

Tenancy Application Form

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

A. AGENT DETAILS
BrellaTrac
 Address: 645 King St
 Newtown
 NSW 2042
 PO Box 383, St Peters
 NSW 2044

Robert Settree
 Director of Property Management
 Phone: 02 8960 0535
 Email: robert@brellatrac.com.au
 Web: www.brellatrac.com.au

B. PROPERTY DETAILS

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

 Postcode

1a. Type of premises (House/Unit/T/house)
 1b. Furnished/Unfurnished

1c. Number of b/rooms
 1d. Garage/Car Space required? NO YES (how many)

2. Preferred move in date?
 Day Month Year

3. Lease term?
 Years Months

4. Property rental
 \$ per week

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

C. PERSONAL DETAILS

6. Please give us your details
 Mr Ms Miss Mrs Other
 Surname Given name/s

Date of Birth Medicare Card No. / Ref No.

Driver's license No/NSW Card No Driver's license State /expiry

Passport no. Passport country/expiry

Pension no. (if applicable) Pension type (if applicable)

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

8. What is your current address?

 Postcode

D. UTILITY CONNECTIONS

 +  

Would you like a simple, affordable energy connection for your new rental?

1 online form
no phone calls

Flexible payment
options

SMS updates
so you can relax

No lock in
contracts

No fees
for credit cards

100% FREE
no-cost service

Yes please
 I would like help from Connect Express

Terms & Conditions - By ticking the box above you consent to Connect Express (CX) contacting you to arrange your energy and other services. CX may need to disclose personal information to utility companies to arrange your services. CX and your agent may receive a benefit for arranging your services.

E. SUPPORTING DOCUMENT REQUIRED

Please ensure you have 100 points of identification. Please make sure to include:

- Photo identification
- Pay slips, social security documents or tax returns
- References from Landlord/Agent or Employer
- Bank statements or any other paperwork that may assist with your application

F. 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 Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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:

- the owner or the Agent of my current or previous residence;
- my personal referees and employer/s;
- any record, listing or database of defaults bytenants;

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:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow organizations/tradespeople to contact me
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database
Phone 1300 563 826 – Email info@ntd.com.au)
- transfer water account details into my name

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.

Signature Date

G. APPLICANT HISTORY**9. How long have you lived at your current address?**

Years Months

Reason for leaving this address?

10. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$
11. What was your previous residential address?

 Postcode
12. How long did you live at this address?

Years Months

13. 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

H. EMPLOYMENT HISTORY**14. 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

If studying;

What course are you studying?

Length of course?

YOU MUST ANSWER THE FOLLOWING QUESTIONS:

Have you ever been evicted from a property?

YES NO

Are you in debt to another landlord or agent?

YES NO

Have you ever been refused another property?

YES NO

Is there any reason that would affect your rent payment?

YES NO

If yes, please advise:

PREVIOUS EMPLOYMENT DETAILS**15. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment

Phone No.

Year Months

I. CONTACTS / REFERENCES**16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

17. 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.

J. OTHER INFORMATION**18. Car Registration**

Make/Type

19. Please provide details of any pets

Breed/Type

Council Registration Number

20. Interpreter service required?

Yes No

K. OTHER INFORMATION

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)	\$	

L. HOLDING FEE

Holding Fee \$ Reservation Period/Days

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:

- The application for tenancy has been approved by the landlord; and
- 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
- If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- The whole of the fee will be refunded to the prospective tenant if:
 - 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
 - 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 Date