

# Application to Lease ( Page 1 of 2 )

For your application to be processed you must answer all questions, and sign each page.

Flat / Unit / Town-House / Villa / Duplex / House / Other

## PROPERTY DETAILS

1. Address of property you want to apply for?

1a. Lease term requested ?  
 26 Weeks  52 Weeks  Approved by   
 Rent per week \$

Is tenancy subject to assistance by HOUSING NSW / OTHER Yes  No

1b. Date Application Submitted     20

2. Agreed Commencement Date  
   20  Agreed by:

3. How many people will occupy the premises ?  
 Adults  Children Ages:

**I / We agree to sign a lease agreement on**  
 Mon.  Tues.  Wed.  Thurs.  Fri.  Sat  
  20  Time:  AM / PM

## PERSONAL DETAILS (APPLICANT 1)

4. Please give us your details  
 Mr.  Mrs.  Ms  Miss   
 Surname / Family Name   
 Given name/s  Date of Birth

5. Current address

Driver's licence No.  State licence issued   
 Passport no.  Language Spoken   
 Home phone no.  Mobile phone no.

6. EMPLOYMENT DETAILS: What is your occupation  
  
 Employer's name (inc. accountant if self employed or institution if a student)   
 Employer's address   
 Contact name  Phone no.   
 Length of employment  Years  Months  Net income \$  P/W-P/F

## ESSENTIAL DOCUMENTS \* (Tick all which you can supply)

\* RENT ledger from a previous Agent / Landlord, or.....   
 \* RENT receipts from previous tenancy (Properly dated) .....   
 \* Drivers Licence for NSW .....   
 \* Proof of Income (Such as 3 most recent pay slips) .....   
 \* Passport (Must be still current) .....   
 \* Photo identification of a recognized ID card .....

Date premises inspected     With

## UTILITY CONNECTIONS



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!

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

**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. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). 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.  
 No, I will connect the required utilities of my own accord.

## PERSONAL DETAILS (APPLICANT 2)

7. Please give us your details  
 Mr.  Mrs.  Ms  Miss   
 Surname / Family Name   
 Given name/s  Date of Birth

8. Current address

Driver's licence no.  Driver's licence state   
 Passport no.  Language Spoken   
 Home phone no.  Mobile phone no.

9. EMPLOYMENT DETAILS: What is your occupation  
  
 Employer's name (inc. accountant if self employed or institution if a student)   
 Employer's address   
 Contact name  Phone no.   
 Length of employment  Years  Months  Net income \$  P/W-P/F

# Application to Lease ( Page 2 of 2 )

For your application to be processed you must answer all questions, and sign each of two pages.

**APPLICANT/S RENTAL / ACCOMODATION HISTORY**

10. How long have you lived at your current address  
 Years  Months

11. Why are you leaving this address

12. Name of landlord or agent of this or other rental property

Landlord / agent's phone no.  Weekly rent paid  \$

Have you ever had part/all of your bond withheld by an agent/landlord  
**YES / NO**  Amount \$  Rent / Cleaning / Other

**DETAILS**

**Please answer the following questions:**

	yes	no
Has your tenancy ever terminated by a landlord or agent ?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused another property by a landlord or agent ?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent ?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a reason your future rent payment may be affected ?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever attended the Consumers Traders and Tenancy Tribunal ?	<input type="checkbox"/>	<input type="checkbox"/>

13. Email address

14. Registration & Number of Vehicles  Make & Model of Vehicles  
 1..... 2.....

15. Do you own **PETS** that will be housed with you? Yes  No   
 Breed/Type  Council registration / No.

16. Do any proposed tenants or occupants **SMOKE** ? Yes  No

**CONTACTS / REFERENCES**

17. Please provide contact of a relative, in case of emergency.  
 Name & Contact No.   
 Address:

18. Please provide name & contact of a 2<sup>nd</sup> person in case of emergency.  
 Name & Contact No.   
 Address:

**ADDITIONAL INFORMATION – MAY BE REQUIRED**

Should you not be able to supply a Licence or Passport, you must supply two or more of the following documents:

Birth Certificate (If Licence & Passport is NOT available) .....

RENT receipts from a previous tenancy (Properly dated).....

Medicare card / Credit card .....

Latest bank statement or loans repaid proof .....

Guarantor (Such as a Parent or property owner) .....

Electricity and / or telephone and / or gas bill .....

Other form of information to assist this application .....

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Other form of information to assist this application .....

**ACKNOWLEDGEMENT & DECLARATION (ALL APPLICANTS)**

**IT IS HEREBY ACKNOWLEDGED THAT:** The Applicant, when approved, will pay **only by bank cheque or money order** a Holding Fee equivalent to one (1) week rent (the first week's rent) to reserve the premises in favor of the Applicant for a period of not more than seven (7) days.

The premises will not be let during the Reservation Period, pending the execution of a residential tenancy agreement.

The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period.

Should the Applicant decide not to proceed, the owner may retain the whole of the Holding Fee, being not more than the equivalence of ONE weeks rent.

If a residential tenancy agreement is entered into, the Holding Fee is to be contributed towards rent for the premises.

**APPLICANTS DECLARATION**

I am of legal capacity (18 years of age or more) and declare 'I am not a bankrupt'. I hereby offer to rent the property from the owner under a lease agreement to be prepared by the Agent. I acknowledge that I will be required to pay costs associated with a lease agreement prior to my occupying these premises and be in attendance to sign a lease agreement on the day and time nominated.

I agree to pay the **rent when due and a fortnight in advance** at all times. I agree to pay all **future rent** by an agreed method as offered by the landlord's agent, **other than cash**.

I **have inspected** the premises and I agree to sign a lease agreement prepared by the landlord's agent, in the same condition as inspected.

**I declare that with reasonable notice, I will allow the landlord and /or the landlord's agent access for routine inspections whenever requested,**

**APPLICANT'S PRIVACY AUTHORITY:**

I **authorise PRDnationwide NUCIFORA to obtain and use personal information as to my suitability as a tenant, from:**

- (a) The owner or Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants;
- (d) Courts & Statutory Authorities (such as Police where applicable)

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 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 agreement / tenancy documents
- (c) allow tradespeople or equivalent organisations with contact details
- (d) lodge, claim, transfer to or from The Rental Bond Board
- (e) refer to Tribunals or Courts & Statutory Authorities (where applicable)
- (f) refer to debt collection agents or lawyers (where applicable)

I am aware that, if information is not provided or I do not consent to the use to which personal information is put, then the Agent cannot provide me with the lease/tenancy of the premises this application refers to.

- I/we have an application pending on other property .....Yes  No
- I am considering buying a property in the future.....Yes  No
- I/we currently own a property .....Yes  No
- I had deductions taken from a bond of a previous tenancy.....Yes  No

Applicant 1  Applicant 2

**PLEASE NOTE:** This application always remains the property of PRDnationwide NUCIFORA.

**( OFFICE USE ONLY )**

**Payment Details;**

First 2 weeks rent in advance	\$ <input type="text"/>
Rental Bond (4 weeks rent)	\$ <input type="text"/>
<b>Sub Total</b>	\$ <input type="text"/>
Less: Deposit paid (Receipt Number: .....)	\$ <input type="text"/>
<b>Amount payable on signing tenancy agreement</b>	\$ <input type="text"/>
<b>Money Order or Bank Cheque only</b>	<input type="text"/>

Checked & Notes.