Tax returns & Accountant's details

D. References (optional – will greatly assist):

- Written reference from employer / landlord or agent / friend

**J. PROPERTY HOLDING FEE**

Following approval of your application by the Landlord, we may request a holding fee be paid.

Once this fee, equivalent of one (1) weeks rent of \$  is paid, the following conditions will apply:

- a) This property will be reserved in your favor for a period of 7 days.
- b) Upon execution of a Tenancy Agreement, this holding fee will be contributed to the property's rent.
- c) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises.
- d) Should the applicant not proceed with this property, the Landlord has the right to retain the full amount of the holding deposit.
- e) Any refund of the Holding Fee to the tenant will be done within 2 weeks of receipt of this amount via a method elected by the Landlord's Agent.

**K. UTILITY CONNECTIONS**



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property.... at no extra cost! We will contact you within 2 hours to confirm!

Ph: 1300 850 360 Fax: 1300 661 160

**ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL**

**Terms & Conditions** – By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

- No, I will connect the required utilities of my own accord.

**I. SURVEY**

How did you find out about this property?

- Internet:  Realestate.com.au
- Domain.com.au
- Lsartarmon.com.au
- Shop window display
- Weekly listing flyer
- Newspaper, please specify \_\_\_\_\_

**NOTES**

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