

Residential Tenancy Application Form
For your application to be processed you must answer all questions



**NOTICE TO ALL TENANCY APPLICANTS
100 POINT IDENTIFICATION**

Prior to any tenancy application being considered, each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties please advise us prior to completing you application.

DRIVERS LICENCE	30 POINTS	<input type="checkbox"/>
PASSPORT	30 POINTS	<input type="checkbox"/>
PROOF OF AGE CARD	30 POINTS	<input type="checkbox"/>
BIRTH CERTIFICATE	30 POINTS	<input type="checkbox"/>
TENANCY HISTORY LEDGER	20 POINTS	<input type="checkbox"/>
PREVIOUS TENANCY AGREEMENT	20 POINTS	<input type="checkbox"/>
PREVIOUS FOUR (4) RENT RECEIPTS	20 POINTS	<input type="checkbox"/>
RENTAL BOND BOARD RECEIPT	20 POINTS	<input type="checkbox"/>
PAY ADVICE/SLIP	20 POINTS	<input type="checkbox"/>
CENTRELINK STATEMENT	15 POINTS	<input type="checkbox"/>
MOTOR VEHICLE REGISTRATION	15 POINTS	<input type="checkbox"/>
ELECTRICITY ACCOUNT	15 POINTS	<input type="checkbox"/>
GAS ACCOUNT	15 POINTS	<input type="checkbox"/>
TELEPHONE ACCOUNT	15 POINTS	<input type="checkbox"/>
COUNCIL or WATER RATES	15 POINTS	<input type="checkbox"/>
BANK or CREDIT CARD STATEMENTS	15 POINTS	<input type="checkbox"/>
PENSION CARD	15 POINTS	<input type="checkbox"/>
HEALTH CARE CARD	15 POINTS	<input type="checkbox"/>
MEDICARE CARD	15 POINTS	<input type="checkbox"/>

Please Note: Applications will not be considered unless filled out correctly

Upon approval and acceptance of your application a reservation fee equivalent to one (1) weeks rent must be paid to our office within a 24 hour period of the approval being given. At the time of signing the Residential Tenancy Agreement we require the following payments:

- One week's rent in advance to be added to deposit already paid
- Bond Payment – Equivalent to four (4) weeks rent
- Payment of the above must be in the form of a Money Order, Cash or Bank Cheque made payable to Harcourts Rouse Hill/Kellyville – **Personal Cheques will not be accepted** for this initial payment

Residential Tenancy Application Form

For your application to be processed you must answer all questions

1. Agent Details



Rouse Hill

Address: Shop GR092 Civic Way, Rouse Hill Town Centre,
Rouse Hill, NSW, 2155
Phone: 02 8882 9922
Fax: 02 8882 9933
Email: rousehill@harcourts.com.au

ID: 15077

2. 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 _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No

Pension Type (if applicable) _____ No

Please provide contact details _____

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Work No _____

Current Address _____

Suburb _____ Postcode _____

4. Emergency Contact

Please provide an emergency contact not residing with you _____

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Payment Details

Property Rental \$ _____ Per Week or \$ _____ Per Month

First Payment of rent in advance \$ _____

Rental Bond (1 Month Rent) \$ _____

Sub Total \$ _____

6. Utility Connections



Phone: 1300 554 323
Fax: 1300 889 598
Email: info@connectnow.com.au

connect

A free service

Connecting Your Utilities Has Never Been Easier

Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Please call me **YES**

Please tick here if you do not wish to be contacted

7. Declaration

A) 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, 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).

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 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.

B) If section 6 is complete please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

PRIVACY POLICY:

The privacy of ConnectNow customers is of vital importance to ConnectNow. You have the right to access ConnectNow records of your information under the Privacy Act. ConnectNow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Signed: _____ **Date** _____ / _____ / _____

8. Applicant History

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long did you live at your previous address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving \$

Was bond repaid in full? Yes No If No, please specify why:**9. Employment Details**

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

11. Social Security Benefits

Type

\$ Per Week \$ Per Month

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph

Campus Contact Ph

Course Co-ordinator Ph

Income

Parents Address Overseas

13. Other information

Car Registration

Do you have pets? Yes No If Yes, please specify:**14. Personal Referees**

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

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? (Please Tick)RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____