

# Residential Tenancy Application Form

For your application to be processed you must answer all questions

## 1. Agent Details

**Domain Nationwide Pty. Ltd.**

T/A Domain Harbourside ABN 99103 084 886

**Address:** 74 Erskine Street, Sydney, NSW, 2000

**Phone:** 1300 207 023

**Email:** jk@domainharbourside.com.au

**Leasing Consultant:**

## 2. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Electricity Meter No \_\_\_\_\_ Furnished or Unfurnished \_\_\_\_\_

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

The Tenant undertakes to arrange with the electricity and or gas supply authorities for the electricity or gas supply connection to be recorded in the name of the Tenant. If this is not complied with the power supply to the residential premises may be disconnected by the relevant power authority and the Tenant must pay all costs associated with such disconnection and/or reconnection of the power.

## 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 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 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) **Privacy Policy:** 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 value 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 the landlord, referees, other agents and third party operators of tenancy reference databases. 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.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the Application and manage the Tenancy.

I hereby acknowledge and accept the terms and conditions contained herein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Witness

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### 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

### 14. How did you find out about this property? (Please Tick)

RENT LIST     INTERNET     OFFICE     FOR LEASE BOARD     OTHER \_\_\_\_\_

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at previous employment      Years      Months

Net Income \$      Per Week \$      Per Month

### 11. Other information

Car Registration

Do you have pets?  Yes  No    If Yes, please specify:

Do you smoke?      Yes      No

### 12. Personal Referees

1. Reference name

Occupation

Relationship      Phone No

Notes

1. Reference name

Occupation

Relationship      Phone No

Notes

### 13. Office Use Only

Lease Start Date      /      /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed:      Date      /      /

### The application will not be processed until 100 points of ID has been achieved by the applicant

- |   |   |  |
|---|---|--|
| Drivers Licence (40 points)               | Passport (40 points)                      | Proof of Age Card (40 points)                  |
| Copy birth certificate (20 points)        | Medicare Card (20 points)                 | Utility bills/bank statements (30 points)      |
| Reference from owner/landlord (20 points) | Student ID or Concession Card (20 points) | Current motor vehicle registration (10 points) |
| Employment letters (20 points)            | Tenancy Ledgers (20 points)               | Tenancy Agreements (20 points)                 |