

# Tenancy Application Form

Australian Real Estate  
Shop 1 Melville Road  
ST CLAIR, NSW, 2759

Phone: (02) 9834 1044 Fax: (02) 9834 3079  
Email: [rentals@realestatestclair.com.au](mailto:rentals@realestatestclair.com.au)  
Internet: [www.australianrealestatestclair.com.au](http://www.australianrealestatestclair.com.au)



## APPLICATION CHECKLIST

Thank you for applying for an Australian Real Estate rental property. Please complete this application thoroughly and ensure that all contact numbers are correct.

**Checklist: The following is required for the processing of your application**

### Please tick

I have attached non-returnable copies of the documentation required for the 100 Point Check

- ☐ A) Proof of Identity (Drivers Licence or Passport or Birth Certificate + Other Photo ID)  
☐ B) Proof of Income (Last Pay Advice or Current Centrelink Statement or Current Bank Statement)  
☐ C) Supporting Documentation (40 Points from:- Current Rental Ledger [40], Last 2 Rent Receipts [20], Two Written References [20], Current Electricity or Phone Account [10], Rates Notice [30])  
☐ D) I have read and accept the terms and conditions  
☐ E) I have signed the Privacy Statement on the back of this page.

## RENTAL PROPERTY DETAILS

1. Address of the property that you would like to rent;

If you have a second preference, the address of that property;

2. Lease commencement date

		Day			Month			Year
--	--	-----	--	--	-------	--	--	------

3. Lease term

		Months
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How did you find out about this property?

- ☐ Newspaper ☐ Internet ☐ Signboard ☐ Rental List  
☐ Referral ☐ Window ☐ Other

How many people will normally occupy the property?

- ☐ Adults ☐ Children

Age/s of Children (if applicable)

7. Do you have any pets?

- ☐ Yes ☐ No

What Type of pet is it?

Indoor / Outdoor

If so, please provide details of pet/s (type/breed):


Are the Pet(s) Registered With Council: Y / N

## PAYMENT DETAILS

Property Rental Amount Per Week

\$
----

First Payment of Rent in advance, being 2 weeks of rent

\$
----

Rental Bond Equivalent to 4 weeks rent

\$
----

Sub Total

\$
----

Less Holding Deposit Paid ( Minimum 1 Week Rent )

\$
----

Amount Payable upon signing Tenancy Agreement.

Methods of this payment are:

Bank Cheque /EFT(Day Prior),CASH.

\$
----

### Preferred Payment Method:

#### Automated Periodic Payment

(An Automatic rent transfer from your financial institution or Employer, or via your internet banking facility)

Australian Real Estate

BSB: 062 – 453

ACCOUNT: 1034 9959

MAKE SURE TO USE YOUR PERSONAL REFERENCE  
NUMBER GIVEN TO YOU WHEN TENANCY APPROVED.



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## 100 POINT CHECK

Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant.
- Points must be made up from each of sections A, B and C as shown.

### A) Proof of Identity (30 Points)

You must provide one of the following:

Drivers Licence or  
Passport or  
Birth Certificate + Photo ID

### B) Proof of Income (30 Points)

You must provide at least one of the following:

Last Pay Advice or  
Current Centrelink Statement  
Current Bank Statement  
(must show sufficient funds to meet rental payments)

### C) Supporting Documentation (40 Points)

You must provide at least 40 points of the following documentation:

Current Rental Ledger (from Agent) 40 Points

Last 2 Rent Receipts 20 Points Two Written References 20 Points

Recent Rates Notice 30 Points

Vehicle Registration Papers 10 Points Current Electricity/Phone Account 10 Points

**Minimum of 40 Points Required**

### TOTAL POINTS (A+B+C) (Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants.

If you are renting for the first time or have difficulty achieving 100 check points,  
please call us to discuss alternative checks that may be conducted.

## DECLARATION

I confirm the following:

1. I have inspected the property that I am applying for

☐ Yes ☐ No

2. During my inspection of this property I found it to be in a reasonably clean condition

☐ Yes ☐ No

3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy.


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## APPLICANT 1

### PERSONAL DETAILS:

Full name: \_\_\_\_\_

Licence Number: \_\_\_\_\_ D.O.B: \_\_\_\_\_

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

Ph: \_\_\_\_\_ Mob: \_\_\_\_\_

Car Rego: \_\_\_\_\_ Car Type: \_\_\_\_\_

Smoker: Yes / No ( Please Circle relevant response)

Next of kin (Not an applicant): \_\_\_\_\_

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

Address: \_\_\_\_\_

### CURRENT ADDRESS:

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

Rent: \$ \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_

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

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

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

### PREVIOUS ADDRESS:

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

Rent: \$ \_\_\_\_\_ Occupancy period: \_\_\_\_\_

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

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

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

### EMPLOYMENT:

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employment Length: \_\_\_\_\_

Income: \$ \_\_\_\_\_ per week / fortnight / year

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

### OTHER INCOME: (Must provide recent statements)

Centrelink payments: \$ \_\_\_\_\_ per fortnight

### PERSONAL REFERENCES: (not including relatives)

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

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

## APPLICANT 2

### PERSONAL DETAILS:

Full name: \_\_\_\_\_

Licence Number: \_\_\_\_\_ D.O.B: \_\_\_\_\_

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

Ph: \_\_\_\_\_ Mob: \_\_\_\_\_

Car Rego: \_\_\_\_\_ Car Type: \_\_\_\_\_

Smoker: Yes / No ( Please Circle relevant response)

Next of kin (Not an applicant): \_\_\_\_\_

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

Address: \_\_\_\_\_

### CURRENT ADDRESS:

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

Rent: \$ \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_

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

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

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

### PREVIOUS ADDRESS:

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

Rent: \$ \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_

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

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

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

### EMPLOYMENT:

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employment Length: \_\_\_\_\_

Income: \$ \_\_\_\_\_ per week / fortnight / year

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

### OTHER INCOME: (Must provide recent statements)

Centrelink payments: \$ \_\_\_\_\_ per fortnight

### PERSONAL REFERENCES: (not including relatives)

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

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

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## UTILITY CONNECTIONS



### FREE Utility Connection Service - with a difference!

Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

**E: [support@movemein.com.au](mailto:support@movemein.com.au) P: 1300 911 947 [www.movemein.com.au](http://www.movemein.com.au)**

## TERMS & CONDITIONS

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 within. I acknowledge that this application is subject to the approval of 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 authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence; (b) My personal referees 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 tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organizations. I authorize this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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 / tradespeople to contact me  
(d) facilitate the sale of the property should it be placed on the market  
(e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority  
(f) refer to Tribunals/Courts & Statutory Authorities (where applicable)  
(g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

## PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your 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.

Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicant 1 Signature	Print Name	Date
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>
Applicant 1 Signature	Print Name	Date
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>
Agents Signature	Print Name	Date
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>