

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



AGENT DETAILS
Century 21 ALL ASPECTS REALTY
42 Windsor Road
KELLYVILLE NSW 2155
Phone: 02 9629 3000
Fax: 02 8824 9777
Email: krentals@century21.com.au

PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode:

2. Commencement Date?
 Day Month Year

3. Lease Term?
 Years Months

4. How many people will normally occupy the property?
 Adults Children, Ages: _____

PERSONAL DETAILS

5. Please give us your details
Mr Ms Miss Mrs Other
Surname Given name/s
Date of Birth Driver's licence number
Driver's licence expiry date Driver's licence state
Passport no. Passport country

6. Please provide your contact details
Home phone no. Mobile phone no.
Work phone no. Fax no.
Email address

7. What is your current address?

 Postcode

UTILITY CONNECTIONS

on the move Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property.... at no extra cost!
We will contact you within 2 hours to confirm!

ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL
Ph: 1300 850 360 Fax: 1300 661 160

Terms & Conditions - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and your agent may receive a benefit for arranging your services. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

Please do not call me. I will connect the required utilities myself.

SUPPORTING DOCUMENT REQUIRED

PLEASE NOTE: Your application may be declined if the supporting documentation criteria is insufficient

Identification	Current Passport/Driver's License
Lease Record	Current Lease
Bank Statement	Must be current
Proof of Income	Most recent Pay Slip
Passport VISA details	If applicable
Proof of current address	Electricity / Phone Account
Student Information	Student ID & Enrolment Details
Tenant Ledger	Obtained from current Agent

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 2010.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) 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 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 a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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) 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) verify the information I have provided by accessing any information which is listed about me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available

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 cannot provide me with the lease/tenancy of the premises.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me.

I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that neither On The Move nor the Agent accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure

Signature Date

X

Property Manager: _____
 Application faxed to On The Move (if required)

APPLICANT HISTORY

8. How long have you lived at your current address?

	Years		Months
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Reason for leaving this address?

9. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

10. What was your previous residential address?

 Postcode

11. How long did you live at this address?

	Years		Months
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12. Please give us further information about this rented property

Name of landlord or agent

Landlord / Agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

 YES NO

EMPLOYMENT HISTORY

13. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME / PART TIME / CASUAL)

Employer's name (Inc. accountant if self-employed or institution if a student)

Employer's address

 Postcode

Contact name

Phone no.

Length of employment

	Years		Months	\$	Net Income
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HOW DID YOU HEAR ABOUT THIS PROPERTY?

<input type="checkbox"/> The Age	<input type="checkbox"/> Internet	<input type="checkbox"/> Local Paper
<input type="checkbox"/> Board	<input type="checkbox"/> Counter List	<input type="checkbox"/> Relocation Company
<input type="checkbox"/> Referral	<input type="checkbox"/> Other: _____	

PREVIOUS EMPLOYMENT DETAILS

14. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Phone No.

	Year		Months	
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CONTACTS/REFERENCES

15. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

16. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

OTHER INFORMATION

17. Car Registration

Make/Type

18. Please provide details of any pets

Breed/Type

Registration Number

OFFICE USE ONLY

First payment of rent in advance

Rental Bond (4 weeks rent)

Sub Total

Less: Deduct Holding Fee (see below)

Amount payable on signing tenancy agreement
(bank cheque or money order ONLY)

\$

A. RESERVATION FEE

Reservation Fee

 \$

Reservation Period

 \$

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED.

The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days.

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- i. The application for tenancy has been approved by the landlord; and
- ii. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- iii. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- iv. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- v. The whole of the fee will be refunded to the prospective tenant if:
 - a) The entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period.
 - b) The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature

 X

Date