

PO Box 6023  
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How did you find out about this property?  realestate.com.au  domain.com.au  
 signboard  Other \_\_\_\_\_

Address of premises applied for: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_ Have you viewed the property?  Yes  No

Preferred lease term: \_\_\_\_\_ Lease commencement date: \_\_\_\_\_

Number of occupants: \_\_\_\_\_ adults \_\_\_\_\_ children Ages of children: \_\_\_\_\_

Do you have any pets?  Yes  No If yes, please detail: \_\_\_\_\_

Full name: Mr/Mrs/Miss/Ms/Other \_\_\_\_\_

DOB: \_\_\_\_\_ Driver's Licence No. \_\_\_\_\_ State: \_\_\_\_\_ Vehicle reg. no. \_\_\_\_\_

Passport No. \_\_\_\_\_ Passport Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_ Period at add: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Weekly rent: \_\_\_\_\_

Agent/Landlord's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address of previous rented premises: \_\_\_\_\_

Period at add: \_\_\_\_\_ Weekly rent: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Bond refunded in full?  Yes  No If no, why not? \_\_\_\_\_

Agent/Landlord's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Occupation: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

Employer: \_\_\_\_\_ Contact name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Period of employment: \_\_\_\_\_ Tel: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Contact name: \_\_\_\_\_

Previous Employer's address: \_\_\_\_\_

Period of employment: \_\_\_\_\_ Tel: \_\_\_\_\_

References (not related): \_\_\_\_\_ Tel: \_\_\_\_\_

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

References (not related): \_\_\_\_\_ Tel: \_\_\_\_\_

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

100 points of identification must be submitted to support your application.

- Rates notice 50 points
- Passport 40 points
- Birth certificate (certified) 30 points
- Current pay slip 20 points
- Medicare card 20 points
- Employment reference 10 points

- Drivers Licence 40 points
- Tenant ledger report 30 points
- Other photo ID 20 points
- Bank statement 20 points
- Previous 2 rent receipts 20 points
- Utilities account 10 points

- Each person who will be living at the property must view the premises before an application is lodged
- If your application is approved, you must be prepared to pay a holding deposit of one week's rent by close of that business day
- If the applicant decides not to enter into a Residential Tenancy Agreement, the Landlord may retain the portion of the holding deposit representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder by trust cheque. No cash refunds.
- An application and/or a holding deposit does not guarantee tenancy. All applications are subject to owner approval.

**Privacy policy: The personal information the prospective tenants provided in this application or collection from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy, if the application is successful may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and the third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If this Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligation under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.**

**If the applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if incorrect, incomplete or out of date.**

**If the information is not provided, the Agent may not be able to process the application and manage the tenancy.**

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

