

Residential Tenancy Application:

Please answer all questions – if an area is not applicable to you, please write N/A

Personal Details:

1. Full Name: (Title/First Name/ Surname) _____
2. Have you ever been known by any other name? eg Maiden name etc. If so, What? _____
3. Your Date of Birth: _____ / _____ / _____ Age: _____
4. Drivers Lic/No. & State: _____ Copy of License/Photo ID attached Yes No
5. Passport No. & Country: _____ Copy of Passport attached Yes No
6. Contact Details: Mobile: _____ Home: _____
Work: _____ Email: _____
7. What is your current address? _____

Property Details:

8. How did you find out about this property? Rental List Internet Paper Window
9. Address and rental of property you wish to apply for:
A. _____ B. _____
10. When would you like to commence your lease? _____ / _____ / _____ or ASAP
11. What lease term do you want? 12 Months 6 Months or Other: _____
12. How many people will normally occupy the property? _____ Adults _____ Children
13. Name of Other applicant/s: _____
14. Please provide details of any pets: _____

Current Accommodation Details:

15. What is your current address? _____
16. How long have you lived at this address? Years _____ Months _____
17. Rent/Mortgage/Board Paid \$ _____ Per week
18. Is this property: (Tick the appropriate) Rental Own home/ Parents Boarding
19. Details of Agent Landlord Parents Owner/Other
Name: _____
Address: _____
Contact Phone No: _____
Relationship to you: _____
20. Why are you leaving this address? _____

Previous Accommodation Details:

21. What was your previous address? _____
22. How long did you live at this address? Years: _____ Months: _____
23. Rent Mortgage Board Paid \$ _____ Per week
24. Was this property: Rental Own Home Parents Boarding
25. Details of Agent Landlord Parents Owner Other: _____
- Name: _____ Address: _____
- Contact Phone No: _____ Relationship to you: _____
26. Why did you leave this address? _____

Employment History:

27. What is your current occupation? _____
28. Employer's name: (Accountant if self employed or student)
29. Employer's Address: _____
30. Contact name: _____ Phone number: _____
31. How long have you worked for this employer? Years: _____ Months: _____
32. Is this position F/Time P/Time Casual
33. What is your total weekly take home income?
- Employer: \$ _____
- Centrelink: \$ _____
- Other: \$ _____
- Total: \$ _____

Relocating Applicants:

34. If you are relocating to Henty, what will your new occupation be? _____
35. Is this position F/Time P/Time Casual
36. Employer's name: (Accountant if self employed or student) _____
37. Employer's Address: _____
38. Contact name: _____ Phone No: _____
39. What will your weekly income be?
- Employer: \$ _____
- Centrelink: \$ _____
- Other: \$ _____
- Total: \$ _____

Emergency Contacts:

40. First Contact's Details:
- Name: _____ Phone No: _____
- Address: _____ Relationship to you: _____

Payment details:

First Rental Payment (2 Weeks Rent) \$ _____

\$ _____

Rental Bond (4 Weeks rent) payable to NSW Fair Trading, **Bank Cheque or Money Order ONLY**

Declaration:

Please ensure that you read and understand the following before signing:

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 all rental amounts together with the amounts seen in "Payment Details" above.

I acknowledge and understand that:

- This application is subject to the approval of the owner/landlord and subject to the current tenant giving vacant possession.
- This application will not be processed if the required information is not attached and/or this application form is not completed in its entirety.
- Tenants and/or visitors to the property are required to smoke outside; and
- If unsuccessful, I will not be notified by phone, email or SMS and the application together with any attachments will be destroyed immediately.

I declare that:

- All information contained in this application is true and correct and given of my own free will.
- I am not bankrupt or in debt to any landlord/agent and I have never been evicted by any landlord/agent.

Signature of Applicant: _____ **Date:** _____

Information You Must Provide:

- **Applications are required for each prospective tenant**
- **Multiple tenants must submit their applications together**
(Children under the age of 18 living with their Parent/s do not need to complete an application)
- **Non-returnable copies of the following should be attached to your application PRIOR to it being returned to our office.**
 1. *A current photographic identification;*
 - Drivers License or
 - Passport or
 - Student card or
 - Proof of age card
 2. *At least two referees telephone numbers;*
 - Previous Landlords or Real Estate Agents
 - Selling Agent
 - Personal references
 3. *Copy of your last Rates Notice;*
(If you own your home/investment property)
 4. *Proof of last residential address;*
 - Electricity Account
 - Telephone Account
 - Bank or Credit Card Statement
 5. *Proof of all income;*
 - Pay slips, letter from current employer
Or letter of appointment
 - Centrelink Payment Advice
 - Earnings advice from Accountant
 - Letter from supporting parent

Please note:

- All unapproved applications will be destroyed immediately
- Our office reserves the right to change the above criteria
- Failure to provide the required documentation will result in your application being rejected

PLEASE RETURN YOUR APPLICATION WITH A COPY OF YOUR DOCUMENTATION

Property Disclosure Statement:

We are an independently owned and operated business. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find more information about this database on their website www.tica.com.au. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). **If you do not complete this form or do not sign the consent below, your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.**

Privacy Consent

I, the Applicant acknowledge that I have read the Privacy Notice of AGnVET Services, Henty NSW 2658. I authorise AGnVET Services to collect information about me from:

1. *My current/previous letting agents and/or landlords*
2. *My personal referees; and*
3. *Any Tenancy Default (TICA) which may contain personal information about me. I also authorise AGnVET Services to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.*

I authorise AGnVET Services to disclose information it collects about me to the owner of the property, even when the owner resides outside Australia.

I also authorise AGnVET Services to disclose personal information to other real estate agents/ organisations, who have requested AGnVET Services, with a valid disclosure and consent from the applicant, to pass rental/credit assessment and references for the purpose of the Applicant locating suitable premises to rent.

I also authorise AGnVET Services, to refer my details to:

- Financial service products (to assist with a home loan application)
- Insurance services (for contents insurance and other insurance products)
- Service providers relevant to the tenancy relationship (eg: maintenance contractors)
- Utilities (to arrange connection or transfer of telephone, gas, electricity etc)

Applicants Full Name: _____ (Please Print)

Applicants Signature: _____ **Date:** ____/____/____