

## Residential Tenancy Application:

Please answer all questions – if an area is not applicable to you, please write N/A

### PERSONAL DETAILS:

1. Full Name: (Title/First Name/ Surname) \_\_\_\_\_
2. Have you ever been known by any other name? eg Maiden Name etc. If so, What? \_\_\_\_\_  
\_\_\_\_\_
3. Your Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Age: \_\_\_\_\_
4. Drivers License No. & State: \_\_\_\_\_ Copy of License/Photo ID attached Yes/No
5. Passport No. & Country \_\_\_\_\_ Copy of Passport attached Yes/No
6. Contact Details: Mobile \_\_\_\_\_ Home: \_\_\_\_\_  
Work \_\_\_\_\_ Email \_\_\_\_\_
7. What is your current address? \_\_\_\_\_

### PROPERTY DETAILS:

8. How did you find out about this property? Rental List \_\_\_ Internet \_\_\_ Paper \_\_\_ Window \_\_\_
9. Address and rental of property you wish to apply for: 1. \_\_\_\_\_  
2. \_\_\_\_\_
10. When would you like to commence your lease? \_\_\_\_/\_\_\_\_/\_\_\_\_ or ASAP
11. What lease term do you want?  12 Months  6 Months or Other
12. How many people will normally occupy the property?  Adults  Children
13. Name of Other applicant/s \_\_\_\_\_
14. Please provide details of any pets: \_\_\_\_\_

### CURRENT ACCOMODATION DETAILS

15. What is your current address? \_\_\_\_\_
16. How long have you lived at this address? Years \_\_\_\_\_ Months \_\_\_\_\_
17. Rent/Mortgage/Board Paid \$\_\_\_\_\_ Per week
18. Is this property: (Circle the appropriate) Rental/Your own home/Parents/Boarding

19. Details of Agent/Landlord/Parents/Owner/Other

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

20. Why are you leaving this address? \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS ACCOMODATION DETAILS:**

21. What was your previous address? \_\_\_\_\_

22. How long did you live at this address? Years \_\_\_\_\_ Months \_\_\_\_\_

23. Rent/Mortgage/Board Paid \$ \_\_\_\_\_ Per week

24. Was this property: *(Circle the appropriate)* Rental/Your own Home/Parents/Boarding

25. Details of Agent/Landlord/Parents/Owner/Other;

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

26. Why did you leave this address? \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:**

27. What is your current occupation? \_\_\_\_\_

28. Employer's name: *(Accountant if self employed or student)* \_\_\_\_\_

29. Employer's Address: \_\_\_\_\_

30. Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

31. How long have you worked for this employer? Years \_\_\_\_\_ Months \_\_\_\_\_

32. Is this position F/Time: \_\_\_\_\_ P/Time: \_\_\_\_\_ Casual: \_\_\_\_\_

33. What is your total weekly take home income? Employer: \_\_\_\_\_

Centrelink: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

**RELOCATING APPLICANTS:**

34. If you are relocating to Henty, what will your new occupation be? \_\_\_\_\_

35. Is this position F/Time \_\_\_\_ P/Time \_\_\_\_ Casual \_\_\_\_

36. Employer's name: (*Accountant if self employed or student*) \_\_\_\_\_

37. Employer's Address: \_\_\_\_\_

38. Contact name: \_\_\_\_\_ Phone No: \_\_\_\_\_

39. What will your weekly income be?      Employer:                      \$ \_\_\_\_\_

    Centrelink:                      \$ \_\_\_\_\_

    Other: *Please specify*      \$ \_\_\_\_\_

    Total:                              \$ \_\_\_\_\_

**EMERGENCY CONTACTS:**

40. First Contact's Details:

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**PAYMENT DETAILS:**

First Rental Payment (2 Weeks Rent)                      \$ \_\_\_\_\_  
    \$ \_\_\_\_\_

Rental Bond (4 Weeks rent) payable to NSW Fair Trading, **Bank Cheque or Money Order ONLY**

**DECLARATION:**

**Please ensure that you read and understand the following before signing:**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay all rental amounts together with the amounts seen in "Payment Details" above.

**I acknowledge and understand that:**

- This application is subject to the approval of the owner/landlord and subject to the current tenant giving vacant possession.
- This application will not be processed if the required information is not attached and/or this application form is not completed in its entirety.
- Tenants and/or visitors to the property are required to smoke outside; and
- If unsuccessful, I will not be notified by phone, email or SMS and the application together with any attachments will be destroyed immediately.

**I declare that:**

- All information contained in this application is true and correct and given of my own free will.
- I am not bankrupt or in debt to any landlord/agent and I have never been evicted by any landlord/agent.

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INFORMATION YOU MUST PROVIDE:

- **Applications are required for each prospective tenant**
- **Multiple tenants must submit their applications together**

(Children under the age of 18 living with their Parent/s do not need to complete an application)

- **Non-returnable copies of the following should be attached to your application PRIOR to it being returned to our office.**

1. A current photographic identification;
  - . Drivers License or
  - . Passport or
  - . Student card or
  - . Proof of age card
2. At least two referees telephone numbers;
  - . Previous Landlords or Real estate Agents
  - . Selling Agent
  - . Personal references
3. Copy of your last Rates Notice;  
*(If you own your home/investment property)*
4. Proof of last residential address;
  - . Electricity Account
  - . Telephone Account
  - . Bank or Credit Card Statement
5. Proof of all income;
  - . Pay slips, letter from current employer
  - Or letter of appointment
  - . Centrelink Payment Advice
  - . Earnings advice from Accountant
  - . Letter from supporting parent

### **Please note:**

- **All unapproved applications will be destroyed immediately**
- **Our office reserves the right to change the above criteria**
- **Failure to provide the required documentation will result in your application being rejected**

PLEASE RETURN YOUR APPLICATION WITH A COPY OF YOUR  
DOCUMENTATION



PO Box 20, Henty NSW 2658  
PH: 02 69 293102  
Email: [propertyhenty@agnvet.com.au](mailto:propertyhenty@agnvet.com.au)

## PROPERTY DISCLOSURE STATEMENT:

We are an independently owned and operated business. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find more information about this database on their website [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above) If you do not complete this form or do not sign the consent below, your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## Privacy Consent

I, the Applicant acknowledge that I have read the Privacy Notice of AGnVET Services, Henty NSW 2658. I authorise AGnVET Services to collect information about me from:

- a. My current/previous letting agents and/or landlords
- b. My personal referees; and
- c. Any Tenancy Default (TICA) which may contain personal information about me. I also authorise AGnVET Services to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.

I authorise AGnVET Services to disclose information it collects about me to the owner of the property, even when the owner resides outside Australia.

I also authorise AGnVET Services to disclose personal information to other real estate agents/organisations, who have requested AGnVET Services, with a valid disclosure and consent from the applicant, to pass rental/credit assessment and references for the purpose of the Applicant locating suitable premises to rent.

I also authorise AGnVET Services, to refer my details to :-

- Financial service products (to assist with a home loan application)
- Insurance services (for contents insurance and other insurance and other insurance products)
- Service providers relevant to the tenancy relationship ( eg: maintenance contractors)
- Utilities (to arrange connection or transfer of telephone, gas, electricity etc)

**Applicants Full Name:** \_\_\_\_\_ (Please Print)

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_