



NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH
APPLICANT MUST ACHIEVE A MINIMUM OF
100 CHECK POINTS.

DRIVERS LICENSE	#40 POINTS
PHOTO ID	#30 POINTS
PASSPORT	#30 POINTS
CREDIT CARDS	#20 POINTS
MIN. 2 REF. FROM PREVIOUS LANDLORD/AGENT	#20 POINTS
CURRENT M.V. REGO PAPERS	#10 POINTS
COPY OF PREVIOUS TELSTRA ACCOUNT, ELECTRICITY ACCOUNT, GAS ACCOUNT, BANK STATEMENT	#10 POINTS (EACH)
COPY OF BIRTH CERTIFICATE	#10 POINTS

**SHOULD YOU NOT BE ABLE TO MEET THE 100 CHECK POINTS,
PLEASE SPEAK TO THE PROPERTY MANAGER.**

A | 359 Pacific Hwy, Asquith NSW 2077
T | 02 9987 2644
F | 02 9987 2944
E | info@sueedwards.com.au
W | www.sueedwards.com.au

Application for Tenancy

[For additional applicants complete another form]

PRIVACY NOTICE

The agent is committed to the principles of the Privacy Act 1988 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

PLEASE READ THE PRIVACY NOTICE ON PAGE 3 BEFORE SIGNING THIS FORM.

I apply for a tenancy of the following premises:

PREMISES:

LANDLORD:

TERMS OF TENANCY

Rent: \$ _____ per week/fortnight/month Term: _____ Lease start date: _____
Number of: tenants: _____ adult occupants: _____ children: _____
Pets (specify details and subject to landlord's/agent's approval): _____
First payment of rent in advance \$ _____
Rental bond \$ _____
Subtotal \$ _____
Holding fee (see Part 7 below) - deduct if applicable \$ _____
Amount payable (cash or bank cheque) on signing tenancy agreement \$ _____
Special conditions (if any) or additional matters: _____

Part 1

PERSONAL DETAILS

SURNAME: _____ GIVEN NAMES: _____ TITLE: _____
Date of Birth: _____ Phone: Priv.: _____ Bus.: _____
Mobile: _____ Email: _____
Driver's Licence No.: _____ Car Registration No.: _____
 Homemaker Student Retired Unemployed
Allowances or payments received (specify type & amount) _____

Part 2

EMPLOYMENT HISTORY (Confirmed [])

CURRENT EMPLOYER: _____ Business Address: _____
Contact Name: _____ Phone: _____ Period Employed: _____
OCCUPATION: _____ full time/part time/casual/contract
PREVIOUS EMPLOYER: _____ Business Address: _____
Contact Name: _____ Phone: _____ Period Employed: _____
OCCUPATION: _____ full time/part time/casual/contract

SELF EMPLOYED: (provide the following details)

Sole Trader Partnership Company
Occupation/Title: _____ Type of Business: _____
Company or business name: _____ ACN or ABN _____
Address: _____
Contact details: _____

Verification of income for self-employed:

1. Sole trader/partnership: please provide a copy of last ATO assessment and bank account statement for the business
2. Company: please provide a current Asset/Liability report from your accountant.

Part 3

TENANCY/LIVING HISTORY (Confirmed [])

Current Living Status

Address: _____ Time here: _____ mths/ yrs
 Own Renting Boarding Living at home Other

NAME OF CURRENT LANDLORD/AGENT:

ADDRESS: _____
CONTACT: _____ PHONE: _____
Has lease expired: Yes/No RENT: \$ _____ per No. people on lease: _____
week/fn/mth

Part 3 (Continued)

Previous living address		Time there:	mths/yrs
Address:			
Reason for leaving			
NAME OF PREVIOUS LANDLORD/AGENT: (if applicable)			
ADDRESS:			
CONTACT:		PHONE:	
RENT:	\$		

Part 4

REFERENCES (Give names and phone numbers)
1. Financial -
2. Personal -

OFFICE USE ONLY
REFERENCE CHECKS

AUTHORITY & DECLARATION OF APPLICANT
I authorise the landlord's agent -
[a] to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;
[b] to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
[c] to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
[d] I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.
[e] I have inspected the subject premises and accept them as inspected.

NOTE: The Landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the Landlord's agent with a tenant database.

Signature of Applicant:

Date:

Part 5

PERSON TO BE NOTIFIED IN AN EMERGENCY:	
NAME:	
ADDRESS:	
PHONE: Private:	Business:

Part 6

TENANT'S AGENT (Optional)		
You may nominate a person as your appointed agent/representative to receive notices or documents given under the tenancy. The appointment may be made or revoked in writing at any time during the tenancy.		
Name and contact details of tenant's agent (name and address to be included in the lease)		
Name & Address		
Telephone:	Fax:	Email:

Part 7

HOLDING FEE
The holding fee can only be accepted after the application for tenancy is approved.
The holding fee (not exceeding 1 week's rent) of \$ _____ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).
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) The premises will not be let during the above period, 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.

NAME OF LANDLORD'S AGENT: Sue Edwards Real Estate
BUSINESS ADDRESS: 359 Pacific Highway Asquith 2077

Signature of Landlord/Agent:

Date:

Signature of Applicant:

Date:

See following page 4 for disclosures, if any

PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.

Please note:

No animals are to be kept at this property.

DISCLOSURE OF MATERIAL FACTS

The applicant(s)/prospective tenant(s) acknowledge having been informed of the existence of the following material fact(s):

Please note:

No animals are to be kept at this property.