

# TENANCY APPLICATION FORM

For your application to be processed ALL questions must be answered.

## A. AGENT DETAILS

### R GORDON & SON LISMORE

79 Molesworth Street

LISMORE NSW 2480

Phone: 02 6621 2288

Fax: 02 6621 2799

Email: [propertymanagement@rgsrealestate.com.au](mailto:propertymanagement@rgsrealestate.com.au)

Website: <http://www.rgsrealestate.com.au>

## B. PROPERTY DETAILS

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

  
  

Postcode

2. When would you like you lease to start? (ie. move in)

ASAP ☐ OR Date:  /  /

3. Lease Term?  Months

4. How many people will normally occupy the property?

Adults  Children  Ages

5. Property Rental?  Per week

## C. PERSONAL DETAILS

6. Please give us your details:

Given Name/s:  Surname:

Date Of Birth:

Drivers Licence Number:

State:

Passport:

Passport country:

Pension Number:

Pension type (if applicable):

7. Please provide your contact details:

Home Phone Number:  Mobile Phone Number:

Work Phone Number:  Fax Number:

Email Address:

## D. APPLICANT HISTORY

8. What is your current address:

  
  

Postcode

9. How long have you lived at this address:

Years  Months

10. Why are you leaving this address?

11. Agent/Landlord contact details of your current property.

Name of Landlord or Agent:

Landlord/Agent Phone Number:  Weekly Rent Paid:

Email:

12. What was your previous residential address?

  
  

Postcode

13. How long did you live at this address:

Years  Months

14. Agent/Landlord contact details of this property.

Name of Landlord or Agent:

Landlord/Agent Phone Number:  Weekly Rent Paid:

## E. EMPLOYMENT HISTORY

15. Please provide your employment details:

Please circle: **FULL TIME** / **PART TIME** / **CASUAL**

What is your occupation?

Employers Name:

Employers Address:

  

Contact Name:

Phone Number:

Length of Employment:

Net Income:

\$

Total amount received from Centrelink ie. benefits/allowance:

\$

16. Please provide your previous employment details:

Occupation?

Employers Name

Contact Name:

Phone Number:

Length of Employment:

Net Income:

\$

## F. CONTACTS

17. Please provide a contact not living with you in case of emergency:

Name:

Relationship to you:

Phone Number:

18. Please provide two personal references (not related to you).

1 - Name:

Relationship to you:

Phone Number:

2 - Name:

Relationship to you:

Phone Number:

## G. OTHER INFORMATION

19. Number of cars to be kept at property & registration numbers.

20. Details of any pets to be kept at the property. (type, breed & council rego number)

  
  

**Note. Both sides of this form must be completed in full.**

## G. OTHER INFORMATION

Are you a smoker?

No: ☐ Yes –outside only ☐ Yes – Intend to smoke inside ☐

Do you have applications pending on other rental properties? Yes/No

Are you considering buying a property in the near future? Yes/No

Do you currently own a property? Yes/No

Has your tenancy ever been terminated by a Landlord/Agent? Yes/No

Details:

Are you currently in debt to a Landlord/Agent? Yes/No

Details:

Are you currently declared bankrupt? Yes/No

Details:

Are there any reasons that would effect your future rental payments?

Have you ever had any deductions from your rental bond? If yes, provide details

## H. 100 POINT CHECK

In order for your application to be processed you must provide 100 points (minimum) of identification, **ONE OF WHICH MUST BE PHOTO ID.** The following documents are acceptable.

**PLEASE PHOTOCOPY ALL ID BEFORE HANDING APPLICATION IN.**

Drivers Licence (40 pts)	<input type="checkbox"/>	Previous 2 rent receipts (20 pts)	<input type="checkbox"/>
Passport (40 pts)	<input type="checkbox"/>	Previous landlord reference (20 pts)	<input type="checkbox"/>
Birth Certificate (30 pts)	<input type="checkbox"/>	Motor vehicle registration (10 pts)	<input type="checkbox"/>
Other Photo ID (30 pts)	<input type="checkbox"/>	Bank statement (10 pts)	<input type="checkbox"/>
Current wages advice (20 pts)	<input type="checkbox"/>	Phone/Electricity account (10 pts each)	<input type="checkbox"/>

TOTAL POINTS

## I. PAYMENT INFORMATION

How do you intend to pay your weekly rental payments?

EFT or Automatic Payment ☐ Centrepay ☐

Other ☐

## J. OTHER APPLICANT INFORMATION

Please note we need one application form for EACH ADULT intending to live at the property.

Names of other applicants forming part of this application.

1.
2.
3.
4.

## K. FURTHER DETAILS

If you have any further details that you would like to add to your application you can do so here.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

You may attach a covering sheet if there is not enough room here.

## L. DECLARATION & PRIVACY STATEMENT

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 authorise the Agent to obtain personal Information from:

(a) The owner or the Agent of my current or previous residence;

(b) My personal referees and employer/s;

(c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting - NTD: 1300 563 826, TICA: 1902 220 346, TRA: (02) 9363 9244

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/tenancy documents

(c) allow tradespeople 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 credit 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 of Applicant

Date

X

/ /

## M. UTILITY CONNECTIONS

**myconnect**<sup>®</sup>  
a really smart move

MyConnect will call you to arrange free connection of your required utilities

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au



**Yes, Please Contact Me**



**Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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.



**OR Tick here to opt out**



## N. How did you hear about this property?



Internet: Which website?



Office Flyer/Rental List



Sign board at property:



Referral:



Other (specify):

**Note. Both sides of this form must be completed in full.**