


Tenancy Application Form



This application must be accompanied by a copy of the applicant's driver's licence or passport. If there is more than one person, an additional application form + ID is required for each person (18+) who will be occupying the premises.

Rental property	Address: _____			
Tenancy requirements	Length of tenancy: _____ months		Commencement date: ____ / ____ / ____	
	Total number of persons to occupy: _____	Number children (if any): Age/s: _____	Number of pets (if any): Type: _____	
	Applicant's full name and current address (circle salutation) Dr / Mr / Mrs / Ms: _____ Address: _____			
Applicant's contact details	☎ (Home)	☎ (Work)	☎ (Mobile)	
	E-Mail: _____			
Current rental details	Current rent: \$ _____ per week / month		Period of Tenancy: _____ months	
	Agent/Landlord: _____		☎ (B)	
	Why are you leaving? _____			
Previous address	Address: _____			
	Rent: \$ _____ per week / month		Period of Tenancy: _____ months	
	Agent/Landlord: _____		☎ (B)	
	Why did you leave? _____			
Current Employment	Current employer: _____		Contact name: _____	
	Employer's address: _____			
	Your position: _____	Length of employment: _____	☎ (B)	
	Fulltime / Part time (Circle One)	Nett income: \$ _____ per week / fortnight / month		
Previous Employment	Previous employer: _____		Contact name: _____	
	Your position: _____	Length of employment: _____	☎ (B)	
	Fulltime / Part time (Circle one)	Reason for leaving: _____		
University Student (Additional Information)	Uni studying at: _____		Name of course: _____	
	Course Length: _____		Year of study in: _____	
	Government Assistance: Y / N (Circle) If yes, how much: \$ _____		Confirmation letter: Y / N	
	Parents' name: _____		☎ (H)	
	Parents' address: _____			
Personal details	Date of birth: ____ / ____ / ____	Drivers licence No. _____	Expiry date: ____ / ____ / ____	
	Car Rego No. _____	Passport no. _____	Expiry date: ____ / ____ / ____	
Connectnow Free Utility Connection Service	 <p>Phone: 1300 554 323 Fax: 1300 889 598 Email: info@connectnow.com.au</p> <p>A free service – Connecting Your Utilities Has Never Been Easier</p> <p>connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.</p> <p>A connectnow representative will make all reasonable efforts to contact you within One working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.</p> <p>Declaration: If you agree, you will be consenting to connectnow Pty. Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow will be paid a fee by the service provider and will pay a fee to the Agent in respect of the provision of the service provided to me by connectnow. Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). Privacy Policy: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.</p> <p>Call me to connect my utilities <input type="checkbox"/> Yes</p>			
	Signature _____		Date ____ / ____ / ____	ID 8251
	How did you find out about this property?	<input type="checkbox"/> Internet	<input type="checkbox"/> Local paper / SMH	<input type="checkbox"/> For Lease signboard
		<input type="checkbox"/> Local agent	<input type="checkbox"/> Referral	Other: _____

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100 point identification check (Required from each applicant)	<ol style="list-style-type: none"> 1. Photo ID – i.e. Current Australian Drivers licence (40); and/or Current Australian Passport (40); and/or Current Overseas Passport with Valid Visa (40); and/or Proof of Age Card (10). 2. Other ID – i.e. Birth certificate (20); Motor vehicle registration certificate (10). 3. Credit/Key card (20); Medicare card (20); Current wage advice (20); Bank statement (10); 4. Previous tenancy references – i.e. Agent Reference Letter (10); Previous 2 rent receipts (10); Electricity / Gas account (10); 5. Previous home ownership i.e. Council Rates (20); Water Rates (20); Mortgage statement (20) 		
	Number of Points provided:		Date:
Emergency contact details / Relative (NOT living with you)	Name:		
	Address:		
	Relationship:	☎ (H):	☎ (B):
Personal/Business References (NOT Relatives)	Name:		
	Address:		☎ (Ph):

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition Yes / No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval
3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on national tenancy databases (TRA) being undertaken. I consent to my personal information being given to TRA & understand that the results of this reference check may have a beneficial or detrimental affect on my application.

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 the landlord and us. 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 you do not provide the information required from you, we may not be able to process your application and manage your tenancy.

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not bankrupt, or undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$..... per week (\$..... calendar month).

I undertake to pay a rental bond plus the first fortnight/month's rent in the form of credit card or a bank cheque or money order made payable to: **JOHN ANDREW REAL ESTATE**, upon signing the Residential Tenancy Agreement.

Statement of costs

Rental bond (4 week's rent)	\$	
Rent in advance (one fortnight / calendar month)	\$	
50% of Residential Tenancy Agreement preparation fee	\$	15.00
TOTAL	\$	
*Credit Card payment only – merchant's fee (Total amount x 1.32%)	\$	
Grand Total if paying by Credit Card	\$	

If a reservation fee is being paid on the property, the following conditions will apply (NSW only)

It is hereby acknowledged:

1. That the applicant has paid a **reservation fee of \$.....** equivalent to one week's rent (7 days) to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the applicant for a period of days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
4. That should the landlord decline the application the reservation fee will be refunded to the applicant in full.
5. That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
6. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
7. That the reservation fee will be banked into a trust account and **any refund given will be by way of a TRUST ACCOUNT CHEQUE (within 48 hours)**. **John Andrew Real Estate**, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:
 1. To reserve the premises for the period and in accordance with the conditions above stated.
 2. To notify the applicant within the reservation period whether or not the applicant has been approved.
 3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

APPLICANT'S SIGNATURE X **Date:** ____ / ____ / ____

AGENT'S SIGNATURE X **Date:** ____ / ____ / ____

OFFICE USE ONLY		
DEPOSIT AMOUNT PAID: \$	RECEIPT NO.	DATE & INITIAL: