



# RESIDENTIAL TENANCY APPLICATION

Email or [info@wilkinsonsriverstone.com.au](mailto:info@wilkinsonsriverstone.com.au) A copy of the application drivers license or passport MUST accompany this application. For your application to be processed you must answer all questions (including the reverse side)

## PROPERTY DETAILS

Property address: \_\_\_\_\_

Lease commence date: \_\_\_\_\_ Length of tenancy : \_\_\_\_\_

## APPLICATION DETAILS

Title: \_\_\_\_\_ Given names: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Drivers License/18+ card no. \_\_\_\_\_

Passport no. \_\_\_\_\_ Passport country: \_\_\_\_\_ Smoker Yes / No

Pets: Yes/No How many: \_\_\_\_\_ Type & breed: \_\_\_\_\_

Will children be residing at the property: Yes / No Number: \_\_\_\_\_ Ages: \_\_\_\_\_

Pension no. \_\_\_\_\_ Pension type: \_\_\_\_\_

Have you ever been evicted by any landlord or agent? Yes / No

Have you ever been refused another property? Yes / No

Are you in debt to another landlord or agent? Yes / No

Have any deductions ever been made from your rental bond? Yes / No

No If yes please give details: \_\_\_\_\_

## CONTACT DETAILS

Home number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

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

Car registration details: \_\_\_\_\_

## EMERGENCY CONTACT DETAILS (NOT LIVING WITH YOU)

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

Contact number: \_\_\_\_\_ Address: \_\_\_\_\_

## CURRENT ADDRESS

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

Phone: \_\_\_\_\_ Contact name: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you lived at the property: \_\_\_\_\_ Months \_\_\_\_\_ Years

Rent paid: \$ \_\_\_\_\_ Bond paid: \$ \_\_\_\_\_

If no, please give details: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PREVIOUS ADDRESS**

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

Phone: \_\_\_\_\_ Contact name: \_\_\_\_\_

How long did you lived at the property: \_\_\_\_\_ Months \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ Bond paid: \$ \_\_\_\_\_ Full Bond refunded?

If no, please give details: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PERSONAL REFERENCES**

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Current employer**

What is your occupation: \_\_\_\_\_

Employers name: \_\_\_\_\_

Employers address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Months \_\_\_\_\_ Years

Net income: \$ \_\_\_\_\_

**Previous employment**

What was your occupation: \_\_\_\_\_

Employers name: \_\_\_\_\_

Employers address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Months \_\_\_\_\_ Years

Net income: \$ \_\_\_\_\_

**DECLARATION**

During my inspection of this property I found it to be in a reasonably clean condition Yes / No

If "No" I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

\_\_\_\_\_  
\_\_\_\_\_

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in section B.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all the 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 I am not bankrupt.

I authorise the agent to obtain personal information from:

- (a) The owner or the agent of my current and/or previous residence;
- (b) My personal references and employer/s;
- (c) 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 a tenancy default database, and to agents/landlord of properties I may apply for in the future.

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 organizations/trades people to contact me
- (d) Lodge/claim/transfer to/from Residential Tenancies Bond Authority
- (e) Refer to Tribunal/Courts and Statutory Authorises (where applicable)
- (f) Refer to collection agents/lawyers (where applicable)
- (g) Refer to Insurance companies (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

I agree to allow the agent to photocopy the information supplied by me for their records.

Signed: \_\_\_\_\_

We are an independently owned and operated business. We are bound by the Privacy Act 1988 (Cth) (the Act). We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancy Act. We may disclose personal information about you to the owner of the property and to our approved and authorised contactors in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting us.

## **SECTION B - PAYMENT DETAILS**

Rental amount per week: \$	_____
First payment of rent in advance	\$ _____
Rental bond (4 weeks rent)	\$ _____
Subtotal	\$ _____
Less reservation fee (see below)	\$ _____

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the holding fee referred to in this application for tenancy for is subject to the following conditions.

(1) A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 weeks rent of the residential premises.

(2) If a tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

(3) A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

(4) Despite subsection (2), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.

(5) If a residential tenancy agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

## TENANCY APPLICATION NOTE

This office is a member of Tenancy Information Centre Australia Pty Ltd (TICA) – Tenants on TICA need not apply

### We require the following information to be supplied to process an application:

1. IDENTIFICATION PHOTOGRAPH – Drivers Licence or Passport or Proof of Age Card
2. REFERENCE – Current Landlord / Agent
3. REFERENCE – Previous Landlord / Agent
4. PROOF OF RESIDENTIAL ADDRESS – Phone Account / Electricity Account / Bank or Credit Card Statement
5. COPY OF RENTAL RECEIPTS/LEDGER
6. COPY OF TENANCY AGREEMENT
7. SUPPORTING PROOF OF INCOME FOR PAYMENT OF RENT – Payslips / letter from employer

On approval of an application **ALL MONIES MUST BE PAID IN FULL (MONEY ORDER OR BANK CHEQUE OR DIRECT DEPOSIT)**

After the first initial payment all rent must be paid directly to the commonwealth bank using the bank account details provided.

Application will only be processed on a completed and signed tenancy application.

Our office reserves the right to all for any changes or additions to the above. Should an application fail to provide the above details the application may not be processed.

In the event that this application is being rejected there is no requirement at law for the agent to disclose any reason for rejection of this application.

The availability of phone lines, internet services, analogue, digital or cable television are the sole responsibility of the tenant and tenants should make their own enquires as to the availability and suitability of such services before accepting the tenancy of the property. The landlord does not guarantee that any telephone plugs, antenna sockets or other such service point located in the property are serviceable or will meet the requirements of the tenant and tenants must rely upon their own enquires.

## PRIVACY DISCLOSURE FORM

The personal information the prospect 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 is the application is successful may be disclosed for the purpose for which it was collected to other parties including landlord and their advisers, referees, other agents and third-party operation of tenancy reference databases. Information already held on tenancy reference database may also be disclosed to the agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement, and if the application 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 operator of the tenancy reference databases and/or other agents.

If the information provided is not true or complete then this agency may not be able to process the application for tenancy.

If the application would like to access to the personal information the agents holds, they can do so by contacting the manager at:

**Wilkinsons Real Estate Agencies Riverstone**  
**23 Garfield Road East, Riverstone NSW 2765**  
**Ph: 02 9627 3700 Fax: 02 9627 1332**  
**Email [info@wilkinsonsriverstone.com.au](mailto:info@wilkinsonsriverstone.com.au)**

You can also correct this information if it is inaccurate, incomplete or out of date. Access for information will be provided at a mutually agreed appointment time.

Any information collected and not used or no longer required for our records will be shredded.

I the said applicant, disclose that I give my permission to the agent to collect my information and pass such information into landlords, operator of tenancy references databases or other agents.

I further understand that Wilkinsons Real Estate Agencies Riverstone is a member of TICA which is a tenancy database company that allows its members access to information accumulated from members about tenant who have breached their tenancy agreements.

I understand that if my application is successfully, during and after my tenancy, my personal information be disclosed to trades people to contact me for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA default database to records details of your tenancy history, lessors/owners insurer in the event of an insurance claim and future rental reference to other agents or owner/landlords.

It is agreed and understood that in the event of this application being approved all initial monies will be paid to the agency in FULL.

It is agreed that no keys for the property will be provided by the agent until such time as all monies are paid in full.

I understand that if my application is accepted and pets will be accompanying me to the property, as per the terms and condition of the Residential Tenancy Agreement, I will be responsible for the costs of the carpets to be cleaned and a flea spray to be conducted at the property at end of the tenancy.

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_