

Harcourts Castle Hill
5a/7 Hoyle Avenue
Castle Hill NSW 2154
Ph: 02 9634 3444
Fax: 02 8850 4912
Email: rentals.castlehill@harcourts.com.au



TENANCY APPLICATION FORM

Once you have viewed the property, your application can be processed. Our office will endeavour to process and respond to your application within two working days to advise you of the outcome.

If your application is successful, you will be required to pay a holding deposit of one week's rent for the property, within 24 hours of approval. This will then become your first week's rent.

Please note: this deposit is non-refundable if you do not proceed.

APPLICATION FOR TENANCY

Identification Required

No application will be accepted unless suitable identification is supplied. Each applicant must provide 100 points of I.D. based on the following documents.

- Passport or Drivers Licence **40 points**
- Payslip and/or letter of employment **20 points**
- Bankcard and/or Medicare card **20 points**
- Proof of address (e.g. Phone bill, electricity bill) **20 points**

If not already included in the above ID points, you must also provide the following:

- Proof of income (payslip or latest group certificate)
- Proof of business ownership/certificate of registration (if applicable)
- Proof of centrelink and/or government assistance (if applicable)
- Rental ledger from current Real Estate (if applicable)
- Proof of Home ownership and/or sale (if applicable)

The following must be paid on or before the commencement of your Residential Tenancy Agreement:

BOND – equal to four (4) weeks rent

RENT – equal to two (2) weeks rent

We only accept Bank cheques or money order for these payments.

***We do not accept personal cheques or eftpos.**

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Date: _____

RENTAL PREMISES APPLIED FOR: _____

RENT AMOUNT: \$ _____ LENGTH OF LEASE REQUIRED _____

WHAT DATE WOULD YOU LIKE TO MOVE IN? (SUBJECT TO APPROVAL): _____

NUMBER OF OCCUPANTS: ADULTS: _____ CHILDREN: _____ CHILDRENS AGES: _____

PETS (details): _____

PERSONAL DETAILS APPLICANT 1

NAME: _____ DOB: _____

ADDRESS: _____

PHONE:(H) _____ (W) _____ (M) _____

EMAIL: _____ LICENCE NUMBER: _____ PASSPORT NUMBER: _____

VEHICLE REGISTRATION NUMBER/S: _____

PERSONAL DETAILS APPLICANT 2

NAME: _____ DOB: _____

ADDRESS: _____

PHONE:(H) _____ (W) _____ (M) _____

EMAIL: _____ LICENCE NUMBER: _____ PASSPORT NUMBER: _____

VEHICLE REGISTRATION NUMBER/S: _____

EMPLOYMENT DETAILS APPLICANT 1

OCCUPATION: _____ PERIOD OF EMPLOYMENT: _____ FULL TIME/PART TIME (CIRCLE)

EMPLOYERS NAME: _____

EMPLOYERS ADDRESS: _____

CONTACT NAME: _____ CONTACT NUMBER: _____

ANNUAL INCOME: _____

EMPLOYMENT DETAILS APPLICANT 2

OCCUPATION: _____ PERIOD OF EMPLOYMENT: _____ FULL TIME/PART TIME (CIRCLE)

EMPLOYERS NAME: _____

EMPLOYERS ADDRESS: _____

CONTACT NAME: _____ CONTACT NUMBER: _____

ANNUAL INCOME: _____

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CURRENT RENTAL/SALE INFORMATION APPLICANT 1 (circle rent or sale)

PROPERTY ADDRESS: _____
NAME OF LANDLORD/AGENT: _____ CONTACT NAME: _____
PHONE NUMBER: _____ FAX NUMBER: _____
LENGTH OF TIME AT ADDRESS: _____ RENT PAID PER WEEK: _____
REASON FOR VACATING: _____

CURRENT RENTAL/SALE INFORMATION APPLICANT 2 (circle rent or sale)

PROPERTY ADDRESS: _____
NAME OF LANDLORD/AGENT: _____ CONTACT NAME: _____
PHONE NUMBER: _____ FAX NUMBER: _____
LENGTH OF TIME AT ADDRESS: _____ RENT PAID PER WEEK: _____
REASON FOR VACATING: _____

PREVIOUS RENTAL/SALE INFORMATION APPLICANT 1 (circle rent or sale)

PROPERTY ADDRESS: _____
NAME OF LANDLORD/AGENT: _____ CONTACT NAME: _____
PHONE NUMBER: _____ FAX NUMBER: _____
LENGTH OF TIME AT ADDRESS: _____ RENT PAID PER WEEK: _____
REASON FOR VACATING: _____ HOW LONG AGO: _____

PREVIOUS RENTAL/SALE INFORMATION APPLICANT 2 (circle rent or sale)

PROPERTY ADDRESS: _____
NAME OF LANDLORD/AGENT: _____ CONTACT NAME: _____
PHONE NUMBER: _____ FAX NUMBER: _____
LENGTH OF TIME AT ADDRESS: _____ RENT PAID PER WEEK: _____
REASON FOR VACATING: _____ HOW LONG AGO: _____

PERSONAL REFERENCE (NOT RELATIVES) APPLICANT 1

1.CONTACT NAME: _____ PHONE: _____
2.CONTACT NAME: _____ PHONE: _____

PERSONAL REFERENCE (NOT RELATIVES) APPLICANT 2

1.CONTACT NAME: _____ PHONE: _____
2.CONTACT NAME: _____ PHONE: _____

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DECLARATION FORM

THE APPLICANT ACKNOWLEDGES THAT THE AGENT WITH THE APPLICANTS CONSENT WILL VERIFY THESE REFERENCES:

I/We understand this agent is a member of TICA Pty Ltd and will be conducting a Reference check. I/We authorise this agency to provide any information to TICA for the purpose of verification of my identity or listing. I/We acknowledge that if I/We are listed as a defaulter this Agency/Landlord has the authority to reject My/Our application. I/We recognise that if I/We default or are categorised as a Bad Tenants, we will be listed accordingly. I/We also understood that when listed as a defaulter, our name will be deleted from the TICA database, when the problem is sorted out with the Agent/Landlord.

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 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 declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

PRIVACY ACT 1988 – COLLECTION NOTICE

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 landlords and their advisers, referees, other agents and this party operators on tenancy reference databases. Information already held on tenancy reference 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. Personal information may be disclosed after the tenancy. The applicant can also correct this information if it is inaccurate, incompleted or out-of date.

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

NAME OF APPLICATION 1

NAME OF APPLICANT 2

SIGNATURE OF APPLICANT 1

SIGNATURE OF APPLICANT 2

DATE: _____

DATE: _____

APPLICANT 1

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CONTACT IN CASE OF EMERGENCY (not each other): _____

NAME OF RELATIVE/FRIEND: _____

RELATIONSHIP: _____ CONTACT NUMBER/S: _____

APPLICANT 2

CONTACT IN CASE OF EMERGENCY (not each other): _____

NAME OF RELATIVE/FRIEND: _____

RELATIONSHIP: _____ CONTACT NUMBER/S: _____

RESERVATION FEE CONDITIONS

The acceptance of the reservation is subject to the following conditions:

1. If a Residential Tenancy Agreement is entered into the reservation fee is to be paid towards the rent due for the residential premises concerned. During the reservation period and pending the drafting of a Residential Tenancy Agreement, no reservation fee will be accepted from any other applicant nor will the premises be reserved in another's favour.
2. If the landlord decides not to enter into a Residential Tenancy Agreement on the proposed terms during the reservation period, the entire fee will be refunded.
3. If the prospective tenant decides not to enter into such an agreement, the landlord is entitled to retain the reservation fee of one (1) week's rent as required by legislation.

NOTE: if you dispute any or part of the amount forfeited in relation to Point 3 as specified above and if you are unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination on the matter. By law, legal action by the landlord to recover the disputed amount cannot be commenced until 28 days after it has been served upon you.

SIGNATURE OF APPLICANT 1

DATE: _____

SIGNATURE OF APPLICANT 2

DATE: _____

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Moving home has never been easier

Harcourts Connect is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Harcourts Connect service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 028 to ensure your services can be addressed by the required date.

Please tick: Electricity Gas Home Phone Internet Pay TV

Your Name:

Property Address:

Move In Date:

Best Contact Number:

Email Address:

Sign & Date:

Yes, I consent Harcourts Connect contacting me to organise my move home services and other products and services to suit my home or lifestyle needs. **PM ID: 26550**

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the 'YES' box below, I consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.