

CELIA TRAKMAN
PROPERTY MANAGER
 RESICONNECT PROPERTY SERVICES P/L
 T/A PROPERTYCONNECT/CITY UNIT SALES
 277 LIVERPOOL STREET, DARLINGHURST NSW 2010
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TENANCY APPLICATION FORM

1. We only accept applications after the property has been inspected by all applicants.
2. An application form must be completed by each person (not children) intending to live at the property.
3. The application is only processed when all completed forms and identification are received.
4. Processing your application takes approx. 24-48 hours, we will contact you once it is completed.
5. You must supply *one document from each of the following categories* a), b) and c)
 - a) photo ID - passport and driver licence
 - b) proof of income – bank statement or pay slip or statement from employer or Centrelink statement
 - c) tenancy reference – rental ledger or last 4 rental receipts or RTA bond history or written reference.
 We will advise you if further documentation is required.
6. We are unable to accept cash at the office and we do not accept personal or company cheques.
7. Bond and first two weeks rent can be paid by money order or bank cheque only.
8. During the tenancy, rent can only be paid by direct debit, money order or bank cheque.
9. **Please contact us on (02) 9283 2999 if you have any questions about applying for a property**

A. PRIVACY STATEMENT

Privacy Disclosure Statement City Unit Sales/Property Connect 277 LIVERPOOL ST DARLINGHURST NSW 2010

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord’s insurers. We may also send personal information about you to the owners of any properties at your request.

You have the right to access personal information that we hold about you by contacting our Privacy Officer at City Unit Sales. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

B. PRIVACY CONSENT

I, the Applicant, acknowledge that I have read the Privacy Notice of City Unit Sales. I authorise City Unit Sales to collect information about me from:

- a) My previous letting agents and/or landlords
- b) My personal references
- c) Any Tenancy Default Database which may contain personal information about me. I also authorise City Unit Sales to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA) and/or National Tenancy Database (NTD).

I authorise City Unit Sales to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

Name: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY

Received Date:2009 Time:am/pm Initial:

IDENTIFICATION

- a. Photo ID
- b. Proof of income
- c. Tenancy reference

Number of applications:

The Rental Bond will be lodged with the Residential Tenancies Authority until the end of the lease. The amount of bond is equivalent to four weeks rent for an unfurnished apartment. For furnished apartments, the amount of the bond will be advised.

Address of property applying for	
Have you viewed the property	YES OR NO
Lease details	START DATE: PERIOD: 6 OR 12 MONTHS
	RENT PER WEEK: \$ BOND AMOUNT: \$
PERSONAL DETAILS	PLEASE PRINT CLEARLY
FULL NAME	
DATE OF BIRTH	
CONTACT NUMBER	MOBILE: HOME:
	WORK: FAX:
EMAIL ADDRESS	
CURRENT ADDRESS	
CURRENT LESSOR/AGENT	
CONTACT NAME	
CONTACT NUMBERS	
CURRENT RENT	\$ PER WEEK / FORTNIGHT / MONTH
LEASE AT THIS ADDRESS	FROM: TO:
REASON FOR LEAVING	
RENTAL HISTORY	
PREVIOUS ADDRESS	
PREVIOUS LESSOR/AGENT	
CONTACT NAME	
CONTACT NUMBER	WORK: FAX:
WAS BOND WITHHELD?	YES / NO IF YES, ATTACH DETAILS
HAVE YOU EVER BEEN EVICTED?	YES / NO IF YES, ATTACH DETAILS
ARE YOU IN DEBT TO ANOTHER AGENT?	YES / NO IF YES, ATTACH DETAILS
CURRENT EMPLOYMENT	
OCCUPATION	FULL TIME / PART TIME / CASUAL / OTHER:
EMPLOYER/COMPANY	
IF SELF-EMPLOYED – COMPANY DETAILS	
PAY CLERK/SUPERVISOR NAME	
IF SELF-EMPLOYED – ACCOUNTANT DETAILS	
CONTACT NUMBERS	WORK: FAX:
ADDRESS	
INCOME/WAGE PER WEEK	\$
PERIOD WITH THIS EMPLOYER	WEEKS / YEARS
	If less than 12 months complete next section Previous Employment

PREVIOUS EMPLOYMENT	<i>If less than 12 months at your current job, complete this section</i>
Previous employer/Company	
Pay clerk/Supervisor name	
Phone number	
Period with this employer	Weeks/Years
GENERAL INFORMATION	
Dependants	<i>List names and ages of all children who will live at the property</i>
1.	2.
3.	4.
Pets	Yes/No If yes, provide description and number of animals Dog: Cat: Other: <i>Attach additional information (council registration or pet reference)</i>
VEHICLE REGISTRATION	
IDENTIFICATION	<i>Circle documentation provided</i>
Photo ID	Drivers licence, passport
Proof of income	Current bank statement, last 4 pay slips, Centrelink statement If self employed – tax return information
Tenancy reference	Rental ledger, last 4 rental receipts, RTA bond history, written reference
REFERENCE (not a relative)	<i>Please advise your reference that we will contact them</i>
Name	
Contact number	
Address	
How long have they known you?	<i>Months/Years</i>
NEXT OF KIN (emergency contact)	<i>Please advise your next of kin that we will contact them</i>
Name	
Contact number	
Address	

Application Acknowledgement

I agree, understand and accept the following:

1. Completion and lodgement of the application is not a guarantee of acceptance for the property by me or the agent.
2. Until the application process is complete, with all references confirmed and landlord contacted, the agent cannot
3. advise the success of the application.
4. The agent will perform TICA and NDC tenancy database searches and perform reference checks.
5. If accepted for this property, I am required to pay one week's rent as a holding deposit to secure the tenancy and remove the property from the rent list.
6. If I withdraw my application after paying the first weeks rent, the payment will be forfeited to the agent for however long the property was taken off the market, up to the full amount of the deposit..
7. If unsuccessful for the property, my application and documentation will be shredded by the agent after one month.
8. All information provided by me to the agent is true and correct.

Name: _____ **Signature:** _____ **Date:** _____

TENANT TO COMPLETE TOP SECTION OF THIS PAGE ONLY

I hereby give my authority for you to provide a reference and tenancy details to City Unit Sales for processing my tenancy application with them.

Name: _____ **Signature:** _____ **Date:** _____

This form will be faxed to your lessor/agent for them to complete.

TENANCY REFERENCE FORM:

**** LESSOR/AGENT TO COMPLETE THIS SECTION**

DATE: _____

ATTN: _____

FAX NO: _____

FAX FROM: _____

RE: We would appreciate your assistance with providing a tenancy reference for the following applicant/s. Please contact us on (02) 9283 2999 if you require anything further.

Thanking you in advance for your co-operation and prompt assistance.

Applicant/s Name: _____

Address: _____

Was the applicant/s listed as a lessee at the address?	Yes	No
Is the applicant on a fixed term lease at present?	Yes	No
If Yes, is this a lease break on the tenant's part?	Yes	No
Date the lease commenced:	_____	
Date the lease expired:	_____	
Amount of rent per week:	\$ _____	
Did your office terminate the tenancy?	Yes	No
During the tenancy was the applicant ever in arrears?	Yes	No
If yes, how many notices were issued?	_____	
Did they receive any notices to remedy breach?	Yes	No
Did they receive any notices to leave?	Yes	No
Were periodic inspections carried out?	Yes	No
Was the property always well presented at inspections?	Yes	No
Was there cause to report any defaults to Tenancy Information Centre of Australia & National Tenancy Database?	Yes	No
Were pets kept on the premises?	Yes	No
Were there any deductions in the bond?	Yes	No
Would you rent to the tenant/s again?	Yes	No
Condition of residence after vacate: Excellent / fair / below average:	_____	
Condition of grounds after vacate: Excellent / fair / below average:	_____	

General comments:

Please complete your details below and fax to (02) 8569 1086 with a copy of the tenant's ledger.

Name: _____

Position: _____