



Tenancy Application Form

Thank you for submitting your application to lease a property from Laing+Simmons Chatswood Willoughby.
In order for us to process the application quickly you will need to complete this form in full.
The application must be accompanied by a copy of your Australian Drivers Licence or Passport for identification purposes.
Each adult resident must complete a separate application form.
The successful applicant will be required to provide a money order or bank cheque for the initial payment of the Rental Bond, Agreement Fee and First months rent.

PROPERTY ADDRESS

PROPERTY ADDRESS		
RENT PER WEEK \$	LEASE TERM	LEASE COMMENCEMENT DATE
APPLICANTS FULL NAME	DATE OF BIRTH	EMAIL ADDRESS
NUMBER OF ADULTS WHO WILL OCCUPY THE PROPERTY	NUMBER OF CHILDREN	NUMBER & TYPE OF PETS

CURRENT PERSONAL DETAILS

YOUR CURRENT RESIDENTIAL ADDRESS	MOBILE PHONE	BUSINESS PHONE
CURRENT LANDLORD/AGENT	CONTACT PHONE NO	LENGTH OF TENANCY CURRENT RENT
MOTOR VEHICLE TYPE	REGISTRATION NUMBER	STATE OF ISSUE
DRIVERS LICENCE NUMBER	EXPIRY DATE	STATE OF ISSUE
PASSPORT NUMBER	EXPIRY DATE	COUNTRY OF ISSUE

EMPLOYMENT HISTORY

OCCUPATION	EMPLOYER	INCOME PER ANNUM
EMPLOYMENT ADDRESS	EMPLOYER CONTACT NAME	CONTACT PHONE NUMBER
PREVIOUS EMPLOYER	CONTACT NAME	CONTACT PHONE NUMBER
IF SELF EMPLOYED ACCOUNTANTS NAME	ADDRESS	CONTACT PHONE NUMBER

PERSONAL REFERENCES - TWO REQUIRED FROM PERSONS WHO HAVE KNOWN YOU FOR MORE THAN 5 YEARS

FULL NAME	RELATIONSHIP	CONTACT PHONE NUMBER
RESIDENTIAL ADDRESS		
FULL NAME	RELATIONSHIP	CONTACT PHONE NUMBER
RESIDENTIAL ADDRESS		

EMERGENCY CONTACT OTHER THAN PARTNER

FULL NAME	RELATIONSHIP	CONTACT PHONE NUMBER
RESIDENTIAL ADDRESS		

STATEMENT OF COSTS**RESERVATION****AMOUNT DUE ON SIGNING TENANCY AGREEMENT**

Rent in advance	\$	
Rent need only be paid fortnightly in advance, however if you prefer to pay monthly please tick this box		
Rental Bond - 4 rent	\$	
Less deposit	\$	
Total Due	\$	

Calendar Month = Weekly rent divided by 7 (days in week)
multiplied by 365 (days in year) divided by 12 (months)

RESERVATION FEE

\$

RESERVATION PERIOD

DAYS

The agent undertakes:

The reservation fee is equivalent to one weeks rent and will reserve the premises for you for a period of 7 days.

If the landlord declines the application the reservation fee will be refunded to the applicant in full.
If the landlord accepts the application, the Reservation Fee will be paid towards the initial rent

Should the applicant decide not to proceed the landlord shall retain the fee

PRIVACY STATEMENT

The personal information you provide in this application or collected by the Agent from other sources is necessary for the Agent to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of the tenancy, if your application is successful, may be disclosed for the purpose for which it is collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held in these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement and you fail to comply with your obligations under that Agreement, that fact, and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents.

If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

DECLARATION

I hereby offer to rent the property from the landlord under a Residential Tenancy Agreement to be prepared by the landlord's Agent and acknowledge I will be required to pay the amounts set out above under Statement of Costs.

I acknowledge that this application is subject to the approval of the landlord.

I declare that all information contained in this application is true and correct and given of my own free will and I further declare that I am not a bankrupt

I have physically inspected the premises

I authorise the Agent to obtain personal information about me from:

The owner or agent of my current or previous residences

My personal referees for this application

Any person or corporation who maintains any record, listing or database of defaults by tenants

My current and past employers

I am aware that the Agent will use and disclose my personal information in order to:

Lodge/claim/transfer to/from the Residential Tenancies Bond Authority

Communicate with the owner and select a tenant

Allow trades people or equivalent organisations to contact me

Prepare Tenancy Agreement documents

Refer to collection agents and debt recovery companies and solicitors

Refer to Tribunals/Courts and Statutory Authorities

I acknowledge that if information is not provided or if 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 noted in this application.

APPLICANTS SIGNATURE	PRINT APPLICANT'S NAME	SIGNED BY A WITNESS	PRINT WITNESS'S NAME	DATE
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APPLICANTS SIGNATURE	PRINT APPLICANT'S NAME	SIGNED BY A WITNESS	PRINT WITNESS'S NAME	DATE
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IMPORTANT NOTIFICATION - FOXTEL, TELEVISION, TELEPHONE, BROADBAND AND OR ISP OUTLETS

Sighting a Foxtel, Telstra, Optus, other ISP, TV Aerial connection or wall mounted connection is no guarantee that the service is connected to the property. We make no undertakings whatsoever as to the availability, connection or quality of service and the tenant should rely upon their own enquiries. The lessor does not accept any liability to provide the connections if not installed or enhance the quality where installed.

ELECTRICITY, GAS AND TELEPHONE ACCOUNTS

It is the tenants' responsibility to connect electricity, gas and telephone to the home in their own name immediately upon moving into the property. Failure to do so may render the tenant liable for the use of those services prior to the commencement of the tenancy. Similarly it is important that the tenant arranges disconnection upon surrendering tenancy.

ID CHECKLIST

To process your application we require at least 100 points of identification from the following checklist. Any ID you chose to submit must show your name.

Type of ID	Number of Points	Attached Yes/No
Drivers Licence	40	
Passport	40	
Citizenship papers	40	
Birth Certificate	30	
Property Certificate of Title	30	
Medicare Card	30	
Credit Card	30	
Council Rates Notice	30	

Type of ID	Number of Points	Attached Yes/No
Water Rates Notice	30	
Current Wage Slip	20	
Previous tenancy reference/lease	20	
Motor Vehicle Registration	10	
Bank Statement	10	
Telephone Account	10	
Electricity Account	10	
Gas Account	10	

