


Tenancy Application Form

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

A. AGENT DETAILS	
Victor Kelly Estate Agents PO Box 697 NEWTOWN NSW 2042 Phone: 02 9056 1717 Fax: 02 8901 3595 Email: admin@victorkelly.com.au	
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent?	
<input type="text"/> <input type="text"/> Postcode	
2. Preferred move in date?	
<input type="text"/> Day	<input type="text"/> Month
<input type="text"/> Year	
3. Lease term?	
<input type="text"/> Years	<input type="text"/> Months
4. Property rental	
<input type="text"/> \$ per week	OR <input type="text"/> \$ per month
5. How many people will normally occupy the property?	
<input type="text"/> Adults	<input type="text"/> Children, Ages: _____
C. PERSONAL DETAILS	
6. Please give us your details	
Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>	
Surname	Given name/s
<input type="text"/>	
Date of Birth	Driver's license number
<input type="text"/>	<input type="text"/>
Driver's license expiry date	Driver's license state
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>
7. Please provide your contact details	
Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
8. What is your current address?	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

D. UTILITY CONNECTIONS	
	
Let On The Move reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm!	
ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL	
Ph: 1300 850 360 Fax: 1300 661 160	
Terms & Conditions - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and your agent may receive a benefit for arranging your services. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.	
<input type="checkbox"/> YES! I would like On The Move to contact me.	
A. SUPPORTING DOCUMENT REQUIRED- 100 POINTS OF ID	
PLEASE NOTE: *At least one form of photo ID listed below must be provided. Your application may be declined if the supporting documentation criteria is insufficient.	
Drivers Licence*	40 Points
Passport*	40 Points
Birth Certificate	30 Points
Other Photo ID with Address	30 Points
4 Current Wage Advice	20 Points
Previous Landlord Reference	20 Points
Previous 4 Rent Receipts or Tenant Ledger	20 Points
Employment Reference on Letterhead	20 Points
Motor Vehicle Registration	10 Points
Bank Statement	10 Points
Utility Account	10 Points
B. 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 Tenancies Agreement pursuant to the Residential Tenancies Act 2010.	
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 acknowledge that if I pull out after approval, I will lose my whole deposit in accordance to the Residential Tenancies Act 2010.	
I authorise the Agent to obtain personal information from: <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (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) verify the information I have provided by accessing any information which is listed about me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available 	
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 consent to the disclosure of this page of the application form to On The Move ABN 84 101 648 257 for the purpose of enabling On The Move to offer the connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move 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 acknowledge that neither On The Move 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 On The Move may receive a benefit in relation to the connection of a utility service.	
Signature	Date
<input type="text"/>	<input type="text"/>
X	

C. APPLICANT HISTORY**9. How long have you lived at your current address?**

Years Months

Reason for 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

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?

YES NO

If not why not?

D. 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 \$ Net Income

If studying;

What course are you studying?

Length of course?

You must answer the following questions:

Have you ever been evicted from a property?

YES NO

Are you in debt to another landlord or agent?

YES NO

E. CONTACTS / REFERENCES**15. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

16. 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.

F. OTHER INFORMATION**17. Car Registration**

Make/Type

18. Please provide details of any pets

Breed/Type

Inside/Outside

Council registration/number

19. Interpreter Service Required?

Yes

No

If Yes, which language?

G. RESERVATION FEE

Reservation Fee

\$

Reservation Period

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED.

The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days.

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- i. The application for tenancy has been approved by the landlord; and
- ii. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- iii. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- iv. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- v. The whole of the fee will be refunded to the prospective tenant if:
 - a) The entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - b) The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature

Date