

# Tenancy Application Form

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

**A. AGENT DETAILS**

**WEE NEST REALTY PTY LTD**  
Suite 2, Level 1, 28-30 Burwood Rd  
Burwood NSW 2134  
Phone: 0421 830 878 (Nate)  
Email: info@weenestrealty.com.au

**B. PROPERTY DETAILS**

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

2. Preferred move in date?  
 Day  Month  Year

3. Lease term?  
 Years  Months

4. Property rental  
\$  per week OR \$  per month

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  Driver's license number

Driver's license expiry date  Driver's license state

Passport no.  Passport country

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**

**myconnect**  Yes, Please Contact Me  
**myconnect is a FREE and easy to use utility connection service**  Interpreter Required

Unless I have opted out of this section, I/we:  
Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out



**E. SUPPORTING DOCUMENT REQUIRED- 100 POINTS OF ID**

**PLEASE NOTE:** \*At least one form of photo ID listed below must be provided. Your application may be declined if the supporting documentation criteria is insufficient.

Drivers Licence*	40 Points
Passport*	40 Points
Birth Certificate	30 Points
Other Photo ID with Address	30 Points
4 Current Wage Advice	20 Points
Previous Landlord Reference	20 Points
Previous 4 Rent Receipts or Tenant Ledger	20 Points
Employment Reference on Letterhead	20 Points
Motor Vehicle Registration	10 Points
Bank Statement	10 Points
Utility Account	10 Points

**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 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 (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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:  
(a) The owner or the Agent of my current or previous residences;  
(b) My personal referees and employer/s;  
(c) Any record listing or database of defaults by tenants;  
Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting:  
TICA 1902 220 346 | NTD 1300 563 826 | TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:  
(a) communicate with the owner and select a tenant  
(b) prepare lease/tenancy documents  
(c) allow trades-people or equivalent organisations to contact me  
(d) lodge/claim/transfer to/from a Bond Authority  
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)  
(f) refer to collection agents/lawyers (where applicable)  
(g) complete a check with Tenancy Databases

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

X

**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?

YES

NO

If not why not?

**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

**I. 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.

**J. OTHER INFORMATION****17. Car Registration**

Make/Type

**18. Please provide details of any pets**

Breed/Type

Inside/Outside

Council registration/number

**19. Interpreter Service Required?**


Yes

No

If Yes, which language?

**K. 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

Date