



## EMPLOYMENT HISTORY

### 18. Please provide your employment details:

What is your occupation?

What is the nature of your employment?

(Full Time / Part Time / Casual)

Employer's Name:

Employer's Address:

State/Postcode:

Contact Name: Phone No:

Length of employment: Net Income:

Years: Months: \$

### 19. Please provide your previous employment details:

Occupation?

Employer's Name:

Contact Name: Phone No:

Length of employment: Net Income:

Years: Months: \$

## OTHER INFORMATION

### 20. Car Registration:

### 21. Please provide details of any pets:

Breed/type Council Registration/number

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## APPLICATION DOCUMENTS REQUIRED

When submitting your application form you are required to provide 100 points of identification and two recent payslips or an income statement. Please attach the required documents to your application form. Applications forms will not be processed without the required attached documents. **100 Points of Identification Include:**

Points	Type of I.D.
40	Driver's Licence or Passport
30	Rental Ledger, Council Rates Notice
20	Medicare Card, Bank/Credit Card
10	Copy of Birth Certificate, Utility Account, Current Vehicle Registration

## PAYMENT DETAILS

Property Rental Per Week:	\$
First payment of rent in advance (two weeks rent):	\$
Rental Bond (four weeks rent):	\$
Sub Total:	\$
Less: Holding deposit (see below)	\$
Amount payable on signing tenancy agreement: (Rent in advance + bond - deposit)	\$

## 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 of 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 misrepresentations before entering in the residential tenancy agreement.

Signature of Landlord's Agent:	Date:
Signature of Applicant:	Date:

## RENTALS BOND ONLINE

As of the 30th January 2017 NSW Fair Trading have given tenants the option to use Rental Bonds Online. Rental Bonds Online is a service helping tenants lodge and refund bond money securely and easily. Tenants can pay their bond direct to NSW Fair trading using Visa, Mastercard or BPAY. If you wish to use Bonds Online please tick the box below and our agency will create your Bonds Online user account.

Please tick this box if you wish to lodge your bond with NSW Fair Trading Rental Bonds Online. Will you be using housing to contribute to your bond payment?  yes  no

**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 Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all the information contained in this application 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 NTD or TICA 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

If I am in 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 tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/ from a bond authority (where applicable)
- (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.

**Print Name:**

**Signature:**

**Date:**

\*Both parties acknowledge that the residential tenancy require differently in each state and that the terms of this application are subject to state residential tenancy legislation.