

# TENANCY APPLICATION



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## PROPOSED TENANCY

Proposed Property:

Proposed Rent \$  per week

Proposed lease term (please tick)  Six months  Twelve months  Other - please specify:

Proposed commencement date

How many tenants will occupy the property?  Adults  Children Ages

Are you a smoker?  Yes  No  Social

Do you have pets?  Yes  No  Breeds

Do you accept the property as viewed?  Yes  No

If your application is successful, are there any repairs you would like carried out before moving in?

## YOUR CURRENT DETAILS

Mr  Ms  Miss  Mrs  Other

Full Name

Date of Birth

Mobile Phone No.

Email Address

Your Current Home Phone No.

Work Phone No.

Driver's Licence Number

Driver's Licence State

Driver's Licence Expiry Date

Vehicle Registration Number

## CONTACTS / REFERENCES

### Emergency Contact

Full Name

Relationship To You

Phone No.

### Please Provide 2 Personal References (Not Related To You)

Surname

Given Name/s

Relationship To You

Phone No.

Surname

Given Name/s

Relationship To You

Phone No.

## YOUR CURRENT ADDRESS

What is your Current Address?

Are you the:  Owner  Tenant

When did you move into your current address?

Why are you leaving this address?

Landlord / Agency Name

Landlord / Agency Email Address

Landlord / Agency Phone No.

Weekly Rent Paid

## YOUR PREVIOUS ADDRESS

What was your Previous Address?

Were you the:  Owner  Tenant

When did you live at your previous address?

Why did you leave this address?

Landlord / Agency Name

Landlord / Agency Email Address

Landlord / Agency Phone No.

Weekly Rent Paid

## YOUR CURRENT EMPLOYMENT

What is your occupation?

What is the nature of your employment?

Full Time  Part Time  Casual

Employer's Name (or Institution if you're a student)

Employer's Address

Postcode

Contact Name

Phone No.

Employment Duration

Start

End

Weekly Income

(Nett / Gross)

## YOUR PREVIOUS EMPLOYMENT

What was your occupation?

What was the nature of your employment?

Full Time  Part Time  Casual

Employer's Name (or Institution if you're a student)

Employer's Address

Postcode

Contact Name

Phone No.

Employment Duration

Start

End

Weekly Income

(Nett / Gross)

## APPLICATION CHECKLIST

Please tick which of the following is attached to your Application:

- Drivers Licence or Photo ID (compulsory)  
 Medicare Card / Passport  
 Employed - Two (2) or more recent pay slips  
 Unemployed - Centrelink letter  
 Owner - Rates Notice  
 Bank Statement (compulsory)  
 Birth Certificate  
 Rental Ledger  
 Self Employed - Recent tax return / Business Activity Statement

## UTILITY CONNECTIONS

# YourPorter

Telephone: 1300 400 600

Fax: 1300 326 468

www.yourporter.com.au

**YourPorter is a FREE service connecting utilities and other services.** If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Electricity

Health Insurance

Gas

Car Insurance

Telephone

Life Insurance

Internet

Home Loans

Pay TV

Home and Contents Insurance

## DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a bene fit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

**Signature of The Applicant**

**Date**

Please make sure you sign the acknowledgement at the bottom of page four so that we have your permission to process your application.

## NOTICE TO PROSPECTIVE TENANTS

The determination of the availability of telephone lines, internet services, analogue, digital or cable television (and adequacy of any such devices), are the sole responsibility of the tenant(s) and the tenant(s) should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna and antenna sockets or other such points located in the property are serviceable or will otherwise meet the requirements of the tenant and tenants must rely upon their own enquiries.

## TERMS AND CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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:

1. The owner or the Agent of my current or previous residence;
2. My personal referees and employer/s;
3. Any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future. I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I am aware that the Agent will use and disclose my personal information in order to:

1. communicate with the owner and select a tenant
2. prepare lease/tenancy documents
3. allow organisations/tradespeople to contact me
4. facilitate the sale of the property should it be placed on the market
5. lodge/claim/transfer to/from the Residential Tenancies Bond Authority
6. refer to Tribunals/Courts & Statutory Authorities (where applicable)
7. refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. 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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

## PRIVACY STATEMENT

The personal information you provide in this application or 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.

## DEPOSIT AND INITIAL PAYMENTS

In accordance with the Residential Tenancy Act 2010, I acknowledge that the reservation fee referred to in this application is subject to the following conditions:

1. The applicant is required to pay a reservation fee equivalent to one week's rent to reserve the premises in favour of the applicant for a period of one week.
2. The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the Landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee should be refunded.
4. Should the applicant advise they will not be going ahead then the owner may keep the whole of the fee.
5. During the reservation period, no fee will be taken from another applicant nor will the premises be reserved to another's favour.

Upon signing of the lease, the following amounts will be due and payable in the form of a cheque, money order or Electronic Funds Transfer (EFT). The tenant agrees to pay the charges before possession of the premises is granted.

Initial Holding Deposit (as at point 1):	1 week's rent
Bond:	4 week's rent (paid to Rental Bonds)
Advance Rent:	1 week's rent
Total:	6 week's rent

## ACKNOWLEDGEMENT

By signing below, I hereby acknowledge that I have read and consent to the above.

**Signature**

**Print Name**

**Date**