

Residential Tenancy Application Form

IF THE APPLICATION HAS MISSING INFORMATION OR DOCUMENTS, DUE TO THE PRIVACY ACT,
THE APPLICATION CANNOT BE PROCESSED

THE FOLLOWING IS NEEDED IN ORDER TO START PROCESSING YOUR APPLICATION:

- 100 points of identification – these include:
 - Photo identification – current driver's license, proof of age card or passport
 - Medicare card
 - Utility bill or Car registration
 - Key card
- Proof of current home ownership (if applicable) – rates notice
- 2 current pay slips or letter of offer confirming start date & salary
- If receiving any other form of income such as Centrelink benefits – please provide us with details

We are a cashless office – please note no cash will be accepted by staff under any circumstances.
Please take in to consideration if you are successful for a rental property through this office and consider
your EFTPOS limit making payments .We will discuss options at the time of approval.

Property Address: _____

Applicant 1: _____

Contact number: _____

Applicant 2: _____

Contact number: _____

** APPLICATIONS MUST BE RECEIVED IN THE OFFICE BY CLOSE OF BUSINESS ON THE DAY
FOLLOWING THE INSPECTION TO ENSURE THAT YOU DON'T MISS OUT **

Free Utility Connection Service

myconnect

myconnect is a FREE and easy to
use utility connection service

Yes, Please Contact Me

Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out

Processing The Application

Your application may take a few working days to process. After processing – the property officer will phone you if you are approved. The landlord's decision to approve or reject your application will be based on the number and quality of references provided and your demonstrated ability to pay rent and maintain the property to an acceptable standard.

Payment

Upon being accepted for the property you will be required to pay a holding deposit which is equal to one weeks rent by the close of business that day.

**** PLEASE NOTE IF YOU DECIDE TO NOT GO AHEAD WITH LEASING THE PROPERTY THIS HOLDING DEPOSIT IS NON-REFUNDABLE****

Upon signing the lease you will be required to pay:

- Bond which is equivalent to four weeks rent
- One weeks rent

The holding deposit and one weeks rent paid at signing contribute to your two weeks rent in advance.

Money is to be paid by bank cheque, money order or eftpos. Future rent payments can be made by internet banking, direct deposit, phone banking or eftpos available in the office. **** No cash payments will be accepted for rent ****

I confirm the following:

- 1) I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- 2) I consent to the information provided in this application being verified and a reference check on the Tenancy Information Centre Australia (TICA) and Tenant Reference Australia (RTA) being undertaken
- 3) I, the Applicant declare that I am not a bankrupt or an undisclosed bankrupt and that the information provided by me is true and correct.
- 4) Keys will not be handed over until money has been paid in full and each applicant has signed the lease
- 5) I, the applicant acknowledge that the agency has the right to accept multiple applications for each property
- 6) All payments must be made by bank/building society/credit union cheque or money order. Personal cheques and cash will not be accepted.
- 7) I acknowledge that my application will be valid for 4 weeks only. After this time it will be disposed of.

DECLARATION

- a) I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner Agent of my current or previous residence, my personal referees, 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 any person whom the Agent reasonably considers has an interest receiving such information.

- b) If section 6 is complete please note:
Connections of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to myconnect.

Signed: _____

Names: _____

Date: / /

***Property Address' applying for:

Preferred lease term: _____ Preferred lease start date: _____

Number of other Applicants: _____ Number of children & ages: _____

Pets: Type(s): _____ Breed(s): _____ Age(s): _____

Applicant 1:

Personal Details

First name: _____ Last name: _____

Current Address: _____

Date of birth: ____ / ____ / ____ Age: _____ Drivers licence number: _____

Home phone: _____ Mobile: _____

Email: _____

Relationship to other applicants: _____

Emergency Contact

Please provide an emergency contact NOT residing with you

First name: _____ Last name: _____

Relationship: _____ Phone number: _____

Address: _____

Please note that we may contact your next of kin should we be unable to reach you with regards to tenancy related matters

Employment details _____ (If less than 12 months attach previous employer details also)

Occupation: _____ Employers name: _____

Employment address: _____

Employers phone number: _____ Contact name: _____

Length of current employment: _____ years _____ months Net income: \$ _____ per week

If any Centrelink benefits: ** PLEASE PROVIDE CENTRELINK STATEMENT

Personal References

Name 1: _____ Relationship to Applicant: _____

Occupation _____ Phone number: _____

Name 2: _____ Relationship to Applicant: _____

Occupation _____ Phone number: _____

Notes/Comments: _____

Applicant 2:

Personal Details

First name: _____ Last name: _____

Current Address: _____

Date of birth: ____ / ____ / ____ Age: _____ Drivers licence number: _____

Home phone: _____ Mobile: _____

Email: _____

Relationship to other applicants: _____

Emergency Contact

Please provide an emergency contact NOT residing with you

First name: _____ Last name: _____

Relationship: _____ Phone number: _____

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Employers phone number: _____ Contact name: _____

Length of current employment: _____ years _____ months Net income: \$ _____ per week

If any Centrelink benefits: ** PLEASE PROVIDE CENTRELINK STATEMENT

Personal References

Name 1: _____ Relationship to Applicant: _____

Occupation _____ Phone number: _____

Name 2: _____ Relationship to Applicant: _____

Occupation _____ Phone number: _____

Notes/Comments: _____

Rental History

Applicant 1

Current rental address: _____ Suburb: _____

Landlord or Agent: _____

Fax: _____ Phone: _____ Time at address: _____ Rent paid: _____

Reason for leaving: _____ Was bond refunded in full: _____

Were you listed as a lease holder: YES / NO _____ Start & end date of lease: _____

Previous rental address: _____ Suburb: _____

Landlord or Agent: _____

Fax: _____ Phone: _____ Time at address: _____ Rent paid: _____

Reason for leaving: _____ Was bond refunded in full: _____

Were you listed as a lease holder: YES / NO _____ Start & end date of lease: _____

Applicant 2

Current rental address: _____ Suburb: _____

Landlord or Agent: _____

Fax: _____ Phone: _____ Time at address: _____ Rent paid: _____

Reason for leaving: _____ Was bond refunded in full: _____

Were you listed as a lease holder: YES / NO _____ Start & end date of lease: _____

Previous rental address: _____ Suburb: _____

Landlord or Agent: _____

Fax: _____ Phone: _____ Time at address: _____ Rent paid: _____

Reason for leaving: _____ Was bond refunded in full: _____

Were you listed as a lease holder: YES / NO _____ Start & end date of lease: _____

**** IF YOU HAVE EVER RENTED THROUGH AN AGENT – PLEASE INCLUDE THESE DETAILS EITHER ABOVE IN THE RENTAL HISTORY SECTION, OR BELOW:**

Getting started with Rental Bonds Online

Rental Bonds Online helps tenants, agents and private landlords to lodge and refund bond money easily and securely.

Tenants can use NSW Fair Trading's convenient service to:

- pay your bond direct to NSW Fair Trading through a secure website
- check the status and progress of your bond lodgment or refund 24/7 through your own Rental Bonds Online account
- receive email and SMS updates related to your bond
- submit a claim to get your bond money refunded online after confirming with your agent or private landlord.

Getting started

To use Rental Bonds Online, your agent (or private landlord where the property is not managed by an agent) must already be registered as a user. They will help get you set up by inviting you to use the service, normally before you sign your tenancy agreement.

To get started you must have:

- details of the bond amount to be paid (as agreed with your landlord/agent)
- your email address
- your mobile number
- access to the internet (using a standard browser such as Internet Explorer, Chrome or Safari)
- a Visa card or Mastercard or the ability to pay by BPAY through your bank, credit union or building society
- your Australian bank account details (BSB and account number). This account will be used for refunding any bond money due to you at the end of your tenancy.

How do I register and pay my rental bond?

1. Give your email address to your agent (or private landlord).
2. You will receive an email from Rental Bonds Online with instructions and a link to the secure Rental Bonds Online website.
3. Follow the instructions to create an account and pay your bond. This should take less than 10 minutes.
4. Once the bond money is received, NSW Fair Trading will issue you a receipt and immediately notify your agent or private landlord.
5. Your agent or landlord will then arrange for you to sign the tenancy agreement.

Other key information

How will I be able to pay my bond money?
Pay your bond by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Access your internet banking and make your payment by BPAY. Speak to your bank if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not proceed with the tenancy?
If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply logon to Rental Bonds Online and choose 'Request Return of Funds'. Your landlord or agent will be notified.

What if I am sharing with other tenants?
If there are other tenants (co-tenants), decide which tenant is going to be the 'Principal Tenant' and advise your agent or private landlord.

The Principal Tenant acts on behalf of all tenants and is responsible for:

- registering with Rental Bonds Online and paying the bond money to NSW Fair Trading
- providing the contact details for all co-tenants so that all tenants are informed of any changes to the bond
- submitting or responding to a claim for refund of bond money on behalf of all the tenants at the end of the tenancy
- distributing the bond refund to the other tenants.

For general Fair Trading enquiries:

fairtrading.nsw.gov.au | 13 32 20

TTY: 1300 723 404 (for hearing impaired)

Language assistance: 13 14 50 (ask for an interpreter in your language)

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Need help?

Visit the Fair Trading website

fairtrading.nsw.gov.au/rentalbondsonline

- where you can:
- watch a video about the new service
 - learn more on the benefits
 - download easy to read fact sheets
 - read through frequently asked questions.

Once you have registered log on to <https://hb.fairtrading.nsw.gov.au/tenant/login>

to access online guides providing assistance with processes such as making a claim or changing your account details.

Contact the Rental Bonds Online team
Email: rbsupport@finance.nsw.gov.au
Call: 1800 990 724