



**TENANCY APPLICATION FORM**

**When applying for a property through our office any applicants 18 years or older must each complete a separate application form.**

Each and every section of this application **must be fully completed** before it can be processed. If any section is not relevant to your circumstances, please write 'not applicable'.

**Along with your completed application please attach the following supporting documents:**

- Photo ID with date of birth. eg. drivers licence, passport etc.  
Please note if you do not have photo ID we require a copy of your Birth certificate **and** Medicare card **and** keycard/credit card
- At least 4 rental receipts or a rental ledger from your current agent/landlord
- A recent bank statement or phone bill with current address on it
- 4 most recent pay slips and/or current Centrelink Income Statement
- If self-employed, evidence will be required from your tax agent and/or last two annual tax returns/assessment notices

**Please ensure that you have signed your application on page 4 prior to submission.**  
**Please make your own enquiries for all connections for phone, internet and the NBN.**

**Upon completion your application may be returned to:**  
**208 The Mall (PO Box 7102) Leura 2780; or**  
**Fax to 02 4784 2120; or**  
**Email to admin@ralawrence.com.au**

For any further information please contact the Property Manager below with whom you viewed the property:

<b>Julie Hurdle</b> M: 0413 275 100 E: julie@ralawrence.com.au	<b>Leanne Sherrington</b> o: 4784 1991 E: leanne@ralawrence.com.au	<b>Rebecca Lewis</b> M: 4784 1991 E: rebecca@ralawrence.com.au
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**Item 1: RENTAL PROPERTY DETAILS**

Rental Property address: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Bond amount: \$ \_\_\_\_\_

Have you inspected the property?  Yes  No Date inspected: \_\_\_\_\_

Preferred Lease period: \_\_\_\_\_ Months Proposed Commencement date: \_\_\_\_\_

Number of adults: \_\_\_\_\_ Number of dependents: \_\_\_\_\_

Number of smokers: \_\_\_\_\_

Do you have pets?  Yes  No Registered?  Yes  No

Number and Description: \_\_\_\_\_

Will the premises be used for business purposes?  Yes  No



**Item 2: APPLICANT DETAILS**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Drivers Licence (or 18+ card) no. \_\_\_\_\_

Passport no. \_\_\_\_\_ Country of issue: \_\_\_\_\_

Are you on a community or public housing waiting list?  Yes  No

VEHICLE Make/Model: \_\_\_\_\_ Rego: \_\_\_\_\_  Owned  Financed

**CONTACT DETAILS:**

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**OCCUPANTS' DETAILS (Name and Age of each person to live at property):**

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_ 6. \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ per week; Bond: \$ \_\_\_\_\_

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

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

Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_ per week; Bond: \$ \_\_\_\_\_

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

**EMERGENCY CONTACT DETAILS:**

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

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

**Item 3: EMPLOYMENT DETAILS**

**EMPLOYMENT (Current):**

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Income (Nett per week): \_\_\_\_\_

**EMPLOYMENT (Previous):**

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Income (Nett per week): \_\_\_\_\_

**COMPANY or BUSINESS:**

*(Note: If self-employed evidence will be required such as Tax or Annual returns)*

Company or Registered Business Name: \_\_\_\_\_

ACN/ABN: \_\_\_\_\_ Date Established: \_\_\_\_\_

Phone: \_\_\_\_\_ Income (Nett per week): \_\_\_\_\_

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

Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

**100 POINT IDENTIFICATION CHECKLIST:** Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to submission of your application.

**At least one item marked with an asterisk MUST be supplied for each applicant**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Driver's license (30 points) *            | <input type="checkbox"/> Passport (30 points) *                    | <input type="checkbox"/> Proof of age card (30 points) *        |
| <input type="checkbox"/> Pay advice (15 points)                    | <input type="checkbox"/> Previous four rent receipts (20 points)   | <input type="checkbox"/> Tenancy history ledger (20 points)     |
| <input type="checkbox"/> Bank or credit card statement (15 points) | <input type="checkbox"/> Telephone account statement (15 points)   | <input type="checkbox"/> Motor vehicle registration (15 points) |
| <input type="checkbox"/> Council or water rates (15 points)        | <input type="checkbox"/> Electricity account statement (15 points) | <input type="checkbox"/> Gas account statement (15 points)      |
| <input type="checkbox"/> Birth Certificate (10 points)             | <input type="checkbox"/> Medicare card (10 points)                 | <input type="checkbox"/> Keycard / Credit card (10 points)      |

## TERMS OF APPLICATION

1. The Applicant warrants:
  - i) that all details provided within their Application and supporting documentation are true and correct and have been freely provided;
  - ii) that they are not bankrupt or insolvent
2. The Applicant agrees that:
  - i) they have inspected and accept the existing condition of the Premises in Item (1);
  - ii) the Applicant will sign a Residential Tenancy Agreement forthwith upon being notified of acceptance of this Application by the Agent;
  - iii) this Tenancy Application creates no contractual or legal obligations between the parties unless accepted;
  - iv) in the event that the Application is rejected, it is understood that there is no requirement at law for the Landlord/Agent to disclose any reason for such rejection. It is further agreed that no objection will be raised for not being provided a reason for any such rejection;
  - v) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant either verbally or in writing, the Applicant will rent the Premises from the Landlord under a Residential Tenancy Agreement (Lease) drawn up by the Agent and, upon signing of the Lease, pay the agreed Bond and Rent amounts listed in Item (1) by a method acceptable to the Agent with such payments to be cleared funds prior to occupancy;
  - vi) no access keys for the property will be provided by the agent until such a time as a signed lease agreement is in force AND all monies owing are paid in full in accordance with clause 2(v);
  - vii) upon acceptance of the application, all tenants and approved occupants will abide by the policies of the agent as may be provided in relation to this tenancy;
  - viii) in the event of this application being approved, it is understood that the agent may report any defaults that may occur from time to time in the tenancy with the TICA DEFAULT TENANCY DATABASE. It is further understood that in the event of a default being so reported, the removal of such information is subject to the guidelines of the database companies;
  - ix) it is understood that it is the responsibility of the tenant to satisfy itself as to the provision of any electronic communication services to the Premises (internet, television - analogue, digital

or cable) and the adequacy of existing electrical fittings with respect to the use of such services. The Landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

## PRIVACY DISCLOSURE STATEMENT

1. The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy;
2. The Agent will, upon request, provide a copy of its Privacy Policy to the applicant;
3. The Agent collects and uses personal information provided by the applicant to assess the application for residential tenancy and to provide services required by or on behalf of the applicant during the tenancy;
4. The Applicant agrees that the Agent may, subject to the *Privacy Act 1988*, collect, use and disclose such information to:
  - i) the Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or
  - ii) residential tenancy databases (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
  - iii) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
  - iv) previous managing agents and nominated contact persons to confirm information provided by you; &/or
  - v) the Landlord's insurance companies/ authorized real estate personnel/ courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
  - vi) Owners Corporations.
5. Without provision of certain information the Agent may not be able to act effectively, or at all, on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord;
6. Applicants have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

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- I, the Applicant, have read and accept the information provided in the *Application for Tenancy Form &* agree to be bound by the Terms of Application as detailed above;
- I, the Applicant, give my consent for the Agent **RALawrenceBlue Mountains Lifestyle Properties**, to make enquiries, in accordance with the Privacy Disclosure Statement, to verify the information I have provided herein.

Applicant's Signature:

Name:

Date:

Landlord/Agent's Signature:

Name:

Date: