

TENANCY APPLICATION CHECKLIST

Please complete the Tenancy Application Checklist and submit it together with your Tenancy Application.

Before I submit this Application, I confirm I have...

- Attached photocopies of documents to meet 100 or more points of ID as listed on the Tenancy Application.
- Inspected the property both internally and externally.
- Completed all details in full on the Tenancy Application.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Agency's Privacy and Notification of Data Collection Statement
- Read and signed Consent sections of the Tenancy Application.
- Been given a copy of the Tenancy Agreement Terms and any additional or special Terms that apply to the Property before submitting this Application for Tenancy.
- Been given a copy of other document or information for disclosure.

PROPERTY ADDRESS

APPLICANT NAME

Signature

Date

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
Tenancy Application Checklist completed by Tenant			
Application received			am/pm
Checked original ID			am/pm
Compared signatures to original ID			am/pm
Checked Privacy Notification and ALL Consents signed			am/pm
Checked Application is completed in full			am/pm
Nominated Applicant to contact if shared Tenancy	Name		Phone

Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)

A. AGENT DETAILS	
Principle 9 Real Estate	
41 Copper Street, The Ponds NSW 2769	
Phone:	02 8806 3122
Mobile:	0439 999 974
Email:	sharda@p9re.com.au
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent?	
<input type="text"/>	
<input type="text"/> Postcode	
2. Lease commencement date?	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
3. Lease term?	
<input type="text"/> Years	<input type="text"/> Months
4. Property rental?	
<input type="text"/> \$ per week	OR <input type="text"/> \$ per month
5. How many people will normally occupy the property?	
<input type="text"/> Adults	<input type="text"/> Children, Ages: _____
C. PERSONAL DETAILS	
6. Please give us your details.	
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other
Surname <input type="text"/>	
Given name/s <input type="text"/>	
Date of Birth <input type="text"/>	Driver's licence number <input type="text"/>
Driver's licence expiry date <input type="text"/>	Driver's licence state <input type="text"/>
Passport number <input type="text"/>	Passport country <input type="text"/>
Pension number (if applicable) <input type="text"/>	Pension type (if applicable) <input type="text"/>
7. Please provide your contact details.	
Home phone number <input type="text"/>	Mobile phone number <input type="text"/>
Work phone number <input type="text"/>	Fax number <input type="text"/>
Email address <input type="text"/>	
8. What is your current address?	
<input type="text"/>	
<input type="text"/> Postcode	

D. DECLARATION	
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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.	
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 NTA, TICA or TRA for the purpose of checking your tenancy history;	
I am aware that I may access my personal information by contacting -	
NTD: 1300 563 826	
TICA: 1902 220 346	
TRA: (02) 9363 9244	
If I default under a rental agreement, 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 organizations/tradespeople to contact me	
(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority	
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)	
(f) refer to collection agents/lawyers (where applicable)	
(g) complete a credit check with NTD (National Tenancies Database)	
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.	
I consent to the disclosure of this page of the application form to Click Energy ABN 31 160 484 837 for the purpose of enabling Click Energy to offer the connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to Click Energy disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither Click Energy nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and Click Energy may receive a benefit in relation to the connection of a utility service.	
Signature	Date
<input type="text"/>	<input type="text"/>

Application sent to Click Energy (if required)

F. APPLICANT HISTORY

9. How long have you lived at your current address?
 Years Months
Reason for leaving this address?

10. Please tell us about this rented property. Name of landlord or agent

Landlord/agent phone number Weekly rent paid \$

11. What was your previous residential address?

 Postcode

12. How long did you live at this address?
 Years Months

13. Please give us further information about this rented property. Name of landlord or agent

Landlord/agent phone number Weekly rent paid \$
Was bond refunded in full? YES NO If NO, why not?

G. EMPLOYMENT HISTORY

14. Please provide your employment details. What is your occupation?

What is the nature of your employment? (FULL-TIME / PART-TIME / CASUAL)
Employer's name (inc. accountant if self-employed or institution if a student)

Employer's address

 Postcode
Contact name Phone number
Length of employment Years Months Net Income \$

H. PREVIOUS EMPLOYMENT DETAILS

15. Please provide your previous employment details.
Occupation?

Employer's name

Length of employment Year Months Phone number

I. OTHER INFORMATION

16. Car Registration Make/Type

17. Please provide details of any pets.
Breed/Type Inside/Outside Council registration/number

Do you smoke? Yes No

J. CONTACTS / REFERENCES

18. Please provide a contact in case of emergency.
Surname Given name/s
Relationship to you Phone number

19. Please provide two personal references (not related to you).
1. Surname Given name/s
Relationship to you Phone number

2. Surname Given name/s
Relationship to you Phone number

L. PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Property Rental
 \$ Per Week

First payment of rent in advance \$

Rental Bond (4 weeks rent) \$

Sub Total \$

Less: Holding deposit (see below) \$

Amount payable on signing tenancy agreement (bank cheque or money order only) \$

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.
The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement). In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

And
(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

And
(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
(v) The whole of the fee will be refunded to the prospective tenant if:
a) The entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work during the specified period.
b) The landlord / landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent Date

Signature of Applicant Date

How did you find out about this property?

Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (Please specify) _____