

Residential Application Form

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



AGENT DETAILS

Tony Short Real Estate
1/5 Town Centre Cct Salamander Bay, NSW 2317
Ph: 02 4919 1540
Email admin@tonyshortrealestate.com.au
www.tonyshortrealestate.com.au

PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode: _____

2. Commencement Date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease Term?

	Years		Months
--	-------	--	--------

4. How many people will normally occupy the property?

	Adults		Children, Ages: _____
--	--------	--	-----------------------

Names of other applicants

PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname

--

Given name/s

--

Date of Birth

--

 Age

--

Driver's licence number

--

 Driver's licence state

--

Passport no.

--

 Passport country

--

6. Please provide your contact details

Home phone no.

--

 Mobile phone no.

--

Work phone no.

--

 Fax no.

--

Email address

7. What is your current address?

Postcode

UTILITY CONNECTIONS



on the move

Let **On The Move** reduce your stress and save your time by arranging your utility connections at the property.... at no extra cost!
We will contact you within 2 hours to confirm!

TY, GAS, TELEPHONE, BROADBAND, FOXTEL
Ph: 1300 850 360 Fax: 1300 661 160

Terms & Conditions - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and your agent may receive a benefit for arranging your services. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply. Please do not call me. I will connect the required utilities myself.

SUPPORTING DOCUMENT REQUIRED

PLEASE NOTE: Your application may be declined if the supporting documentation criteria is insufficient:

References	Any written references
Identification	Current Passport / Driver's License
Lease Record	Current Lease
Bank Statement	Must be current
Proof of Income	3 most recent Pay Slips
Passport VISA details	If applicable
Proof of current address	Electricity / Phone Account
Student Information	Student ID & Enrolment Details
Tenant Ledger	Obtained from current Agent

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;

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) verify the information I have provided by accessing any information which is listed about me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available

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.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me.

I consent to On The Move 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 On The Move 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

Signature

--

Date

--

APPLICANT HISTORY

8. How long have you lived at your current address?

		Years			Months
--	--	-------	--	--	--------

Reason for leaving this address?

9. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

10. What was your previous residential address?

Postcode

11. How long did you live at this address?

		Years			Months
--	--	-------	--	--	--------

12. Please give us further information about this rented property

Name of landlord or agent

Landlord / Agent's phone no.

Weekly rent paid

\$

Was bond refunded in full?

If not why not?

YES

NO

EMPLOYMENT HISTORY

13. 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 no.

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income

\$

Centrelink

\$

PREVIOUS EMPLOYMENT DETAILS

14. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Phone No.

CONTACTS/REFERENCES

15. Please provide a contact in case of emergency

Full Name

Relationship to you

Phone no.

16. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

OTHER INFORMATION

17. Car Registration

Make/Type

18. Please provide details of any pets

Breed/Type

Registration Number

OFFICE USE ONLY**A. RESERVATION FEE**

Reservation Fee

\$

Reservation Period

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED
AFTER THE APPLICATION FOR TENANCY IS APPROVED.The holding fee (not exceeding 1 week's rent) keeps the premises
off the market for the prospective tenant for 7 days.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. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, 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 and the landlord does not carry out the 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

Date



RENTAL REFERENCE CHECK

Property Manager: _____

Real Estate: _____

Address: _____

Email or FAX Number: _____

In accordance with the Privacy Act, I/we authorise the recipient of the facsimile to provide the rental information to Tony Short RE. I/we understand this information will be used to assess my/our Tenancy Application.

Applicant Signatures: _____ Date: ____/____/____

Please sign above and return with your application

RECIPIENT USE ONLY – not for applicant to fill out

Tenant: _____

Address: _____

Period of tenancy: from _____ to _____ Rent \$ _____

Was rent paid on time and in advance? _____

How was the property maintained? _____

What condition were lawns & gardens kept? _____

Any pets at the property? _____ Were they approved? _____

Did the pets pose any problems or cause damage? _____

Was a Termination or Breach Notice ever issued? _____

Would you rent to them again? _____

Any further Info or comments: _____

Name of person completing this form: _____

Position held: _____

Signature: _____ Date: ____/____/____

Please complete & return with a copy of tenants' ledger to admin@tonyshortrealestate.com.au