

## Residential Tenancy Application Form

For your application to be processed please answer all questions (Including the reverse side).



### Agent Details

#### PW Realty

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### 1. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Electricity Meter No \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date property is to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of other applicants to occupy the property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_

### 2. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age (years/months) \_\_\_\_\_

Drivers Licence No \_\_\_\_\_ State \_\_\_\_\_

Alternate ID (eg Passport) \_\_\_\_\_

Pension Type (If applicable) \_\_\_\_\_

Pension No \_\_\_\_\_

#### Please provide contact details:

Home no \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work No \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

### 3. Emergency Contact

#### Please provide an emergency contact not residing with you

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

### 4. Payment Details

Property Rental \$ \_\_\_\_\_ per week OR \$ \_\_\_\_\_ per month

First payment of rent in advance \$ \_\_\_\_\_

Rental Bond (1 month rent) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_



### 5. Utility Connection

#### A FREE utility connection service

#### Please tick utilities as required

Electricity  Gas  Telephone

Internet  Pay TV

Phone : 1300 854 478 [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)

Fax : 1300 854 479 [www.myconnect.com.au](http://www.myconnect.com.au)

If this section is complete, 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 providers) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### 6. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, and record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**7. Applicant History**

How long have you lived at your current address?  
Years \_\_\_\_\_ Months \_\_\_\_\_  
Name of landlord/agent \_\_\_\_\_  
Phone number \_\_\_\_\_  
Rent Paid per Month \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Was bond refunded in full?  Yes  No  
If no, specify why? \_\_\_\_\_

What was your previous residential address?  
\_\_\_\_\_  
Suburb \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
Name of landlord/agent \_\_\_\_\_  
Phone number \_\_\_\_\_  
Rent Paid per Month \$ \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Was bond refunded in full?  Yes  No  
If no, specify why? \_\_\_\_\_

**8. Employment Details**

Occupation \_\_\_\_\_  
Employer's Name \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Contact name \_\_\_\_\_  
Contact phone \_\_\_\_\_  
Length of employment \_\_\_\_\_ years \_\_\_\_\_ months  
Net Income \$ \_\_\_\_\_ per week OR \$ \_\_\_\_\_ per month

**9. Previous Employment Details**

Occupation \_\_\_\_\_  
Employer's Name \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Contact name \_\_\_\_\_  
Contact phone \_\_\_\_\_  
Length of employment \_\_\_\_\_ years \_\_\_\_\_ months  
Net Income \$ \_\_\_\_\_ per week OR \$ \_\_\_\_\_ per month

**10. Social Security Benefit**

Type \_\_\_\_\_  
Income \$ \_\_\_\_\_ per week OR \$ \_\_\_\_\_ per month

**11. If student, please complete the following**

Place of Study \_\_\_\_\_  
Course being undertaken \_\_\_\_\_  
Course length \_\_\_\_\_  
Enrolment No \_\_\_\_\_  
Parents Name \_\_\_\_\_ Ph \_\_\_\_\_  
Campus Contact \_\_\_\_\_ Ph \_\_\_\_\_  
Course Coordinator \_\_\_\_\_ Ph \_\_\_\_\_  
Income \_\_\_\_\_  
Parents Address Overseas \_\_\_\_\_

**12. Other Information**

Car Registration \_\_\_\_\_  
Do you have pets?  Yes  No If yes, please specify: \_\_\_\_\_

**13. Personal Referees**

1. Reference Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Relationship \_\_\_\_\_ Ph \_\_\_\_\_  
Notes \_\_\_\_\_

2. Reference Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Relationship \_\_\_\_\_ Ph \_\_\_\_\_  
Notes \_\_\_\_\_

**14. Tenancy Criteria**

- In order to process your application, the following information must be attached:
- Photo IDs: drive license or passport
  - Bank card or Medicare card
  - Proof of current address: last paid bill
  - Proof of income: pay slip
  - Bank statements
  - Tenant ledger
  - Letter from employer or landlord

If the criteria are not met, then the agent may choose NOT to process your application or Landlord may choose NOT to accept your application.

**15. Office use only**

Lease Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Car Space/Garage \_\_\_\_\_  
Landlord's Name \_\_\_\_\_  
Lease to be signed on \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**16. How did you find out about this property?**

- Rent List  Internet  Office  For Lease Board  Other \_\_\_\_\_