



**DOMAIN ILLAWARRA**  
REAL ESTATE

112 Central Road, Unanderra NSW 2526  
Ph: (02) 4271 7444 Fax: (02) 4271 5198  
reception@domainillawarra.com.au  
www.domainillawarra.com.au

## TENANCY APPLICATION FORM







### Residential Tenancy Application Form

Should there be more than one applicant; a separate application form should be completed for each applicant.

**Applications will not be processed without all supporting documents.**

#### PROPERTY DETAILS

Date property viewed: \_\_\_\_\_ Address: \_\_\_\_\_

Length of Tenancy (months): \_\_\_\_\_ Rent per week: \$ \_\_\_\_\_ Commencement date: \_\_\_\_\_

#### PERSONAL DETAILS

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Previous Name/s: (if applicable - i.e maiden name, previous married name) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Drivers Licence No: \_\_\_\_\_ Passport No: \_\_\_\_\_

Do you have a Bonds Online account?  Yes  No

#### OCCUPANTS DETAILS

Please specify the number of persons who will occupy premises

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages of Children: \_\_\_\_\_

Names of persons to appear on lease: \_\_\_\_\_

Pets: **YES / NO** If **YES**, Number: \_\_\_\_\_

1. Type, Breed & Age \_\_\_\_\_

Inside or Outside: \_\_\_\_\_ Registration No: \_\_\_\_\_

2. Type, Breed & Age \_\_\_\_\_

Inside or Outside: \_\_\_\_\_ Registration No: \_\_\_\_\_

Do you smoke? **YES / NO** *Please be aware that smoking is only permitted outside of the home at all of our rental properties.*

Do you require permission to connect: **Austar / NBN**

#### EMERGENCY CONTACT

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

Address of friend or relative: \_\_\_\_\_

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

## CURRENT ADDRESS

Name of present Landlord/Agent: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Tenancy start date: \_\_\_\_\_ Current rent paid: \$ \_\_\_\_\_ per \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## PREVIOUS TENANCY / ADDRESS

Name of previous Landlord/Agent: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Tenancy period: \_\_\_\_\_ Current rent paid: \$ \_\_\_\_\_ per \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## CURRENT EMPLOYMENT

Occupation/Position: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Nature of Employment: **Full Time / Part Time / Casual**  
Contact Person/Position: \_\_\_\_\_ Work/Mobile Ph: \_\_\_\_\_  
Employment Start date: \_\_\_\_\_ Net Weekly Earning: \$ \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Business Name: \_\_\_\_\_  
Contact Person/Position: \_\_\_\_\_ Work/Mobile Ph: \_\_\_\_\_  
Employment Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

## APPLICATION

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

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

I undertake to pay the monies detailed below by EFT & Rental Bonds Online upon signing the Residential Tenancy Agreement.

## STATEMENT OF COSTS

**If a holding fee is being paid on the property, the following conditions will apply:**

1. A Holding fee will only be accepted once an application has been approved by the landlord.
2. The Holding fee of \$ \_\_\_\_\_, is equivalent to one week's rent to reserve the premises.

3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding fee be received from any other applicant.
4. The Holding fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the landlord will retain the full amount of the holding fee.
6. That the Holding fee will be banked into a Trust account.



## CONFIRMATION

I confirm the following:

1. During my inspection of this property I confirm I am satisfied with the current condition of the property:  
**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 consent to the information provided in this application being verified and a reference check on the National Tenancy Database TICA being undertaken.

## FREE UTILITY CONNECTION SERVICE

**connectnow.**

We get things sorted.

Moving made easier

P: 1300 554 323 | F: 1300 889 598

E: [info@connectnow.com.au](mailto:info@connectnow.com.au)

W: [connectnow.com.au](http://connectnow.com.au)

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

Yes, I accept the Terms. Please call me to connect my new services.

Applicant Signature

Date

X

**PRIVACY CONSENT AND TERMS.** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's [Privacy Policy](#) for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [info@connectnow.com.au](mailto:info@connectnow.com.au). To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

## PRIVACY STATEMENT

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 am not bankrupt.

**I acknowledge that upon approval of application I am required to pay one weeks holding deposit which will become my first weeks rent.**

I authorize 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, I agree that 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 trades people or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to and from the Residential Tenancies Bond Authority.
- (e) Refer to tribunals/courts and statutory authorities (where applicable).
- (f) Refer to collection agents/lawyers (where applicable).

I am aware that if information is not provided or I do not consent to the above listed uses of my personal information, the agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Applicant Signature

Date

X

## DOCUMENTS REQUIRED

For all occupants over the age of 18 years, it is essential that each person who wishes to reside on the premises completes a separate application form in full.

### 1. Photo I.D must be provided - eg

- Current drivers licence
- Passport
- Proof of age card

### 2. Proof of Current Address - eg

- Utilities account
- Rates notice

### 3. Proof of Income - eg

- 3 current payslips
- Current Centrelink payment advice
- Letter of employment (if new employment)
- If self-employed – tax returns
- Other income – eg investments

- 4. Current Bank Statements** - proving receipt of income for the current month and year