



## APPLICATION FOR TENANCY

Should there be more than one application a separate form needs to be completed by each applicant.

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: mail@laingsimmonsartarmon.com.au

### 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: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

Vehicle Rego No. \_\_\_\_\_ Drivers Licence No. \_\_\_\_\_

Passport No. \_\_\_\_\_ Expiry Date: / /

Bank/Building Society: \_\_\_\_\_ Branch: \_\_\_\_\_

BSB: \_\_\_\_\_ / \_\_\_\_\_ Account Number: \_\_\_\_\_

### PERSONAL REFERENCES

Referee 1

Name: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

Referee 2

Name: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_



## **EMPLOYMENT HISTORY**

Occupation: \_\_\_\_\_ Date Commenced / /

Employers Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

### Previous Employment

Occupation: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

Period of Employment: / / TO / /

## **TENANCY HISTORY**

### Current Tenancy

Landlord/Agent: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

Address of current residence: \_\_\_\_\_

Duration at present address: \_\_\_\_\_ Current rent paid: \$ \_\_\_\_\_

### Previous Tenancy

Landlord/Agent: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

Address of previous residence: \_\_\_\_\_



**OCCUPANT(S) DETAILS:**

No. of people to occupy premises: \_\_\_\_ Adults: \_\_\_\_ Children: \_\_\_\_ Age: \_\_\_\_

Pets: YES NO If yes – Number: \_\_\_\_ Type: \_\_\_\_\_

Smoker: 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

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

\_\_\_\_\_

\_\_\_\_\_

**I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the 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 / months 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 by bank cheque as requested upon the signing of the Residential Tenancy Agreement.**



### **PRIVACY POLICY**

The personal information of the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants' identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and 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 fails to comply with their obligations under that agreement, all given facts and information collected during the course 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 it is inaccurate, incomplete or out-of-date.

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

**Applicants Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Agents 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: YES NO Current L/Lord or Agent: YES NO

Previous Finalised Credit: \_\_\_\_\_ Bank: \_\_\_\_\_

References: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_