

Residential Tenancy Application

Property Address:

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING

- **Photo Identification – 4 forms**
 - Drivers Licence
 - Passport
 - Photo ID
 - Medicare Card
 - Copy of birth / marriage certificate / citizenship Paper

- **Proof of your current income – essential**
 - 2 x current payslips (less than 1 months old)
 - Current Centrelink / pension statement
 - Self Employed – copy of last tax assessment & account details

- **Banking Information**
 - Bank Statement – showing last 3 months
 - Copy of Credit Cards / Eftpos Cards

- **Current Address – must be in applicant's name**
 - Phone bill or electricity account
 - Rego papers

- **Rental Reference**
 - Rental ledger or receipts
 - Private rental – copy of agreement plus written reference from owners
 - Home owner – proof of ownership / rate notices

I, “the applicant”, acknowledge I have read the following and fully agree:

- Initial deposit equal to 2 weeks rental – this will be once the application has been approved
- Upon signing the agreement, a payment equal to 6 weeks rental – 2 weeks rent + 4 weeks rent for bond
- All relevant parties must sign the agreement together
- Keys made available on start date and only after – lease signed by all parties – monies paid in full

Signed and Dated:

Property Address:

Date Required:	Lease Term:	Rental Amount/Offer:
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Applicant Information

Full Name:		
Mobile:	Home:	Work:
Email:		
Date of Birth:		
Drivers Licence No.	State:	
Car Registration No.	State:	
Passport No.	Country:	
Alternate ID:		
Centrelink Payment Type:		

Current Address

Address:		
Do you:	Rent / Own Home / Share / Live with Family	
Length of Residency:		
Name of Agent/Landlord:		
Contact Number:		
Rent Paid:		
Reason for Leaving:		

Property Occupiers

Number of Individuals:	Adults:	Children:
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Name	Age	Relationship to Applicant

Employment Details

Nature of Employment:	Full Time / Part Time / Self Employed / Centrelink
Occupation:	
Company Details:	
Address:	
Suburb:	
Phone:	
Contact Name:	
Length of Employment:	Years Months
Weekly Income:	\$

Previous Rental / Accommodation

Address	Time of Residency	Agent / Landlord Details

Emergency Contact Details

Emergency Contact
Relationship
Address
Mobile

Emergency Contact
Relationship
Address
Mobile

Other

Pets: YES / NO	Type / Breed:		
Smoker / Non-Smoker:	Inside / Outside:	Other Occupants:	Smoker / Non-Smoker:

History

Have you had bond monies withheld?	YES	/	NO
Details – Why / How Much?			
Have you ever been evicted by any landlord / agent:	YES	/	NO
Have you ever been refused another property?	YES	/	NO
Are you in debt to another landlord / agency?	YES	/	NO
Is there a reason your rent payment maybe affected?	YES	/	NO

Any Further Comments:

Please note any comments / requests in regard to the property:

Property Address:

IT IS HEREBY ACKNOWLEDGED THAT:

The Applicant, when approved, will pay only by **cash or money transfer** equivalent to two (2) weeks rent to reserve the premises in favour of the Applicant for a period of seven (7) days (calculated on the basis that one day reserved equals to one day's rent).

The premises will not be let during the Reservation Period, pending the execution of a residential tenancy agreement.

Should the Applicant decide not to proceed, the owner may retain the whole of the Holding Fee, being not more than the equivalence of two weeks rent.

If a residential tenancy agreement is entered into, the Reservation Fee is to be contributed towards rent for the premises.

APPLICANTS DECLARATION

I am of legal capacity (18 years old or more) and dealer 'I am not bankrupt'.

I hereby offer to rent the property from the owner under a lease agreement to be prepared by the Agent. I acknowledge that I will be required to be in attendance to sign a lease agreement on the day and time nominated.

I agree to pay the rent when due and a fortnight in advance at all times.

I agree to pay all **future rent** by an agreed method as offered by the landlord's agent.

I declare that I have inspected the premises. I agree to lease them in the same condition as inspected and sign a lease agreement prepared by the landlord's agent.

I declare that I will allow the landlord and/or the landlord's agent access for annual inspections whenever requested, with reasonable notice.

APPLICANT'S PRIVACY AUTHORITY:

I authorise BOKA REAL ESTATE PRESTONS to obtain and use personal information as to my suitability as a tenant from;

- a) The owner or Agent of my current or previous residence
- b) My personal referees and employer/s
- c) Any record, listing or database of defaults by tenants

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

Data based used by **BOKA REAL ESTATE PRESTONS** – TICA 1900 222 0346 – PO BOX 129 Concord NSW 2137

I am aware that the Agent will use and disclose my personal information in order to:

- a) Communicate with the owner and select a tenant
- b) Prepare lease / tenancy documents
- c) Allow trades people or equivalent organisations such as utility connection or landlord insurance companies to contact me
- d) Lodge, claim, transfer to or from the Rental Bond Board
- e) Refer to Tribunals or Courts & Statutory Authorities (where applicable)
- f) Refer to debt collection gents or lawyers (where applicable)

I am aware that, if information is provided or, I do not consent to the use to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises this application refers to and **NOTE** that this application always remains the property of **BOKA REAL ESTATE PRESTONS**.

Applicant Name & Signature
