

# Tenancy Application Form

Noel McFarlane Real Estate  
276 Main Road  
Cardiff NSW 2285

Ph: (02) 4954 0399 Fax: (02) 4956 5573  
Website: www.noelmcfarlane.com.au  
Email: Rebecca@noelmcfarlane.com.au



## APPLICATION CHECKLIST

Please complete this application thoroughly and accurately and ensure that all information is clear to read.

**Checklist:** The following information must be provided in order to process your application. Please ensure you have provided non-returnable copies.

- Proof of Identity (i.e. Drivers Licence, Passport or Birth Certificate)
- Proof of Income (i.e. Two (2) Most Recent Payslips, Current Bank Statement and/or Current Centrelink Statement)
- Proof of Address (i.e. Current Electricity Bill, Phone Bill or Rates Notice)
- Additional Supporting Documents (i.e. Current Rental Ledger, Two Written References, etc)
- All adults who will be residing at the property have completed an application form
- I have read and accept the terms and conditions of this application and I have signed the Declaration

### A. RENTAL PROPERTY DETAILS

1. Address of the property that you would like to rent;

  

If you have a second preference, what is the address;

  

2. Preferred lease commencement date;

 Day  Month  Year

3. Preferred lease term;

 Months

4. Have you inspected this property? If yes, what date?

 Day  Month  Year

5. How did you find out about this property;

- Our Website    Rental List    Signboard  
 Referral    Website    Other

### B. PERSONAL DETAILS

6.  Mr.    Miss    Mrs.    Ms.    Other

Surname

Given Name/s

 

Date of Birth

Contact Number

 

Email Address

Drivers Licence No.

Drivers Licence State

 

Passport No.

Passport Country

 

7. Vehicle Registration No.

8. How many people will occupy the property?

Adults  Children  Ages

9. Do you have any pets?  Yes  No

If so, what type/breed is it?

  

### C. APPLICANT HISTORY

10. What is your current address?

  

11. How long have you lived at this address?

Years    Months

12. Why are you leaving this address?

13. Agent/Landlord details of this property;

Name of Agency or Landlord

Contact Number

Weekly Rent Paid

 \$ 

14. What was your previous address?

  

15. How long did you live at this address?

Years    Months

16. Agent/Landlord details of this property;

Name of Agency or Landlord

Contact Number

Weekly Rent Paid

 \$ 

17. Was the bond refunded in full?  Yes  No

If not, why?

### D. REFERENCES

18. Please provide two references of no relation to you.

Surname

Given Name/s

 

Contact Number

Relationship

 

Surname

Given Name/s

 

Contact Number

Relationship

# Tenancy Application Form

Noel McFarlane Real Estate  
276 Main Road  
Cardiff NSW 2285

Ph: (02) 4954 0399 Fax: (02) 4956 5573  
Website: www.noelmcfarlane.com.au  
Email: Rebecca@noelmcfarlane.com.au



## E. EMPLOYMENT HISTORY

19. Please provide your employment details

Occupation	FT/PT/Casual
<input type="text"/>	
Business/Company Name	
<input type="text"/>	
Employers Name	Contact Number
<input type="text"/>	<input type="text"/>
Length of Employment	Net Weekly Income
<input type="text"/> Years <input type="text"/> Months	\$ <input type="text"/>

20. Please provide your previous employment details

Occupation	FT/PT/Casual
<input type="text"/>	
Business/Company Name	
<input type="text"/>	
Length of Employment	Net Weekly Income
<input type="text"/> Years <input type="text"/> Months	\$ <input type="text"/>

## F. EMERGENCY CONTACTS

21. Please provide a contact in case of an emergency.

Surname	Given Name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Mobile Number
<input type="text"/>	<input type="text"/>
Home Number	Work Number
<input type="text"/>	<input type="text"/>

## G. UTILITY CONNECTION

**DIRECT CONNECT** This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

MAKES MOVING EASY

Electricity	Gas	Internet
Phone	Insurance	

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

**THE ALWAYS ON GUARANTEE** Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

### DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature	Date
<input type="text"/>	<input type="text"/>

## H. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks' rent within 24 hours of my application being approved.

Should I elect not to pay a Holding Deposit within this time, I understand that the Landlord will withdraw the offer to rent the premises and the property will continue to be marketed and offered to other prospective tenants.

Once a holding deposit is paid, the landlord must not enter a residential tenancy agreement for the premises with a different prospective tenant for 7 days after the payment.

If the prospective tenant notifies the landlord that they no longer want to enter an agreement, then the landlord is free to enter an agreement with a different prospective tenant.

If the tenant refuses to enter the agreement, the tenant will forfeit the Holding Deposit to the landlord.

If the tenant does enter the agreement, the fee goes towards the payment of rent.

The Holding Fee is returned to the tenant if the landlord refuses to enter agreement, or the tenant refuses to enter agreement because of a misrepresentation or false statement by the landlord, or the non-disclosure of a material fact by the landlord.

**A Holding Deposit is payable via Bank Cheque or Money Order ONLY, being made out to Noel McFarlane Real Estate.**

Signature	Date
<input type="text"/>	<input type="text"/>

## I. 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 (all pages) 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:

- The owner or Agent of my current or previous residence
- My personal referees and employers
- Any record, listing or database or 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 the properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to/from Bond Authority
- Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- 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 personal information may be accessed on the contact details above.

The applicant acknowledges:

- That the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
- That the terms and conditions were available at the time of applying and these form part of the tenancy agreement.
- A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
- That possession of the property will not take place until the tenancy agreement is signed by the applicant and a security bond and rent in advance is paid.
- That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per the local water supplier. Costs to be calculated on a daily basis.
- That the landlord has the right to increase rent during the term of a fixed tenancy in accordance with the Residential Tenancies Act 2010.
- That the applicant agrees to pay rent via Direct Debit (with the first payment of rent being due one (1) week after signing residential tenancy agreement. Alternatively rent can be paid by bank cheque or money order. Rent cannot be paid in cash into our office.

If accepted for this property, the Applicant/s agree NOT to use the property for any business or commercial use.

I/we acknowledge that the inside of the premise are to be smoke free.

Signature	Date
<input type="text"/>	<input type="text"/>