

**AGENT DETAILS**

**Point & Bay Property**

**Address:** Shop 1, 2A Ithaca Road, Elizabeth Bay

**Phone:** (02) 9357 1151

**Email:** pm@pointandbay.com.au

**PROPERTY DETAILS**

PLEASE CONFIRM YOU HAVE INSPECTED THE PROPERTY

**1. What is the address of the property you would like to rent?**

Postcode

**2. Lease commencement date?**

Day  Month  Year

**3. Lease term?**

Years  Months **Weekly Rent**  
 \$

**4. How many tenants will occupy the property?**

Adults  Children  Ages of Children

**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 licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

Smoker

Non Smoker

**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

**8. How did you find out about this property?**

**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 Tenancy Agreement.

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 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that 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 tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a 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)

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.

Signature

Date

## APPLICANT HISTORY

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

<input type="text"/>	Years	<input type="text"/>	Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

Was bond refunded in full?

If not why not?

## EMPLOYMENT HISTORY

15. 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 student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

## CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 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.

## OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.	<input type="text"/>
2.	<input type="text"/>

## PAYMENT DETAILS

Property Rental

<input type="text" value="\$"/>	per week
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First payment of rent in advance

Rental Bond (4 weeks rent):

Sub Total

Less: Holding fee (see below)

Amount payable on signing tenancy agreement

## HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

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

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) The premises will not be let during the above period, 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 of Landlords agent

Date

Signature of Applicant

Date

**APPLICATION FORM**  
**FOR YOUR APPLICATION TO BE PROCESSED**  
**ALL SECTIONS AND PAGES MUST BE COMPLETED**

**PAYING RENT**

Rent can be paid to our office by using direct deposit

**CONFIRMATION**

I the applicant confirm the following:

1. During my inspection of the property, I found it to be in a reasonably clean condition.
2. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these requests are subject to the landlord's approval.


3. 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.
4. I confirm having received a copy of the application for my retention.
5. I consent to the information provided in this application being verified and a reference check in the National Tenancy Database (NTD) and Tenancy Reference Australia (TRA) being undertaken.
6. I declare that I am not bankrupt.
7. This agency does not accept bond transfer or nor do we transfer bond details.
8. If successful, I undertake to pay the rental bond, first rent payment in advance and lease preparation fee by direct transfer upon signing the Residential Tenancy Agreement.
9. I will provide 100 points of ID using the following proof of identification.

40 POINTS	30 POINTS	20 POINTS	10 POINTS
Drivers License	Birth Certificate	Medicare Card	Motor Vehicle Registration Cert.
Passport	Other Photo Identification	Credit Card	Bank Statement
		Current Pay Slip	Telephone Account
		Previous Tenancy Reference	Electricity Account
		Previous 2 Rent Receipts	Gas Account

**PRIVACY STATEMENT**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and the 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 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 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 databases and other agents. If you would like to access 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 manager your tenancy.

**APPLICANT SIGNATURE**

**DATE**