

Tenancy Application Form – Fax: (02) 9419 6673 (ATTN: _____)

A. AGENT DETAILS



Phone: 02 9411 7788
 Fax: 02 9419 6673
 Email: rentals@lsartarmon.com.au

Location: Shop 3, 44 Hampden Road, Artarmon NSW 2064
 Post: PO Box 744, Artarmon NSW 1570

B. PROPERTY DETAILS

1. Address of premises:

Postcode

2. Lease commencement date?

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

3. Lease term?

Months	Other
--------	-------

4. Property Rental

\$	Per Week	Property Inspected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
----	----------	---------------------	------------------------------	-----------------------------

5. How many people will occupy the property? (please select)

Adults	1	2	3	4	5
Children	1	2	3	4	5

C. PERSONAL DETAILS

6. Please provide your details

Mr Mrs Ms Other _____

Surname _____ Given name/s _____

Date of Birth _____ Driver's license no. / State _____

Passport no. _____ Passport country _____

Smoker: Yes No Pets: Yes No

please specify:

7. Please provide your contact details

Home phone no. _____ Mobile phone no. _____

Work phone no. _____ Fax no. _____

Email address _____

8. What is your current address?

Postcode

D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section J, and the conditions associated with this payment.

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 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/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & 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 uses to which personal information is put, 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.

Signature of Applicant	Date
X	

Signature of the Landlords agent	Date
X	

E. TENANCY HISTORY

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

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

10. Reason for leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent _____

Landlord/agent's phone no.	Weekly rent paid
_____	\$ _____

Was bond refunded in full?	If not, reason?
_____	_____

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

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

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent _____

Landlord/agent's phone no.	Weekly rent paid
_____	\$ _____

F. EMPLOYMENT HISTORY**15. Please provide your employment details**

What is your current occupation?

Employer's name (incl. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net income?

Years

Months

per week

Employee Type: (Please tick)Permanent Temporary Casual Other **Hours of Work: (Please tick)**Full Time Part Time Other **16. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment

Net income?

Years

Months

per week

G. CONTACTS / REFERENCES**17. Please provide contact details in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

H. OTHER INFORMATION**19. Vehicle Registration****20. Other Occupants:**

1.

2.

3.

4.

*Each occupant over the age of 18 MUST provide a completed application form***I. TENANT CHECKLIST – SUPPORTING DOCUMENTS****A. Identification (photo id)**

- Current driver's license **OR**
 Passport

*****IMPORTANT*****
 Priority will be given to applications that contain **all** requested supporting documents.

B. Current Residence

Renting (Proof of Rental History)

- Current tenant ledger **OR**
 Last 3 rental receipts

Owner Occupier (Proof of current address)

- 2 x Most recent council **AND** water rate notices

C. Proof of income:

- Last 2 pay slips **OR**
 Most recent bank statement (at least 2 months) **OR**
 Current employment contract **OR**
 Tax returns & Account's details (Self-employed)

D. References (optional – will greatly assist):

- Written reference from employer **AND/OR** agent/landlord

J. PROPERTY HOLDING FEE

Following approval of your application by the Landlord, we may request a holding fee be paid.

Once this fee, equivalent of one (1) weeks rent of \$ is paid, the following conditions will apply:

- a) This property will be reserved in your favor for a period of 7 days.
 b) Upon execution of a Tenancy Agreement, this holding fee will be contributed to the property's rent.
 c) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises.
 d) Should the applicant not proceed with this property, the Landlord has the right to retain the full amount of the holding deposit.
 e) Any refund of the Holding Fee to the tenant will be done within 2 weeks of receipt of this amount via a method elected by the Landlord's Agent.

K. UTILITY CONNECTIONS – FREE SERVICE

Laing + Simmons
 Move Connect

Let **Laing + Simmons** reduce your stress and save your time by arranging your utility connections at the property.... at **no extra cost!** We will contact you within 24 hours to confirm.

ELECTRICITY, GAS, WATER, TELEPHONE, BROADBAND, FOXTEL**Fax: 1300 790433**

Terms & Conditions - By not ticking the box below, you are consenting to Laing + Simmons Move Connect contacting you to arrange your services. Laing + Simmons Move Connect may need to disclose personal information to utility companies to arrange your services. Laing + Simmons Move Connect & 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.

SURVEY

How did you find out about this property?

- Internet: realestate.com.au
 domain.com.au
 realestateview.com.au
 lsartarmon.com.au

- Shop window display

- Weekly listing flyer

- Newspaper, please specify _____

NOTES
