

# Tenancy Application



To assist you with your tenancy application we provide the following which details the information and documents you need to include. Your application **CANNOT** be processed unless all documents are provided by you to us. To prevent any delays in processing, please check off the items and ensure you have all documents copied and attached to this. Please also note copying services are not available at our offices.

Ph: (02) 4945 5546

## Identification

Provide a copy of ONE (1) form of photo identification:

- Current Drivers license, OR
- Current passport and visa (if applicable), OR
- Student ID card, OR
- Proof of age card

Provide copies of TWO (2) forms of other identification:

- Birth certificate
- Medicare card

- Health care card
- Pension card

Provide copies of TWO (2) documents showing your name and address, for example:

- Motor vehicle registration
- Electricity or gas account

- Water account
- Telephone account
- Bank statement
- Tax assessment notice

## Proof of income

Provide ONE (1) of the following:

- If employed, copies of your last (3) pay slips
- If applicable, copies of your Centrelink statement, child support statement OR family tax benefit statement
- If you are self-employed, please provide a reference from your accountant.
- If your income comes from overseas, clear evidence of the source and amount needs to be provided

## Proof of current residency (rental or own home)

If you are currently renting:

- A copy of your tenancy history ledger
- A copy of your most recent tenancy agreement (lease), OR
- If this is a private arrangement (does not include an agent), provide names, phone numbers and email addresses for owners (for example, you may be living with parents or guardians)

If you have been living in your own home:

- Provide a copy of a recent water account or council rates notice, OR
- If your house is being sold, please provide the name and telephone number of the selling agent

**If approved for a property, you will then have 24 hours to secure it by paying a holding deposit to us.**

# Residential Tenancy Application

For your application to be processed you must answer **ALL** questions



## engage

PROPERTY

Management with Excellence

### Our Details

**Email:** action@engageproperty.com.au

**Website:** www.engageproperty.com.au

**Address:** 603 Pacific Highway, Belmont, NSW, 2280

**Phone:** (02) 4945 5546

**Fax:** (02) 4947 7888

### Leasing Details

AN APPLICATION MUST BE SUBMITTED FOR EACH PERSON OVER 18 YEARS OF AGE

#### What are the addresses of the properties you would like to lease in order of preference?

Street Address:	Suburb:	Street Address:	Suburb:
1. <input type="text"/>	<input type="text"/>	3. <input type="text"/>	<input type="text"/>
Street Address:	Suburb:	Street Address:	Suburb:
2. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>

#### When would you like the lease to commence?

/  /  DD / MM / YY

#### What is your preferred length of lease?

Years  Months

#### How many people will occupy the property?

Adults  Children Ages of children:       Yes  No

#### Are you seeking a premises that allows smoking?

#### Do you intend to keep pets at the property?

Yes If yes, please indicate the following  
 No

#### Type and/or breed:

1.   
2.

#### Council rego number:

#### How did you find out about this property?

Engage Property Website  Domain  Newspaper  Referral  Sign at property  
 Other Website (specify) \_\_\_\_\_

Please note: you need to inspect each property before your application can be considered

Are there other applications applying in conjunction with this one? If so please state their names:

### Free Utility Connection



T: 1300 664 715 F: 1300 664 185 [www.directconnect.com.au](http://www.directconnect.com.au)

This is a free service that connects all your utilities. Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm the information on this application and explain the details of the services offered.

Please tick which utilities you require (we will call you to confirm your details and connection timings)

Electricity  Internet  Gas  Phone  Pay TV  Contents Insurance

For all Terms and conditions visit: [www.directconnect.com.au/terms.php](http://www.directconnect.com.au/terms.php)

Would you like utility connections to be arranged for you by Direct Connect?

No  Yes

Do you agree to all of the terms and conditions and confirm that you authorize Engage Property to provide your personal details to Direct Connect?

Yes, I agree

## Contact Details

### About you

Mr  Ms  Miss  Mrs  Other \_\_\_\_\_ Your date of birth:  /  /  DD/MM/YY

Surname:

Given name(s):

Drivers license number:

Drivers license state:

Car Registration:

Passport number:

Passport country of issue:

### Your contact details

Home phone number:

Mobile phone number:

Work phone number:

Email address:

### Please provide a contact in case of emergency

(someone who will not be residing at the property)

Your Email address:

Surname :

Given name(s):

Relationship to you:

Mobile number:

Home number:

## Employment History

### Please provide your current employment details

What is your occupation?

Employer's name:

Employer's address:

Contact name:

Contact number:

Net income (after tax):

\$  per week

Length of employment:

Years  Months

### Please provide your previous employment details (if current employment is less than 12 months)

What was your previous occupation?

Employer's name:

Net income (after tax):

\$  per week

Length of employment:

Years  Months

## References

Please provide 2 personal references (not related to you)

Surname:

Given name(s):

Relationship to you:

Contact number:

Surname:

Given name(s):

Relationship to you:

Contact number:

## Deposit

Under Clause 24 of the Residential Tenancy Act 2010 and subject to the provision of that clause, if your application is approved, you will then be required to pay within 24 hours a holding deposit equal to one week's rent. If you proceed with the tenancy, the deposit will go towards the rent. If you refuse to proceed and do not enter into an agreement, the deposit will be retained by the owner.

By checking the box you agree to pay, if required, a holding fee if your application is approved.

Yes, I agree

## Other Associated Applications

If there are other applications that are in conjunction with this one, Please state their names:

## Your Rental History

**What is your current address?**

Street address:

Suburb:

**How long have you lived at your current address?**

Years

Months

**Why are you leaving this address?**

**Landlord or Agent's details for this property (if applicable)**

Name of landlord or agent:

Landlord or agent's phone number:

Rent you paid:

 \$  per  week

Email address of landlord or agent:

Landlord or agent's fax number:

**What was your previous address?**

Street address:

Suburb:

How long did you live at this address?

Years

Months

**Landlord or Agent's details for this property (if applicable)**

Name of landlord or agent:

Landlord or agent's phone number:

Rent you paid:

 \$  per  week

Email address of landlord or agent:

Landlord or agent's fax number:

**Was the bond refunded to you in full?**

Yes

No

If no, why not?

## Declaration

I offer to rent the property from the owner under a lease to be prepared by Engage Property. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge this application is subject to the approval of the owner/landlord. I declare that all information in this application is true and correct and given of my own free will. I declare I have inspected the premises and am not bankrupt.

I authorize Engage property to use my personal information to:

- A) communicate with the owner and select a tenant
- B) prepare lease/tenancy documents
- C) allow tradespeople or equivalent organizations 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 credit check with TICA

I authorize Engage Property to obtain personal information 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;

If I default under a rental agreement, I agree that Engage Property 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 if information is not provided or I do not consent to the uses to which personal information is put, Engage Property cannot provide me with the lease/tenancy of the premises. I am aware that Engage Property may access personal information using the contact details provided.

**By checking this box you confirm that you have read and agree with the declaration above including authority for Engage Property to obtain information as stated?**

Yes, I agree

**By checking this box you confirm that you are the person named in this application and that all the information you have provided is correct?**

Yes, I agree

Name:

Signature: