

Tenancy Application Form

McFarlane Real Estate

Ph: (02) 4954 0399

276 Main Road

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Cardiff NSW 2285

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McFarlane
REAL ESTATE

APPLICATION CHECKLIST - All adults who will be residing at the property must complete an application form

Checklist: The following information must be provided in order to process your application. Please ensure you have provided non-returnable copies.

- Proof of Identity (i.e. Drivers Licence, Proof of Age card & Medicare Card)
- Proof of Income (i.e. Three (3) Most Recent Payslips, Current Bank Statement and/or Current Centrelink Statement)
- Proof of Address (i.e. Current Electricity Bill, Phone Bill or Rates Notice)
- Additional Supporting Documents to help support your application (Not Required) (i.e. Passport, Tenant ledger, Written references, Savings account statement).

A. RENTAL PROPERTY DETAILS

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

If you have a second preference, what is the address;

2. Preferred lease commencement date;

 Day Month Year

3. Preferred lease term;

 Months

4. Have you inspected this property? If yes, what date?

 Day Month Year

B. PERSONAL DETAILS

5. Mr. Miss Mrs. Ms. Other

Surname

Given Name/s

Date of Birth

Contact Number

Email Address

Drivers Licence No.

Drivers Licence State

Passport No.

Passport Country

6. Vehicle Registration No.

7. How many people will occupy the property?

Adults Children Ages

8. Do you have any pets? Yes No

If yes, please provide breed, size and council registration number

Is the pet kept outside? Yes No

9. Do you have an existing Rental Bonds Online account?

Yes No

10. Do you smoke?

Yes No

C. EMPLOYMENT HISTORY

11. Please provide your employment details

Occupation

FT/PT/Casual

Business/Company Name

Employers Name

Contact Number

Length of Employment

Net Weekly Income

 Years Months \$

12. Please provide your previous / second employment details (circle one)

Occupation

FT/PT/Casual

Business/Company Name

Length of Employment

Net Weekly Income

 Years Months \$

D. EMERGENCY CONTACTS

13a. Please provide two contacts in case of an emergency.

Surname

Given Name/s

Relationship to you

Mobile Number

13b. Surname

Given Name/s

Relationship to you

Mobile Number

E. REFERENCES

14. Please provide two references of no relation to you.

Surname

Given Name/s

Contact Number

Relationship

Surname

Given Name/s

Contact Number

Relationship

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F. APPLICANT HISTORY

15. What is your current address?

16. How long have you lived at this address?

 Years Months

17. Weekly Rent Paid

 \$

18. Why are you leaving this address?

19. Agent/Landlord details of this property;

Name of Agency or Landlord

Contact Number

Agent Email

20. What was your previous address?

21. How long did you live at this address?

 Years Months

22. Weekly Rent Paid

 \$

23. Why did you leave this address?

Name of Agency or Landlord

Contact Number

Agent Email

24. Was the bond refunded in full? Yes

If not, why?

H. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks' rent within 24 hours of my application being approved. Should I elect not to pay a Holding Deposit within this time, I understand that the Landlord will withdraw the offer to rent the premises and the property will continue to be marketed and offered to other perspective tenants.

Once a holding deposit is paid, the landlord must not enter a residential tenancy agreement for the premises with a different prospective tenant for 7 days after the payment.

If the prospective tenant notifies the landlord that they no longer want to enter an agreement, then the landlord is free to enter an agreement with a different prospective tenant.

If the tenant refuses to enter the agreement, the tenant will forfeit the Holding Deposit to the landlord.

If the tenant does enter the agreement, the fee goes towards the payment of rent.

The Holding Fee is returned to the tenant if the landlord refuses to enter agreement, or the tenant refuses to enter agreement because of a misrepresentation or false statement by the landlord, or the non-disclosure of a material fact by the landlord.

Signature

Date

H. MOVE ME IN

Successful applicants will be contacted by a connection specialist to discuss the connection of services such as electricity, gas, water and broadband. We can also source obligation free quotes for COMMENCEMENT DATE: removalist, storage, cleaning, maintenance services and much more.

Opt out

I. 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 Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (all pages) 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:

1. The owner or Agent of my current or previous residence
2. My personal referees and employers
3. Any record, listing or database or defaults by tenants

I authorise the Agent to pass on my personal information /history details for future references

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of the 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 tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to/from Bond Authority
- Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (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, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that personal information may be accessed on the contact details above.

The applicant acknowledges:

- That the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
- That possession of the property will not take place until the tenancy agreement is signed by the applicant and a security bond and rent in advance is paid.
- That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per the local water supplier. Costs to be calculated on a daily

If accepted for this property, the Applicant/s agree NOT to use the property for any business or commercial use.

I/we acknowledge that the inside of the premise are to be smoke free.

Signature

Date