

# Tenancy Application Form

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



**Laing+Simmons**  
ANNANDALE

## A. AGENT DETAILS

Laing & Simmons Annandale

Address: 181 Parramatta Road, Annandale NSW 2038  
Phone no: (02) 9569 0022  
Fax no: (02) 9569 1467  
Email address: [angela@lsannandale.com.au](mailto:angela@lsannandale.com.au)

## B. PROPERTY DETAILS

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

Postcode	

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many people will normally occupy the property?

	Adults		Children		ages
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## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs.  Other

Surname	Given name/s

Date of Birth

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Driver's licence no.	Driver's licence state

Car Registration

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Passport no	Passport country

Pension no. (if applicable)	Pension type (if applicable)

6. Please provide your contact details

Home phone no	Work phone no

Mobile phone no	Fax no.

Email address

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7. What is your current address?

Postcode	

## D. FREE UTILITY CONNECTION SERVICE

Office Code: **LSAND**

To save you time when you're moving house, UtilityOne can help you arrange your utility connections all in the one phone call.

**PHONE      ELECTRICITY      GAS**  
**ADSL      BROADBAND INTERNET      PAY TV**

It's a **FREE** service and there's **NO obligation**

Utility connection services are provided by:



Phone: 13 18 19      Email: [contact@utilityone.com.au](mailto:contact@utilityone.com.au)  
Fax: 1300 73 18 19      Web: [www.utilityone.com.au](http://www.utilityone.com.au)

UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply

## E. 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 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 for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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 within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow tradespeople or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a credit check with a tenancy default database

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. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the UtilityOne service; normal service provider fees or bonds may apply.

**Should you choose to NOT be contacted by UtilityOne, please clearly cross through the above section D. This will not affect the success of your tenancy application.**

Signature

<b>X</b>
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Date

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**N.B. Both sides of this application must be completed**

Property manager name

ANGELA TOURTOURAS

Application faxed to UtilityOne (if required)

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**F. APPLICANT HISTORY**

8. How long have you lived at your current address?  
 Years  Months

9. Why are you leaving this address?

10. Agent/Landlord details of this property (if applicable)  
 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. Agent/Landlord details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$  
 Was bond refunded in full?  If not why not?

**G. EMPLOYMENT HISTORY**

14. Please provide your employment details  
 What is your occupation?  
  
 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?  \$

15. Please provide your previous employment details  
 Occupation?  
  
 Employer's name:  
  
 Length of employment  Years  Months Net income?  \$

**H. CONTACTS / REFERENCES**

16. Please provide a contact in case of emergency  
 Surname  Given name/s   
 Relationship to you  Phone no.

**17. 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.

**I. OTHER INFORMATION**

18. Please provide details of any pets:  
 Breed / type  Council registration / number   
 1.   
 2.

19. Smokers? (Please Circle) Yes  No

**J. PAYMENT DETAILS**

Property rental  
 \$ Per week OR  \$ per month

First payment of rent in advance	\$
Rental bond (4 weeks rent)	\$
Tenant's share of cost of preparing tenancy agreement	\$15.00
Sub Total	\$
Less: deduct Reservation Fee (see below)	\$
Amount payable on signing tenancy agreement (Cash or bank cheque only)	\$

**K. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE  \$ RESERVATION PERIOD  Days

The Landlord's Agent undertakes:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (d) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords agent   Date  /  /

Signature of The Applicant   Date  /  /

**NOTICE TO PROSPECTIVE TENANTS**

The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services) are sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability of such services before accepting the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant and the tenants must rely upon their own enquiries.