

# Application for Tenancy

(to be completed by all adult Applicants and unaccompanied minors)

## Item

## Item Schedule

### 1. TENANCY DETAILS

Address: .....

Lease commencement date: ..... / ..... / ..... Lease term: **0** ..... weeks / fortnights / months / years

Rent: **\$0.00** ..... per week / fortnight / month Bond: **\$0.00** .....

Holding Fee (if applicable): **\$0.00** ..... Holding Period: ..... (see Clause 3)

### 2. APPLICANT'S DETAILS

Name: .....

Phone (H): ..... Phone (W): ..... Mobile: .....

Email: .....

Date of Birth: ..... / ..... / ..... Driver's License/18+ card No.: ..... State of Issue: .....

Passport/Pension Card/Centrelink Card No.: ..... Expiry: .....

Vehicle Rego No.: ..... Other: .....

### 3. APPLICANT'S HISTORY

#### 3.1 Current Address:

Period of Occupancy: ..... Situation: **Renting / Owned / Other** Other Situation: .....

Landlord/Agent Details (if applicable) Name: ..... Phone: .....

Rent: **\$0.00** ..... Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: .....

#### 3.2 Previous Address (if applicable):

Period of Occupancy: ..... Situation: **Renting / Owned / Other** Other Situation: .....

Landlord/Agent Details (if applicable) Name: ..... Phone: .....

Rent: **\$0.00** ..... Payment Period: **Weekly / Fortnightly / Monthly** Reason for leaving: .....

3.3 Have you ever been evicted from a premises?  Yes  No

3.4 Are you currently in debt to any Landlord or Agent?  Yes  No

### 4. APPLICANT'S EMPLOYMENT

(NOTE: If either occupation is self employment please provide a statement of income from your accountant or tax returns)

#### 4.1 Current Occupation:

Employment Type: ..... Duration: ..... Weekly Income: **\$0.00** .....

Employer/Business Name & ACN/Centrelink Details: .....

Address: ..... Contact: ..... Phone: .....

#### 4.2 Previous Occupation:

Employment Type: ..... Duration: ..... Weekly Income: **\$0.00** .....

Employer/Business Name & ACN/Centrelink Details: .....

Address: ..... Contact: ..... Phone: .....

#### 4.3 Student at:

Course name: ..... Duration: .....

### 5. LANDLORD / AGENT

Name: **Village Quay Real Estate Pty Ltd T/As Village Quay Real Estate** ABN: **50 140 144 985**

Address: **58/50 Walker Street** Phone: **( 02 ) 9743 1300**

**Rhodes NSW 2138** Fax: **( 02 ) 9743 1399**

Email: **info@vqre.com.au** Mobile: **0406 788 488**

### 6. UTILITY CONNECTION

Please specify requirements (if any) regarding connection/disconnection of utilities:

**7. OCCUPANTS**

Number of Adults: 0 Number of Dependants: 0 Number of Smokers: 0

Full name/s of adult/s and unaccompanied minor/s to reside on the Premises:

- 1. .... 3. ....
- 2. .... 4. ....

**8. REFEREES (All Referees should not be related to you)**

Business Referee 1: ..... Phone: ..... Relationship: .....

Business Referee 2: ..... Phone: ..... Relationship: .....

Personal Referee 1: ..... Phone: ..... Relationship: .....

Personal Referee 2: ..... Phone: ..... Relationship: .....

**9. EMERGENCY CONTACT**

Note: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.

Next of Kin: ..... Phone (H): .....

Address: ..... Phone (W): .....

..... Mobile: .....

Other: ..... Phone (H): .....

Address: ..... Phone (W): .....

..... Mobile: .....

**10. PETS**

Type/Breed: ..... Number: 0

**11. USE OF PREMISES**

Will the Premises be used for business purposes:  Yes  No

**12. MONIES PAYABLE ON SIGNING THE TENANCY AGREEMENT**

Rent in advance ( 0 weeks / months rent): ..... \$0.00 From:  / / To:  / /

Rental Bond: ..... \$0.00 (being 0 weeks rent) (not exceeding 4 weeks rent)

Sub Total: ..... \$0.00

Less Holding Fee (see Clause 3): ..... \$0.00 (not more than 1 weeks rent)

Balance due on signing Tenancy Agreement: ..... \$0.00

**13. ADDITIONAL CONDITIONS**

**14. SIGNATURES**

Applicant's Signature: ..... Agent's Signature: .....

.....

Date:  / / Date:  / /

## Terms of Application

### 1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
- (2) it is not bankrupt or insolvent.

### 2. Applicant Agrees

The Applicant agrees that:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- (6) as tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television - analogue, digital or cable) and the adequacy of existing electrical fittings with respect to the use of such services. The Landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

### 3. Holding Fee (if applicable)

- 3.1 If a Holding Fee amount is specified in Item (1) the Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord and paid towards the first payment of Rent.
- 3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Landlord's Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord.

- 3.3 If the Applicant has paid a Holding Fee, the Landlord must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

### 4. Privacy Statement

- 4.1 The Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf during the tenancy.
- 4.2 You as the Applicant agree the Agent may subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose personal information to:
  - (1) the Owner of the Premises to which this Application for Tenancy applies; &/or
  - (2) (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) tenancy databases for the purposes of properly assessing the risk in providing you with the lease; &/or
  - (3) tradespeople and similar contractors engaged by the Owner/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
  - (4) nominated Referees to confirm information provided by you; &/or
  - (5) the Owner's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
  - (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
  - (7) Owners Corporation
- 4.3 Without provision of certain information the Agent may not be able to act effectively or at all on the Owner's behalf as a result of which your Application may not contain sufficient information to be acceptable to the Owner.
- 4.4 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

## Applicant's Personal Information Consent

I \_\_\_\_\_, the Applicant, give my consent for \_\_\_\_\_ to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the *Privacy Act 1988 (CTH)*) with relevant tenancy databases including databases of my previous Letting Agents.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_