

APPLICATION FOR TENANCY

Should there be more than one applicant a separate Application form be completed for each applicant.



**Laing+
Simmons**
Beyond the expected

PREMISES

Address of Premises applied for

Car space/garage number

APPLICANT

Personal Details

Title: Mr/Mrs/Miss/Ms/other Date of Birth / /

Full name: _____

Present Address: _____

_____ Postcode: _____

Phone: Work _____ Mobile _____

Home _____ Fax _____

Email _____

Vehicle registration No. _____

Drivers Licence No. _____

Passport No. _____ Expiry date / /

Bank or Building Society _____ Branch _____

BSB _____ / _____ Account Number _____

Real Estate Agents

Laing+Simmons

ARTARMON

Watermel Pty Ltd
ABN 67 056 483 802

PO Box 744 Artarmon NSW 1570

Shop 3 / 44 Hampden Road,
Artarmon NSW 2064

Telephone (02) 9411 7788

Facsimile (02) 9419 6673

Email:

laingsimmonsartarmon@rpdata.com.au

PERSONAL REFERENCES

Referee 1-

Name _____

Phone: Work _____ Mobile _____

Fax _____ Email _____

Referee 2-

Name _____

Phone: Work _____ Mobile _____

Fax _____ Email _____

EMPLOYMENT HISTORY

Occupation of Applicant _____ Date Commenced / /

Employer's Name _____

Employer's Address _____

_____ Postcode _____

Phone: Work _____ Mobile _____

Fax _____ Email _____

Independently owned and operated by Watermel Pty Ltd ACN 056 483 802

Previous Employer's name _____

Previous Employer's Address _____

Postcode _____

Phone: Work _____ Mobile _____

Fax _____ Email _____

Period of Employment / / to / /



EMERGENCY CONTACT

Name _____

Address _____

Postcode _____

Phone: Work _____ Mobile _____

Fax _____ Email _____

TENANCY HISTORY

Name of present Landlord/Agent _____

Phone: Work _____ Mobile _____

Fax _____ Email _____

How long at present address: _____

Current rent paid: \$ _____

Name of previous Landlord/Agent _____

Phone: Work _____ Mobile _____

Fax _____ Email _____

Address of previous Premises rented _____

Postcode _____

OCCUPANT(S) DETAIL

Number of persons who will occupy premises:

Adults: _____ Children: _____ Ages of Children: _____

Pets: Yes ___ No ___ If Yes, number and type _____

Smoker(s) Yes ___ No ___

Note: the applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant _____

Date

____/____/____

DETAILS OF RENTAL

Type of premises: _____

Furnished _____ Unfurnished _____

Rent \$ _____ per _____

commencing ____/____/____ for a period of _____ months/weeks

Residential Tenancy Agreement to be signed on ____/____/____ at _____ am/pm

INITIAL PAYMENT

Rental Bond	\$ _____
Rent _____ months/weeks _____ days to ____/____/____	\$ _____
Residential Tenancy Agreement preparation fee	\$ _____
Sub Total	\$ _____
Less Reservation Fee	\$ _____
Total	\$ _____



Initial payment must be made in cash or bank/building society/ credit union cheque or money order. Personal Cheques will not be accepted.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent and request that pending consideration of my application, the Premises be reserved in my favour.

RESERVATION FEE CONDITIONS

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The Applicant has paid a Reservation Fee of \$_____ equivalent to _____ days rent to reserve the premises in favour of the Applicant for a period of _____ days from ____/____/____ to ____/____/____ (The reservation fee is calculated on the basis that one day reserved equals one days rent, subject to a maximum of seven days rent).
2. The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential Premises concerned during the reservation period, the whole of the fee will be refunded.
4. If the entering into of the Residential Tenancy Agreements is conditional on the landlord carrying out the repairs or other work during the reservation period, the whole of the fee will be refunded.
5. If the prospective tenant decides not to enter into such an agreement and the premises were not leased or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the Premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee)
6. If the Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential Premises concerned.

Details of any repairs or other work to be carried out by the landlord in accordance with condition 4 above:

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such premises for a period of _____ weeks, at a rental of \$_____ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We _____
Trading as _____



The Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

- i. to reserve the Premises for the period and in accordance with the conditions above stated.
- ii. to notify the applicant within the reservation period whether or not the application has been approved
- iii. and if the applicant has been approved to also prepare within the reservation period a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected 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 to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations 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 contracting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, 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.

Applicants Signature

Date:

_____ / /

Real Estate Agent's Signature

Date:

_____ / /

Note: A copy of this document shall immediately after signing be delivered to the applicant for retention.

OFFICE USE ONLY

References checked by _____

Employment _____

Present Landlord/Agent _____

Previous Finalised Credit _____

Bank _____

References _____

Notes _____