

# Residential Tenancy Application Form

For your application to be processed you must answer all questions

## 1. Agent Details

Domain Nationwide Pty. Ltd. ABN 99103 084 886

## DOMAIN HARBOURSIDE

**Address:** Level 35, One International Tower,  
100 Barangaroo Avenue, Sydney.

**Phone:** W 1300 207 023 M 0419 207 023

**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 (e.g. 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 (4 Weeks Rent)	\$ _____	

## 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 2010.

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 he Applicant fails to comply with their obligations under that Agreement, that fact and other relevant personal information collected about the Applicant during 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 \_\_\_\_\_

**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 \_\_\_\_\_

Printed name of Witness: \_\_\_\_\_

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

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**

**THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:**

Identification (at least 100 points must be provided)

Drivers Licence (40 points)	Passport (40 points)	Proof of Age Card (30 points)
Copy birth certificate (20 points)	Medicare Card (20 points)	Utility bills/bank statements (10 points)
Student ID or Concession Card (20 points)	Current motor vehicle registration (10 points)	
Employment letters (20 points)	Telephone Account Statement (10 points)	Tenancy Agreements (20 points)

**Please also attach the following documents:**

- **Proof of rental history**
  - Last four rental receipts or Printout of rental ledger
  
- **Proof of current address**
  - Utility statements (no greater than six months old) or Council rates notice
  
- **Proof of income**
  - 3 previous pay slips or Bank statement
  - If self-employed - tax returns and business registration
  
- **References**
  - Minimum 2 written references from previous agent or landlord;
  - and/or Written reference from employer or friend

Should you not be able to meet the 100 check points, please phone your property management team.