



Tenancy Application Form

To assist you with your tenancy application, we have provided you with the following checklist which details the information and documents you need to include. Your application CANNOT be processed unless all the documents are provided. Please check off the items and ensure you have all the documents copied and attached to your tenancy application.

Identification

Provide a copy of ONE (1) form of photo identification:

- Current drivers licence, OR
- Current passport and visa (if applicable), OR
- Student ID card, OR
- Proof of age card

Provide copies of TWO (2) forms of other identification:

- Birth certificate
- Medicare card
- Health care card
- Pension card

Provide copies of TWO (2)

- Motor vehicle registration
- Electricity or gas account
- Water account
- Telephone account
- Bank statement
- Tax assessment notice

Proof of Income

Provide ONE (1) of the following:

- If employed, copies of last three (3) payslips
- If applicable copies of your Centrelink statement, child support OR family tax benefit statement
- If you are self-employed, please provide a reference from your accountant and a copy of your most recent tax return
- If your income comes from overseas, clear evidence of the source and amount needs to be provided

Proof of residency (rental or home ownership)

If you are renting:

- A copy of your tenancy history ledger, OR
- A copy of your most recent tenancy agreement (lease) OR
- If you are in a private rental arrangement (does not involve agent), provide names, phone numbers and email address for owners (could be parents or guardians that you are paying rent to) and if possible provide reference in writing from owner

If you have been living in your own home:

- Provide a copy of a recent water account or council rates notice, OR
- If your house is being sold, please provide the name and telephone number of the selling agent

If approved for the property, you will be required to provide a Holding Deposit of one (1) weeks rent to our office within 24 hours in order to secure the property.

89 Main Street
Lithgow NSW 2790
Telephone: 02 6351 3422
Facsimile: 02 6351 3433
Email: lithgow@randw.com.au



Residential Tenancy Application Form

For your application to be processed you must answer all questions

1. Agent Details

Richardson & Wrench Lithgow

Address: 89 Main Street, Lithgow NSW 2790
Phone: 02 6351 3422
Fax: 02 6351 3433
Email: lithgow@randw.com.au

PM ID: 27944

2. Property Details

Address _____

Suburb _____ Postcode _____

Electricity Meter No _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Number of other Applicants to Occupy the Property _____

Adults _____ Children _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No _____

Pension Type (if applicable) _____ No _____

Please provide contact details _____

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Work No _____

Current Address _____

Suburb _____ Postcode _____

4. Emergency Contact

Please provide an emergency contact not residing with you _____

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Payment Details

Property Rental \$ _____ Per Week or \$ _____ Per Month

First Payment of rent in advance \$ _____

Rental Bond (1 Month Rent) \$ _____

Sub Total \$ _____

6. Utility Connection Services



PH: 1300 096 646 | Fax: 1300 889 598
 info@connectnow.com.au
 randwconnect.com.au

Moving home has never been easier

R&W Connect is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the R&W Connect service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 096 646 to ensure your services can be addressed by the required date.

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I consent to R&W Connect contacting me to organise my move home services and other products and services to suit my home or lifestyle needs

Signed _____ Date _____

5. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).
 NTD 1300 563 826 www.ntd.net.au.

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed _____ Date _____

8. Applicant History

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

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long did you live at your previous address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving \$

Was bond repaid in full? Yes No If No, please specify why:**9. Employment Details**

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

16. How did you find out about this property? (Please Tick)RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____**11. Centrelink Benefits**

Type

\$ Per Week \$ Per Month

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph

Campus Contact Ph

Course Co-ordinator Ph

Income

Parents Address Overseas

13. Other information

Car Registration

Do you have pets? Yes No If Yes, please specify:**14. Personal Referees**

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

15. Office Use Only

Lease Start Date / /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed: **Date** / /