Application for Tenancy

An application is to be completed by each person over the age of 18 who wishes to reside in the premises.
Applications will not be processed if the applicant has not viewed the property applied for.
Following is information that is to be provided to our agency with your application.

- ❖ On submitting your application, please ensure all questions have been answered and supporting documentation is provided.

- ❖ The following information (where applicable) must be provided on submitting your application.

- ❖ Incomplete applications will not be processed.

100 Point Identification			
Passport	30	Bank / Credit Card	20
Driver's License	30	Motor Vehicle Registration	20
Proof of Age Card	30	Bank Statement	20
Other Photo ID	30	ATO Tax Return	20
Birth Certificate	30	Pay Slips	20
Rental Ledger	30	Utilities Accounts; Phone, Electricity, Gas, Pay TV	10 each
Tenancy References	30		
Medicare Card	20		
If you are on a Working Visa – you MUST also provide			
Copy of Letter of Offer from Employer		Copy of Passport	
Pay Slips		Copy of 457 Visa	
If you are Self Employed – you MUST also provide			
Business Registration Details		Profit & Loss Statement	
Accountant Details		Rates Notices	
Most Recent Tax Return		Utilities Accounts; - Phone, Electricity, Gas, Pay TV	

Once an application has been processed, the application is submitted to the landlord for approval.

The final decision of a successful application will be made by the Landlord of the property applied for. Homefront Real Estate has in no way any influence on the applications submitted to a property owner.

If your application is successful, a deposit equivalent to one week rent must be paid immediately to secure the property.   The payment can be paid by bank cheque or paid directly into Homefront Real Estate Trust Account. Details will be provided on a successful application.

An appointment will be arranged to sign the Residential Tenancy Agreement and pay all monies due, on payment of the deposit.

Should an application be withdrawn by the applicant, after approval and a deposit is paid, the applicant will forfeit the daily rental rate of the property.   This will be calculated on withdrawal of an application.

Should an application not be successful, the application and all supporting documents will be destroyed after seven (7) days, *unless instructed by the applicant in writing, that the submitted application will be collected*.

Please forward applications and supporting documents to Homefront Real Estate via email:
rentals@homefront.com.au or fax: 9484 2344

274 Pennant Hills Road, Thornleigh NSW 2120
Phone: 02 9484 0555
Fax: 02 9484 2344
Web: www.homefront.com.au
Email: rentals@homefront.com.au

Application for Tenancy

Identification:

I (the applicant) confirm that all information provided in this application is true and correct, and acknowledge and consent that a representative of Homefront Real Estate will verify personal employment and tenancy history references provided in this application.

I (the applicant) am aware that should I be approved for tenancy at the above mentioned property I will be required to pay one week rent immediately as a holding deposit. After paying the 1 week holding deposit, I agree and am aware that should I decide not to occupy the premises for whatever reason the holding deposit will be forfeited and will not be returned to me.

I also agree that upon signing the tenancy agreement that there will be initial payments of:

Rent in Advance – 2 weeks rent:	$
Bond - 4 weeks rent	$
Less holding deposit:	$
Total:	$

I (the applicant) declare that I have inspected the above mentioned property and wish to take the property as is for the period and amount of rent per week that I have outlined above and confirm that the rental will be paid accordingly.

Bank account Details:
Homefront Real estate
Westpac account BSB: 032 087
Account number: 142 779

Privacy Policy:

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the applicants' identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant   in this application and during the course of the tenancy if the application is successful maybe disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy databases. Information already held on tenancy databases may also be disclosed to the agent and or landlord. If the applicant enters into a residential tenancy agreement, and if the applicant fails to comply with their obligations under that agreement, that fact or other personal relevant information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of reference databases and or other agents. Should the applicant wish to access the personal information that the agent holds, they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if this is inaccurate, incomplete or out of date. If the information is not provided the agent may not be able to process the application and manage the tenancy.

Signature of applicant: _____   Date: _____

Name of applicant: _____

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Please ensure that all sections of the application are completed and correct before submitting them to Homefront Real Estate. If you need assistance or have any queries please contact our office and direct them to our property manager.

Property Details				
Address:				
Rent:		**Commencing:**		**Lease Term:**
Personal Information				
Full name of Applicant :				
Date of Birth:				
Current Address:				
Contact Details	H:		M:	
	W:		E:	
Passport Number:			Expiry:	
Drivers Licence Number:			Vehicle Registration Number:	
Tenancy Details – Current Tenancy				
Address of Premises:				
Period of Occupancy:			Rent:	
Managing Agent:			Phone:	
Property Manager:			Email:	
Reason for Leaving:				
Tenancy Details – Previous Tenancy				
Address of Premises:				
Period of Occupancy:			Rent:	
Managing Agent:			Phone:	
Property Manager:			Email:	
Reason for Leaving:				
Have you ever been issued with a termination notice or been evicted from any property:				
Are you currently in debt to any Real Estate Agent or Landlord:				
Occupancy Details:				
No of Adults:		No of Dependants:		Ages:
Full Names of adults and dependants				
Name & Age:			Name & Age	
Name & Age:			Name & Age	
Name & Age:			Name & Age	

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Details of Any Pets:	

Approval for pets if any, is to be sought by the landlord.   If approval is granted for a pet to be kept at the property, Special Conditions will apply and be annexed to the Residential Tenancy Agreement.

Employment History: Current

Occupation:	
Commenced:	
Employer:	
Contact Details	W:	M:
Address:	
Job Status:	Full Time / Part Time / Casual / Other:
Income:	$

Employment History: Previous

Occupation:	
Commenced:	
Employer:	
Contact Details	W:	M:
Address:	
Job Status:	Full Time / Part Time / Casual / Other:
Income:	$

References *(Please ensure the referees you provide are aware they will be contacted by Homefront Real Estate)*

1 - Name:		
Contact Details	H:	M:
	W:	E:
Address:		
2 – Name:		
Contact Details	H:	M:
	W:	E:
Address:		

Emergency Contact *(Details of a friend or relative to be contacted in case of an emergency)*

1 - Name:		
Contact Details	H:	M:
	W:	E:
Address:		
2 - Name:		
Contact Details	H:	M:
	W:	E:
Address:		