

# Residential Application Form

For your application to be processed you must answer all questions.  
(All three pages must be completed)

## A. AGENT DETAILS

**Laing+Simmons Rosebery**  
657 Botany Road, Rosebery NSW 2018  
  
Phone: (02) 9319.1800 Fax: (02) 9319.3800  
  
Email: [property.manager@lsrb.com.au](mailto:property.manager@lsrb.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

3. Lease term?  
 26 Weeks  52 Weeks  Other weeks/years

Property rental  \$ per week/  
per month Bond  \$

4. How many people will normally occupy the property?  
 Adults  Children  Pets

## C. PERSONAL DETAILS

5. Please give us your details  
Mr  Ms  Miss  Mrs  Other   
Surname  Given name/s   
Date of Birth  Driver's licence number   
Driver's license expiry date  Driver's licence state   
Passport no.  Passport country   
Pension no. (if applicable)  Pension type (if applicable)

6. Please provide your contact details  
Home phone no.  Mobile phone no.   
Work phone no.  Fax no.   
Email address

7. What is your current address?  
  
 Postcode

## D. UTILITY CONNECTIONS

- ★ FREE service
  - ★ One Stop shop
  - ★ No obligation
  - ★ Quality suppliers
- 
- LS Move Connect ABN 84 101 648 257

Let Laing+Simmons Move Connect reduce your stress and save you time by arranging to connect your requested services on your moving day. Just tick the box below and we will contact you.

**Yes! I would like Laing+Simmons Move Connect to contact me to arrange my connections.**

Terms & Conditions – By ticking this box, you are consenting to Laing+Simmons Move Connect contacting you to arrange your services. Laing+Simmons Move Connect may need to disclose personal information about you to utility companies to arrange your services. Laing+Simmons Move Connect and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. Laing+Simmons Move Connect and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless otherwise advised. Standard connection fees and bonds apply.  
I acknowledge that neither L S Move Connect nor the Agent accept 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. I acknowledge that the Agent, its employees and L S Move Connect may receive a benefit in relation to the connection of a utility service.

## E. DECLARATION

- Please answer the following questions:
- Have you ever been evicted by any landlord or agent yes / no
- Have you ever been refused a rental property? yes / no
- Are you in debt to another agent? yes / no
- Do you have any pets? yes / no

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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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 or an undischarged 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;
- If I default under a rental agreement, 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 organizations/tradespeople to contact me
  - (d) lodge/claim/transfer to/from the Residential Tenancies 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 NTD (National Tenancies Database)
  - (h) transfer water account details into my name

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.

Signature  Date

X

**All three pages of this application form must be completed.**

**F. APPLICANT HISTORY**

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

	Years		Months
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9. Why are you leaving this address?

10. Please tell us about this rented property

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
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13. Please give us further information about this rented property

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?

What is the nature of your employment?  
(FULL TIME / PART TIME / CASUAL)

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
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Net income ( PA )

 \$

Source of other income

Net income ( PA )

 \$

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

	Years		Months
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**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. Car Registration

19. Please provide details of any pets:

Breed / type

Council registration / number

20. How did you find this property?

Newspaper

Internet

Office rental list

Board

Other (please explain)

**J. PAYMENT DETAILS (FOR OFFICE USE ONLY)**

Property Rental

\$

per week

Or

\$

per month

Rental Bond (4 weeks rent)

\$

First payment of rent in advance

\$

Sub Total

\$

Less: deduct Reservations Fee (see below)

\$

Amount payable on signing tenancy agreement  
(bank cheque or money order only)

\$

**K. RESERVATION****Holding Deposit Conditions**

In accordance with Clause 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the holding deposit referred to in this application for tenancy form is subject to the following conditions:

- The applicant has paid a holding deposit of \$ \_\_\_\_\_ equivalent to \_\_\_\_\_ days rent from \_\_\_\_\_ to \_\_\_\_\_.
- The premises will not be leased during the deposit period pending the preparation of a Residential Tenancy Agreement.
- If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the holding period, the whole of the deposit will be refunded.
- If the entering into the Residential Tenancy Agreement is conditional on the landlord carrying out repairs or other work specified on the following page and the landlord does not carry out the repairs or other work during the deposit period, the whole of the deposit will be refunded.
- If the prospective tenant decides not to enter into such an agreement and the premises were not leased or otherwise occupied during the period they were reserved, the tenant will forfeit the holding deposit and landlord will retain the entire holding deposit.
- If the Residential Tenancy Agreement is entered into, the holding deposit is to be paid towards rent for the residential premises concerned.

Signature of the Landlords Agent

Date

**CONFIRMATION**

**I the applicant confirm the following:**

1. I, the Applicant, have inspected the premises and wish to take tenancy for such premises and that the rental to be paid is within my means.
2. During my inspection of the property I found it to be in a reasonably clean condition.
3. If "NO", details of any repairs or other work to be carried out by the landlord in accordance with condition 4;


4. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval. I am aware the landlord will receive a copy of the information contained within this application.
5. I confirm having received a copy of the application of my retention.
6. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenancy Reference Australia (TRA) being undertaken.
7. This agency does not accept bond transfers or nor do we transfer bond details.
8. If successful I undertake to pay the rental bond and rent in advance by way of bank cheque or money order to "BEACH 2 BAY REALTY PTY LTD" upon signing the Residential Tenancy Agreement.
9. I will provide 100 points of ID using the following proof of identification.
10. I affirm that all the information provided is true and correct.

**Please provide the following documentation, for your application to be processed promptly.**

<b>40 Points</b>	<b>30 Points</b>	<b>20 Points</b>	<b>10 Points</b>
Current Australian Driver's Licence <small>Copy of front &amp; back required</small>	Copy of current rent ledger	Current Wage Advice	Motor Vehicle Registration Cert.
Passport		Birth Certificate	Bank / Credit card statement
		Previous tenancy reference	Telephone Account
		Employment reference or contract	Electricity / Gas Account
		Other Photo Identification	Medicare Card

As agent acting for the owner of the premises, acknowledge receipt of the application & accompanying holding deposit (if paid) and agree;

1. to hold the premises for the period and in accordance with the conditions stated,
2. to notify the applicant whether or not the application has been approved,
3. and if the applicant has been approved to also prepare a Residential Tenancy Agreement.

**Privacy Statement**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to confirm the applicants' identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on these databases may also be disclosed to the agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information the agent holds, they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the agent may not be able to process the application and manager the tenancy.

**Applicant Signature:**

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**Date:**

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