



# TENANCY APPLICATION FORM

**PROPERTY:** \_\_\_\_\_

**RENT:** \$ \_\_\_\_\_ Per week **LEASE TERM:** \_\_\_\_\_

**BOND:** \$ \_\_\_\_\_ (Payable on or before the day of commencement)

**COMMENCEMENT DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**NUMBER OF PEOPLE TO OCCUPY PREMISES:** Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Age: \_\_\_\_\_

**TITLE:** Mr  Mrs  Ms  Miss  Dr

**SURNAME:** \_\_\_\_\_ **GIVEN NAMES:** (in full) \_\_\_\_\_

**TEL:** (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DRIVERS LICENCE NUMBER:** \_\_\_\_\_ **NSW D/Licence Card No.:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_

**PASSPORT NUMBER:** (if applicable) \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**OWN MOTOR VEHICLE:** YES / NO **MAKE/MODEL:** \_\_\_\_\_ **Name at Birth:** \_\_\_\_\_ **REGISTRATION #** \_\_\_\_\_

**THE PROPOSED OCCUPANTS ARE SMOKERS:** YES / NO

**PETS?** YES / NO **TYPE:** \_\_\_\_\_ **BREED:** \_\_\_\_\_

**PRESENT ADDRESS:** \_\_\_\_\_

How long at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months If rented, rent paid: \$ \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

How long at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months If rented, rent paid: \$ \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**EMPLOYMENT:** Current Employer \_\_\_\_\_ For \_\_\_\_\_ Years \_\_\_\_\_ Months

Occupation: \_\_\_\_\_ Full-time / Part-time / Casual

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Current net income per week: \$ \_\_\_\_\_ Other net income per week (ie investments) \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ For \_\_\_\_\_ Years \_\_\_\_\_ Months

Occupation/Position Held: \_\_\_\_\_ Telephone: \_\_\_\_\_

**REFERENCES:** (Written to be attached)

1. Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_ Tel # \_\_\_\_\_

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**EMERGENCY NEXT OF KIN** (not living with you)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**I confirm that I have inspected the property, which is the subject of this application :**  Tick box if correct

I declare that the above information is true & correct to the best of my knowledge & agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owners approval.

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## Tenant Check List

Thank you for your tenancy application for:

\_\_\_\_\_ (property address)

Your application will be processed as soon as possible.

Please note the following information:

1. Please include an enlarged copy of your driver's licence or other photo identification.
2. Please ensure all details on the application are correct and thorough – all sections **must** be completed before we can begin processing your application.
3. Our property manager should be contacted 24/48 hours after lodging your application to advise whether your application has been successful.
4. If your application is successful you will be required to pay the first months rent within 24 hours. This being one calendar months rent either by bank cheque or money order, payable to the relevant office, i/e/ **Citywide Property**
5. The bond will be payable when collecting keys and will also need to be paid either by bank cheque or money order, payable to **Residential Tenancies Bond Authority (RTBA)**.
6. This application for is regarded as a confidential document and will be treated as such.

**myconnect**



myconnect is a FREE and easy to use utility connection service

**Yes, Please Contact Me**

Interpreter required

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out

1300 854 478

[enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)

[myconnect.com.au](http://myconnect.com.au)

## TENANT PRIVACY STATEMENT

*Due to recent changes in the Privacy Laws, from December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.*

As professional property managers, at Citywide Property we collect personal information about you. To ascertain what personal information we have about you, please contact the Citywide Property office that holds your details. This information will be made available from 21 December 2001.

### PRIMARY PURPOSE

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we will disclose our personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- National Tenancy Database Pty. Ltd. (NTD)
- Other Real Estate Agents and Landlords

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease / tenancy of the premises.

NTD collects your personal information to provide its members historical tenancy and public record information on individuals and companies who / which lease residential and commercial property from or through licensed real estate agent members of NTD.

NTD also provides credit information on companies / directors applying for commercial leases.

The real estate agent / property manager will advise NTD of your conduct throughout the lease / tenancy and that information will form part of your tenant history.

NTD usually disclose information to:

- Licensed real estate agent members
- NTD's parent company, Collection House Limited and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to NTD, the property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises you have applied for.

By signing this form I hereby consent that Citywide Property will use my personal information as outlined above.

Signed by the Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Witness: \_\_\_\_\_