

## Tenancy Application

Address of Premises applied for			
Type of Premises	<input type="checkbox"/> Furnished	<input type="checkbox"/> Unfurnished	Number of persons to occupy premises

Applicant's Surname	First Name	Other Name	
Current Address			
Mobile Phone	Work Phone	Fax	E-mail
Date(s) of birth	Marital Status	Next of Kin	Mobile No.
Name of Intend Occupants	Driver's Lic / Passport No.	D.O.B	Mobile No.
1.			
2.			
3.			
4.			
5.			

Employer	Phone No.	Occupation	Duration
Employer's Address		Contact Person	
Previous Employer	Phone No.	Occupation	Duration
Employer's Address		Contact Person	

Current Landlord/Agent	Address	Phone
Rental Property Address		Period of Tenancy
Previous Landlord/Agent	Address	Phone
Rental Property Address		Period of Tenancy

Bank Reference		
Bill Reference		
Personal Reference	1.	Phone
	2.	Phone
Driver's Licence	Car Reg. No.	

**NOTE: The applicant agrees to the Agent verifying the above references.**

<b>CONDITION OF APPLICATION AND TENANCY</b>
<ol style="list-style-type: none"> <li>1. Subject to the acceptance of this application and in the consideration of payment of \$..... the applicant wishes to reserve the premises for..... days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgement of this application and the receipt of monies.</li> <li>2. Should the owner accept this application the reservation fee will be credited towards the rent, however should the application be refused then the fee is fully refundable.</li> <li>3. If the applicant advises that he does not wish to take the premises then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period.</li> <li>4. During the reservation period no fee will be taken from any other applicant nor will the premises be reserved in another's favour.</li> <li>5. The rental premise will be rent out as condition inspected unless written promise offered by the landlord/Agent.</li> <li>6. Intend tenant must connect fixed line telephone at the premise during tenancy.</li> <li>7. Tenant will have to pay for replacement of light globes that is not working during the and at the end of tenancy.</li> </ol>

## Tenancy Application

**THE APPLICANT STATES THAT**

- i.** The information given in this application is true and correct and this is a fundamental precondition of the owner entering into the Residential Tenancy Agreement.
- ii.** He is not bankrupt or insolvent.
- iii.** The premises have been inspected and any rental bond and initial payment of rent will be made in cash or bank/building society cheque.

NOTICE: If you dispute part or all of the amount specified in this statement, and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. By law, legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

**TENANCY TERMS**

Period.....week/months, commencing on.....Rent is.....p.w.

First payment of rent in advance	\$.....	
Rental Bond	\$.....	
Preparation Fee	\$.....	
Sub total	\$.....	
Less reservation fee (if applicable)	\$.....	
Total amount payable	\$.....	

Applicant..... Real Estate Agent..... Date.....

Original to be retained by Agent with a copy immediately handed to the applicant.

**FREE UTILITY CONNECTION SERVICE**

**enquiry@myconnect.com.au**  
**www.myconnect.com.au**

**Phone: 1300 854 478**  
**Fax: 1300 854 479**

MyConnect is a FREE & Easy to use utility connection service available service for tenants



**Yes, Please Contact me**



**Interpreter service required (tick here)**

Unless I have opted out below, I:  
consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.



*Tick here to opt out*

**Document Required For Tenancy Application**

1. Identification (Driver's licence, Medicare Card) or (Birth Certificate, Passport)
2. Proof of Funds / Income  
(Bank statement, Pay slip) or (Employment Contract, Bank statement)
3. Tenancy History  
(Rent Receipt, Rental Payment Ledge) or (Landlord Letter, Bank Rental payemnt Transfer History) or (Council Rate, Sydney Water Bill)
4. Tenancy Reference Letter or Employment Reference Letter
5. Other Document: If you do not have all document required above from 1-4, Please contact Mia on (02) 9518 8088 to arrange alternative document.

Please bring photocopy of the above listed documents along with your original documents to our office.

**Payment At Start Tenancy At The Time Of Signing Residential Tenancy Agreement****Bond Money:**

4 weeks rent

**Rent Advance:**

2 weeks rent