

Tenancy Application Form

For your application to be considered you must answer all questions (including commencement date & lease term). It must be accompanied with a photo ID; a payslip and or Bank Statement.



A. AGENT DETAILS	
City Style Realty Level 57 MLC Centre, 19-29 Martin Place Sydney, NSW, 2000 Email: enquiries@citystyle.com.au Tel: (02) 9236 7382	
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/>	
2. Lease commencement date? * (must be filled in) <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year	
3. Lease term? * (must be filled in) <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 Pets: Yes / No Do you smoke: Yes/No	
C. PERSONAL DETAILS	
6. Please give us your details <input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other Surname <input type="text"/> Given name/s <input type="text"/> Date of Birth <input type="text"/> Driver's licence no. <input type="text"/> Driver's licence state <input type="text"/> Passport no. <input type="text"/> Passport country <input type="text"/> Pension No. (if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/>	
7. Please provide your contact details Home phone no. <input type="text"/> Mobile phone no. <input type="text"/> Work phone no. <input type="text"/> Fax no. <input type="text"/> Email address <input type="text"/>	
8. What is your current address? <input type="text"/> <input type="text"/>	
<p>Our Office accepts payments by Credit Card</p>  	

D. UTILITY CONNECTION SERVICE	
A FREE SERVICE Connecting Your Utilities Has Never Been Easier!	
ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections. ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow.	
A ConnectNow representative will make all reasonable efforts to contact you within One working day of receiving an application. If ConnectNow was unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection is completed. While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service.	
Call me to connect my utilities <input type="checkbox"/> Yes	
ConnectNow Phone: 1300 554 323 Fax: 1300 889 598 Internet: www.connectnow.com.au	
I. DECLARATION	
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 the amounts as specified in Section J.	
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 authorize 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; 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 the Residential Tenancies Bond Authority (e) Refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) Refer to collection agents/lawyers (where applicable)	
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 am aware that I may access personal information on the contact details above.	
If section D is complete please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.	
Applicants Signature <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>

F. APPLICANT HISTORY**9. How long have you lived at your current address?**Years Months **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?
13. How long did you live at this address? Years Months**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?

 G. EMPLOYMENT HISTORY**15. Please provide your employment details**

What is your occupation?

Employer's name (*inc. accountant if self employed or institution if a student*)

Employer's address

Contact name Phone no.

Length of employment Net income?

Years Months

 16. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment Net income?

Years Months

 H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency (person not living with you)**

Surname Given name/s

Relationship to you Phone Number

 18. 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.

 I. OTHER INFORMATION**19. Car Registration****20. Please provide details of any pets:**

Breed / type Council registration / No

 21. Ages of Children**J. PAYMENT DETAILS****Property rental (agent to fill in)**Per week OR per month

First payment of rent in advance

Rental bond (4 weeks rent)

Tenant's share of cost of preparing tenancy agreement

Sub Total

Amount payable on signing tenancy agreement (Cash, Credit Card or Bank Cheque only)

K. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE RESERVATION PERIOD

The Landlord's Agent undertakes:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (d) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Applicant

Date

Signature of Applicant

Date