

OFFICE USE ONLY	
Date Received:	_____
Date Approved:	_____
Lease Commencement:	_____
Lease Period:	_____
Rent Amount:	_____
Inclusions:	_____
Strata:	_____
Signed:	_____

Contact Details

Address: 3/50 Governor Macquarie Drive
Chipping Norton NSW 2170
Phone: 9755 4222 **Fax:** 9755 4155
Website: www.realequity.com.au
Email: applications@realequity.com.au

Should there be multiple applicants a separate application form should be completed. Please note that any application form unsigned will be invalid.

Address of property applied for:

Personal Details

Title: Mr/Mrs/Miss/Ms or other: _____
Date of Birth: _____
Full Name: _____

Current Address: _____

Phone: Work: _____
Home: _____
Mobile: _____
Fax: _____
Email: _____

Vehicle Registration Number: _____

Driver's Licence Number: _____

Passport Number: _____

Emergency Contact

In case of emergency, name of friend or relative: _____

Address: _____

Mobile: _____

Employment History

Occupation of Applicant: _____

Date commenced: _____

Employer's Name: _____

Employers Address: _____

Income \$: _____

Phone: _____

Mobile: _____

Email: _____

Previous Employer: _____

Employers Address: _____

Period of Employment: _____

Phone: _____

Mobile: _____

Personal References

Reference 1: _____

Phone: _____

Reference 2: _____

Phone: _____

Tenancy History

Name of present landlord/agent: _____

Contact Number: _____

How long at present address: _____

Current Rent Paid: _____

Name of previous landlord/agent: _____

Contact Number: _____

Address of previous rented premises: _____

Occupants Details

Number of people who will occupy premises

Adults: _____ Children: _____

Ages of Children:

Pets: (Y/N) Type:

Smokers: (Y/N)

Type of premises:

**Rent: \$ _____ per week commencing
_____ for a period of _____**

**Residential Tenancy Agreement to be signed on
the _____ / _____ / _____**

The following questions must be answered

1. Has your tenancy ever been terminated by a
landlord or agent? YES/NO

If yes give details:

2. Have you ever been refused a property by any
landlord or agent? YES/NO

If yes give details:

3. Are you in debt to another landlord or agent?
YES/NO

If yes give details:

4. Have any deductions ever been made from your
rental bond? YES/NO

5. Is there any reason known to you that would
affect your future rental payments? YES/NO

If yes give details:

6. Do you currently hold loans/mortgages or car
finance with any financial institution? YES/NO
if so please provide details:

7. Are you an Australian Citizen? YES/NO

If not please provide further details on the
citizenship status

8. I acknowledge that the landlord and landlord's
agent will rely on the truth of the above answers in
assessing the application for tenancy. YES/NO

Initial Payment

Rental Bond (4 weeks rent) _____

Rent (2 weeks in advance) _____

Sub total _____

Less holding fee _____

TOTAL _____

Initial payment must be made in cash, bank
cheque, money order or EFT prior to lease
commencement. Personal cheques will **not** be
accepted.

Notice

If you dispute part or the entire amount specified
by the agent in this itemised account, and if you
have been unable to resolve the dispute, you may
apply to the Fair Trading Tribunal for a
determination of the matter. By law legal action to
recover the amount specified in the itemised
account cannot be commenced until 28 days after
it has been served on you.

Application

I, the applicant hereby apply for approval by the
owner of the premises referred to in this form to
become the tenant of those premises on the terms
and conditions contained in this form and in the
Residential Tenancy Agreement to be drawn up
by the owners Real Estate Agent and request that
pending consideration of my application, the
premises be reserved in my favour. All
information provided is accurate and truthful to
the best of my knowledge

The applicant agrees that he/she has inspected the
property with the agent and he/she are satisfied
that the property is satisfactory and in a habitable
state as is.

The applicant agrees that the landlord is only
required to carry out urgent repairs as deemed
necessary.

The applicant agrees to forfeit the holding deposit
for the property if they wish to not proceed with
the tenancy of the property.

Applicants Signature

100 Point Identification

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification that totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing the form.

Driver's License	20 Points *
Passport	20 Points *
Proof of Age Card	20 Points *
Tenancy History Ledger (MUST BE PROVIDED IF RENTING)	40 Points *
Previous Tenancy Agreement	20 Points
Medicare Card	15 Points *
Pay Slips	15 Points *
Motor Vehicle Registration	15 Points
Telephone Account	15 Points
Electricity Account	15 Points
Gas Account	15 Points
Current Bank Statements	15 Points
Council or Water Rates	15 Points
Birth Certificate	10 Points

NOTE: YOU MUST HAVE AT LEAST TWO (2) OF THE ITEMS MARKED WITH “*”

Declaration of Authority

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 Tenancy Agreement.

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 such as NTD, TICA or TRA for the purpose of checking my tenancy history;

I am aware that I may access my personal information by contacting -

• NTD: 1300 563 826 • TRA: (02) 9363 9244 • TICA: 1902 220 346

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 tradespeople or equivalent organisations to contact me

(D) lodge/claim/transfer to/from a Bond Authority

(E) Refer to Tribunals/Courts & Statutory Authorities (where applicable)

(F) Refer to collection agents/lawyers (where applicable)

(G) Conduct an ID/background check with NTD for residential tenancies and/or a credit check for commercial tenancies with the National Tenancy Database (NTD)

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.

Please do not include original documentation in your application as your application will be destroyed if unsuccessful.

Applicants Name:

Applicants Signature: _____

Date: ____ / ____ / ____

Privacy Policy

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement, and the applicant fails to comply with their obligations under that agreement, the fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the applicant would like to access the personal information the agent holds they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the agent may not be able to process the application and manage the tenancy.

Applicants Name _____

Applicants Signature _____

Date: ____/____/____

**3/50 Governor Macquarie Drive
Chipping Norton NSW 2170
Email: applications@realequity.com.au
Telephone: 02 9755 4222
Fax: 02 9755 4155**

OFFICE USE ONLY

Rental Reference Request

TO: _____

FROM: _____

DATE: _____

RE: _____

FAX NUMBER: _____

Please write Y or N next to each question and fax back to our office.

1. Was the applicant listed on the lease? YES/NO

**2. Did your office terminate the tenancy?
YES/NO**

If yes explain below?

3. During the tenancy was the lessee ever in arrears? YES/NO

If yes how many days?

4. Did the tenant keep the premises in a clean & tidy condition? YES/NO

**5. Was any damage noted during the tenancy?
YES/NO**

6. Was the bond refunded in full? YES/NO

**7. Would you rent to them again? YES/NO
If not please explain below?**

**Please fax back with a ledger to 02 9755 4155 and include any additional comments that may assist our office with this applicant,
Thankyou**

RealEquity
estate agents