

# APPLICATION FOR TENANCY



**James & Fear  
Randwick**

43 Belmore Road, Randwick, 2031, Sydney, N.S.W.

Telephone: (02) 9398 2366

Facsimile: (02) 9398 5377

Licensed Real Estate Agents & Auctioneers  
Strata Managers, Business Agents, Property Managers

**OWNER** \_\_\_\_\_

**PROPERTY** \_\_\_\_\_  
\_\_\_\_\_

## TENANCY APPLICANTS

### THIS OFFICE IS A MEMBER OF TENANCY REFERENCE AUSTRALIA

All applicants for tenancy in this office are processed through Tenancy Reference Australia (TRA). Computer Data Base.

We require the following information to be supplied to process an application on your behalf:-

- 10 - 1. Photographic identification - Passport or Drivers Licence.
- 10 - 2. Two references from previous landlords or agents.
- 20 - 3. Proof of last residential address - Telstra account, Electricity account or Bank / Credit Card Statements.
- 20 - 4. Copies of previous or current rental receipts.
- 20 - 5. Supporting proof of income for payment of rental (if not employed.)
- 20 - 6. Proof of employment (Letter from employer and pay slip.)

### NOTE

- 1. On approval of application all monies must be paid in full, in cash or Bank Cheque (Personal Cheques will only be accepted for subsequent payments).
- 2. Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details the application may not be processed.



<b>PROPERTY DESCRIPTION</b>	_____		
<b>RENT</b>	\$ _____ PER WEEK / MONTH	FURN. / UNFURN. _____	
<b>TERM DESIRED</b>	6 MONTHS	12 MONTHS	2 YEARS OTHER
<b>APPLICANTS NAME &amp; DETAILS</b>	FIRST NAME: _____ SURNAME: _____		
	NATIONALITY: _____ COUNTRY OF BIRTH: _____		
	AGE: _____ DATE OF BIRTH: _____ MARITAL STATUS: _____		
<b>CONTACT PHONE NOS.</b>	HOME: _____ WORK: _____ MOBILE: _____		
<b>PRESENT ADDRESS</b>	_____ HOW LONG?: _____		
<b>L / LORD / AGENT</b>	_____ RENT \$: _____ PHONE: _____		
<b>REASON FOR LEAVING</b>	_____		
<b>PREVIOUS ADDRESS</b>	_____ HOW LONG?: _____		
<b>L / LORD / AGENT</b>	_____ RENT \$: _____ PHONE: _____		
<b>REASON FOR LEAVING</b>	_____		
<b>CHECKED BY: OFFICE USE ONLY</b>	_____		
<b>OCCUPATION</b>	_____ WEEKLY EARNINGS \$: _____		
<b>EMPLOYERS NAME</b>	_____ HOW LONG: _____		
<b>EMPLOYERS ADDRESS</b>	_____ PHONE: _____		
<b>PREVIOUS EMPLOYER NAME</b>	_____ HOW LONG: _____		
<b>PREVIOUS EMPLOYER ADDRESS</b>	_____ PHONE: _____		
<b>CHECKED BY: OFFICE USE ONLY</b>	_____		
<b>CREDIT CHECK OFFICE USE ONLY</b>	_____		
<b>PREMISES TO BE OCCUPIED BY</b>	NO. OF ADULTS: _____ NO. OF CHILDREN: _____ CHILDREN'S AGE: _____		
	ANY PETS: YES / NO _____ WHAT KIND: _____		
<b>BUSINESS / PERSONAL REFERENCES</b>	1. NAME: _____ PHONE NO: _____		
	ADDRESS _____		
	2. NAME: _____ PHONE NO: _____		
	ADDRESS _____		
<b>BANK/CHQ. ACCOUNT</b>	BANK: _____ BRANCH: _____ BALANCE: _____		
<b>MOTOR VEHICLE &amp; DRIVING LICENCE</b>	MAKE: _____ MODEL: _____ VALUE: \$ _____		
	OWING: \$ _____ REG'N NO: _____ DRIVERS LICENCE NO: _____		
<b>OTHER ASSETS</b>	PROPERTY: _____ VALUE: \$ _____		
	FURNITURE: _____ VALUE: \$ _____		
	OTHER: _____ VALUE: \$ _____		
<b>EMERGENCY NAMES AND ADDRESSES</b>	NAME: _____ RELATIONSHIP: _____		
	ADDRESS: _____ PHONE NO: _____		

**JAMES & FEAR (RANDWICK)**  
43 BELMORE RD, RANDWICK 2031  
SYDNEY N.S.W.  
AUSTRALIA

**PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement in order to process a tenancy application a tenancy application is required under the Nation Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy application is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from government departments and other landlords or agents.

I/we the said applications declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name/s: \_\_\_\_\_

\_\_\_\_\_  
Signed by member

\_\_\_\_\_  
Signed by applicants

Dated \_\_\_\_\_

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## DECLARATION BY APPLICANT

I, the Applicant, hereby apply to the owner of the premises referred to in this form to become the tenant of those premises on the terms and conditions contained in this form and the Residential Tenancy Agreement to be drawn up by the Owner's Real Estate Agent, **James and Fear, Randwick**, and request that pending consideration of my Application that the premises be reserved in my favour provided a Reservation Fee is paid by myself.

I, the Applicant acknowledge that the payment of one (1) weeks rent is for the purpose to reserve the premises for me for a period of seven (7) days from the date of payment. Should I decide not to proceed or call to sign the lease and supply the information requested within the reservation period, the above reservation fees shall be forfeited to the owner of the premises. Should my application be rejected, the reservation fees will be refunded in full. If accepted, it will be credited towards payment of rent.

I, the Applicant acknowledge that should I decide not to proceed, the above Reservation Fee will be forfeited to the Owner of the premises, calculated on the basis that one (1) day reserved equals one (1) days rent.

I, the Applicant acknowledge that should the Owner decline my Application the above Reservation Fee will be forthwith refunded in full to me, by means of a cheque.

I, the Applicant acknowledge that if the Owner approves my Application the above Reservation Fee will, on completion of the Residential Tenancy Agreement, be credited towards payment of the two (2) weeks rent in advance.

I, the Applicant acknowledge that I will make no claim or demand on, nor commence litigation against the Owner or James and Fear, Randwick, should the premises be found to be unavailable due to occupation by another occupier, or if pending repairs have not been completed due to tradesmen.

**I, the Applicant acknowledge that I have inspected the said premises and agree to take tenancy of the premises in their present condition.**

I, the Applicant acknowledge that the Application warrants and hereby declares that I am not bankrupt or an undisclosed bankrupt, and that I will notify the Owner or James and Fear, Randwick, in writing within seven (7) days of any such declaration.

I, the Applicant further agree to complete a Record of Inspection Report and to return the same to James and Fear, Randwick, within seven (7) days of the commencement of the Residential Tenancy Agreement.

I, the Applicant do solemnly and sincerely declare and affirm that the information contained herein is true and correct by virtue of the Provisions of the Oaths Act, 1900.

I ACCEPT THAT THE OWNER AND AGENT ARE LIKELY TO CHECK THE INFORMATION SUPPLIED AND AFFIRM THAT THESE INFORMATIONS ARE TRUE AND CORRECT AND I CONSENT TO THEM CARRYING OUT ANY NECESSARY ENQUIRIES.

**Applicant's signature:**.....**Date:**.....

**NOTE:**

SECTION 42A OF THE AUCTIONEERS AND AGENTS ACT 1941 PROVIDES THAT APPLICATION TO REVIEW AN ITEMISED ACCOUNT MAY BE MADE TO THE COUNCIL OF AUCTIONEERS AND AGENTS WITHIN 28 DAYS OF THE ITEMISED ACCOUNT BEING SERVED UPON YOU.