

TENANCY APPLICATION FORM

**NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNLESS THE FOLLOWING
DECLARATION IS SIGNED AND DATED BY YOU THE APPLICANT!**

DECLARATION BY APPLICANT

I hereby offer to rent the property from the owner under a tenancy lease prepared by Swansea Real Estate. I acknowledge that I am financially able to meet all commitments, I have not been declared bankrupt and agree to keep my rental payments in an advanced stage at all times.

I acknowledge that this application is subject to the approval of the owner / landlord. I declare that all information contained in this tenancy application is true and correct and given on my own free will. I declare that I have physically inspected the property, and I understand I am taking the property in the condition as viewed.

I authorise Swansea Real Estate to obtain personal information from:

- (a) The owners or the agents of my current and previous residences.
- (b) My personal referees and employers.
- (c) Any record, listing or database of defaults by tenants.

If I default under a rental agreement, Swansea Real Estate may disclose details of any such default to a tenancy default database, and to landlords / agents of properties I may apply for in the future.

I am aware that Swansea Real Estate will use and disclose my personal information in order to:

- (a) Communicate with the owner for tenant selection.
- (b) Prepare lease / tenancy documents
- (c) Allow organisations / tradespeople to contact me.
- (d) Lodge / claim / transfer to / from the Residential Tenancies Bond Authority
- (e) Refer to Tribunals / Courts & Statutory Authorities (where applicable)
- (f) Refer to collection agents / lawyers (where applicable)
- (g) Refer to banks or loan agencies (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, Swansea Real Estate cannot provide me with the lease / tenancy of the premises. I am aware that I may access personal information on the contact details above.

**I HAVE VIEWED THE PROPERTY AND ACCEPT IT AS PRESENTED AT THE TIME OF SIGNING THIS TENANCY
APPLICATION FORM.**

.....
Applicants Name

.....
Applicants Signature

.....
Date

We do more!

APPLICANT DETAILS

Full Name _____ Maiden Name _____ Smoker ☐ YES ☐ NO

Current Address _____

Home Phone _____ Mobile _____ Work: _____

Email _____ DOB _____ Passport No _____

Drivers Lic No _____ Proof Age Card No _____

No of people to reside at property _____ No of Children _____ Ages of children _____

Length of Lease required 3months / 6months / 12months. Preferred Starting date _____

Do you own any pets? YES ☐ NO ☐ Type & Breed _____ How many _____

EMPLOYMENT

Occupation _____ Employer _____

Address _____

Contact _____ Phone _____

Period Employed _____ Net Wage Per Week \$ _____

CENTRELINK (IF APPLICABLE)

Pension No/Centrelink No _____ Allowance Type _____

Total Payment per Fortnight \$ _____

CURRENT RENTAL HISTORY

How long have you lived at your current address and why are you leaving? _____

Current Landlord/Agent _____ Phone _____

Fax _____ Weekly Rent \$ _____ Lease Start Date _____

PREVIOUS RENTAL HISTORY

Previous Rental Address and reason for leaving _____

Landlord/Agent _____ Phone _____

Fax _____ Weekly Rent \$ _____ Start/Vacating Date _____

PERSONAL REFERENCES

Name _____ Phone _____

Name _____ Phone _____

IN CASE OF EMERGENCY

Next of Kin (Not living with you) _____

Address _____ Phone _____

Address of property applied for: _____

Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification. Should you have difficulties in providing this information, please advise us prior to completing.

**PLEASE NOTE: THIS OFFICE DOES NOT PROVIDE PHOTOCOPYING SERVICES.
The Post office and Newsagent both provide this service**

Please supply **all** items listed below:

- ☐ Photo Identification—Current Drivers licence, Proof of age card
- ☐ Proof of Income—Copy of at least 2 recent pay slips, Centrelink printout.
- ☐ Medicare Card—Copy of Medicare card
- ☐ Recent Bank Statement—Showing income deposits and rent payments if possible.
- ☐ Rental References—Current/previous Tenancy Agreements, rental ledgers, 4x rent receipts.
- ☐ Utility Accounts—Electricity, telephone, Motor vehicle Registration.

Note: If you are self employed, proof of income is still required. Suggestion: Provide a copy of your last tax return or profit and loss statement from your accountant, or a simple letter from your accountant stating that you can afford the rent..

RENTAL HISTORY

Please share any additional rental history information that you feel needs to be brought to our attention..

☐ **Approved Applicants**
On approval of application, a deposit of one weeks rent is required to reserve the above property in the applicants name. This can be payable by Bank Cheque, Money Order or Direct Deposit.

☐ **Declined Applicants**
If you do not hear from this agency after Five working days of lodging your application, please assume you were unsuccessful. Our Property Management Department **will not** enter into any discussion concerning the reasons for rejection of any application forwarded.



Swansea Real Estate
Address: 168 Pacific Highway, Swansea. NSW 2281
Phone: 02 49 711 648
Fax: 02 49 714 758
Email: mail@swansearealestate.com.au
Web: www.swansearealestate.com.au



Direct Connect - Your Free No Obligation Utility Connection Service

Direct Connect is a FREE Utility Connection service which can arrange to have your Electricity, Gas, Contents Insurance Phone, Internet and Pay TV connected at your new home.

The best part is that it's **NO obligation** - so if you change your mind just let us know!

| Step 1 | Step 2 | Step 3 |
|--|--|--|
| Select the utilities you would like connected by ticking the relevant boxes below. | Fill out the relevant details on this form, sign it and lodge it with your property manager. | We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings. |

Please tick utilities as required

Electricity ☐

Gas ☐

Pay TV ☐

Internet ☐

Phone ☐

Insurance ☐

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/ until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

SIGNATURE: _____

DATE: _____