

**Tenancy Application Form**

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

<b>Address of Property</b>	
<b>Tenancy Requirements</b>	Lease commencement date: ____/____/____
<b>Lease Term</b>	
<b>Occupancy details</b>	No. Occupying the property?
	How many Children? Age?
	Pets? Yes/No
	If Yes – How many, and What type?
<b>Personal details</b>	Given Full Name:
	Current Address:
	Home Ph: ☎                      Work Phone: ☎                      Mobile: ☎
	Email Address:
	Date of Birth:
	Drivers Licence No:                      Drivers Licence State:
	Passport No:                      Passport Country:
	Car Registration No:
<b>Next of Kin</b>	Given Name:
	Relationship:
	Current Address:
	Home Ph: ☎                      Mobile: ☎
	Email Address:
<b>Current Tenancy Details</b>	Length of time at current address:
	Rent Paid:                      Weekly/Fortnightly/Monthly
	Reason for leaving the property:
	Name of Landlord/Agent:
	Office Ph: ☎                      Mobile No: ☎                      Fax No: ☎
<b>Previous Rental History 1</b>	Previous Address:
	Length of time at above address:
	Rent Paid:                      Weekly/Fortnightly/Monthly
	Name of Landlord/ Agent:
	Office Ph: ☎                      Mobile No: ☎                      Fax No: ☎
<b>Previous Rental History 2</b>	Previous Address:
	Length of time at above address:
	Rent Paid:                      Weekly/Fortnightly/ Monthly
	Name of Landlord/ Agent:
	Office Ph: ☎                      Mobile No: ☎                      Fax No: ☎
<b>Current Employment</b>	Occupation:
	Current Employer:
	Employers Address:
	Contact name(Payroll/Manager)                      Contact No: ☎
	Length Of Employment:                      From:
	Net Weekly Income:

<b>OR Self Employment Details</b>	Company Name: _____ Company Type: _____		
	Business Address: _____		
	Position Held: _____		
	ABN: _____		
	Accountant Name: _____	Phone No: █	
	Net Income: _____	From: _____	
<b>Previous Employment</b>	Occupation: _____		
	Previous Employer: _____		
	Employers Address: _____		
	Contact Name: (Pay Roll/Manager) _____		
	Phone No: █		
	Length Of Employment: _____	From: _____	
	Net Income: _____		
<b>Student Information</b>	Place of Study: _____	Course Name: _____	
	Course Length: _____	Enrolment/Student No: _____	
	Campus Contact: _____	Contact No: █	
	Course Co-Ordinator: _____	Contact No: █	
<b>Referees</b>	Referee 1: _____		
	Relationship to you: _____		
	Phone No: █	Mobile No: █	
	Referee 2: _____		
	Relationship to you: _____		
	Phone No: █	Mobile No: █	
<b>How did you find out about this property?</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Internet	<input type="checkbox"/> Sign board
	<input type="checkbox"/> Rental List	<input type="checkbox"/> Referral	<input type="checkbox"/> Window Display
	<input type="checkbox"/> Other (name) _____		



**A free service – Connecting Your Utilities Has Never Been Easier**

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

**Declaration:**

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at [www.connectnow.com.au](http://www.connectnow.com.au)) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. 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 and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow.

**Call me to connect my utilities**  **Yes**

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**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 confirm having received a copy of this application for my retention.
- 5. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

**Privacy Statement**

The personal information you provide in this application, or that is 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 was 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 the 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Agent's signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**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 / her / 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 by 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 fortnight.

I undertake to pay a Rental Bond of four weeks rent made payable to **RENTAL BOND BOARD** and the first two weeks rent by bank cheque or money order made payable to **Home Specialist Property Management** upon signing the Residential Tenancy Agreement.

**Statement of Costs**

Rental Bond (4 weeks rent)  
Rent in advance (2 weeks rent)

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Agent's signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**If a reservation fee is being paid on the 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 days' 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 in full to the applicant.
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 fee will be banked into a trust account and any refund given will be by way of a trust account cheque. **Home Specialist Property Management** acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agrees:
  - To reserve the premises for the period and in accordance with the conditions above stated.
  - To notify the applicant within the reservation period whether or not the applicant has been approved.
  - If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

**Application Verification (Office Use ONLY)**

Database/identification checks (attach Database search reports)			
TICA:	Comments _____ Date: ___/___/___		
100 Point Identification check	<input type="checkbox"/> Drivers Licence (40), <input type="checkbox"/> Passport (40), <input type="checkbox"/> Birth Certificate (30), <input type="checkbox"/> Other Photo ID (30), <input type="checkbox"/> Medicare Card (20), <input type="checkbox"/> Credit Card (20), <input type="checkbox"/> Current Wage Advice (20), <input type="checkbox"/> Previous Tenancy Reference (20), <input type="checkbox"/> Previous 2 Rent Receipts (20), <input type="checkbox"/> Motor Vehicle Registration Certificate (10), <input type="checkbox"/> Bank Statement (10), <input type="checkbox"/> Telephone Account (10), <input type="checkbox"/> Electricity Account (10), <input type="checkbox"/> Gas Account (10)		
Date:	___/___/___	Points provided:	
Reference Checks			
<b>Employment</b>	Name: _____		
Date:	___/___/___	Telephone no.	
	Period of employment _____ years/months  Full time/part time  Nett income \$ _____ pm	Comments:	
<b>Tenancy</b>	Name: _____		
Date:	___/___/___	Telephone no.	
	How long living there? _____ years/months  Rent paid on time? Yes/No  Maintaining property? Yes/No  Recommend? Yes/No	Comments:	
<b>Referee 1.</b>	Name: _____		
Date:	___/___/___	Telephone no.	
Comments:			
<b>Referee 2.</b>	Name: _____		
Date:	___/___/___	Telephone no.	
Comments:			
Application Submitted to Landlord			
Date:	___/___/___	Telephone no.	
	Approved? Yes/No	Comments:	
PM		Date:	___/___/___