

# Tenancy Application Form

Property Address:

Applicant Name:



## Bricks & Mortar Real Estate

Suite 6, 86 Henry Street Penrith NSW 2750

Phone: 02 4709 6130

Fax: 02 9057 9028

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**BRICKS & MORTAR**  
REAL ESTATE

# RENTAL APPLICATION FORM

BEFORE COMPLETING THE APPLICATION FORM PLEASE READ THROUGH THE FOLLOWING INFORMATION:



It is a legal requirement that you inspect the property before applying for tenancy.

Have you viewed this property? YES / NO

Date inspected \_\_\_\_\_

We require the following information to be supplied to process your application:

- Photo ID: Passport, Australian Drivers Licence or Proof of Age Card
- Medicare Card
- Bank Card
- Copy of the front page of current Lease
- Copy of your Rental Ledger (if a private rental, a written reference is required)
- Proof of Income: 3 consecutive pay slips
- Proof of Address: e.g. Telephone Bill, Electricity/Gas Account, Bank Statements, Water Rates (PLEASE PROVIDE 3)
- Letter of Employment – Including pay and period of employment
- If you are self-employed include accountant details and previous year's tax return

Should an applicant fail to provide the above information the application **MAY NOT** be processed. If you return the application incomplete or unsigned **YOUR APPLICATION WILL NOT BE CONSIDERED.**

Please note Bricks & Mortar Real Estate reserves the right to accept more than one tenancy application on any one property. Please note that all applications are checked on TICA.

Our office reserves the right to allow for any changes or additions to the above information.

If your application is successful a Reservation Fee of 1 week's rent is payable within 1 day to secure the property. The following is required upon signing the lease:

- 1 weeks rent in advance (in addition to the reservation fee)
- 4 weeks rent for the bond

Please note:

If your property has water usage as part of the arrangement then it is expected that we receive payment no later than 14 days after invoice has been posted out to the tenant.

## PROPERTY DETAILS

Address of Property to be rented: \_\_\_\_\_

Amount of Rent: \$ \_\_\_\_\_ per week

Lease commencement date requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

Term of Lease: \_\_\_\_\_ months

How many people will occupy the property:

\_\_\_\_\_ Adults \_\_\_\_\_ Children

Ages of Children: \_\_\_\_\_

## APPLICANT 1 – DETAILS

Mr  Mrs  Miss  Other: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Driver's Licence No: \_\_\_\_\_

Driver's Licence State: \_\_\_\_\_

Are You a Smoker?  Yes  No

Passport Number: \_\_\_\_\_

Passport Country: \_\_\_\_\_

Medicare Card No: \_\_\_\_\_

## APPLICANT 1 – RENTAL HISTORY

How long have you lived at your current address?

\_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for leaving? \_\_\_\_\_

Current Landlord/Agent: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Amount of Rent paid: \$ \_\_\_\_\_ per week

Was your Bond refunded in full?  Yes  No

If No, reasons why: \_\_\_\_\_

What was your previous address? (if less than 2 years?)

Reason for leaving? \_\_\_\_\_

Amount of Rent paid: \$ \_\_\_\_\_ per week

Was your Bond refunded in full?  Yes  No

If No, reasons why: \_\_\_\_\_

## APPLICANT 1 – EMPLOYMENT HISTORY

Current occupation: \_\_\_\_\_

Type of employment:  Full Time  Part Time  Casual

Employers Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employers Contact Number: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income: \$ \_\_\_\_\_ per  Week  Fortnight

### Former Occupation if employed for less than 12 months

Former occupation: \_\_\_\_\_

Type of employment:  Full Time  Part Time

Employers Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employers Contact Number: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income: \$ \_\_\_\_\_ per  Week  Fortnight

## APPLICANT 1 – REFERENCES

Please provide details of two references per applicant.

1. Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## APPLICANT 1 – VEHICLE DETAILS

Do you own a vehicle?  Yes  No

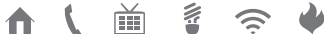
Make: \_\_\_\_\_

Model: \_\_\_\_\_

## 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 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 in relation to the connection of utility services; I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out



## APPLICANT 2 – DETAILS

Mr  Mrs  Miss  Other: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Driver's Licence No: \_\_\_\_\_

Driver's Licence State: \_\_\_\_\_

Are You a Smoker?  Yes  No

Passport Number: \_\_\_\_\_

Passport Country: \_\_\_\_\_

Medicare Card No: \_\_\_\_\_

## APPLICANT 2 – RENTAL HISTORY

How long have you lived at your current address?

\_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for leaving? \_\_\_\_\_

Current Landlord/Agent: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Amount of Rent paid: \$ \_\_\_\_\_ per week

Was your Bond refunded in full?  Yes  No

If No, reasons why: \_\_\_\_\_

What was your previous address? (if less than 2 years?)

Reason for leaving? \_\_\_\_\_

Amount of Rent paid: \$ \_\_\_\_\_ per week

Was your Bond refunded in full?  Yes  No

If No, reasons why: \_\_\_\_\_

## APPLICANT 2 – EMPLOYMENT HISTORY

Current occupation: \_\_\_\_\_

Type of employment:  Full Time  Part Time  Casual

Employers Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_  
\_\_\_\_\_

Employers Contact Number: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income: \$ \_\_\_\_\_ per  Week  Fortnight

### Former Occupation if employed for less than 12 months

Former occupation: \_\_\_\_\_

Type of employment:  Full Time  Part Time

Employers Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_  
\_\_\_\_\_

Employers Contact Number: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_

Net Income: \$ \_\_\_\_\_ per  Week  Fortnight

## APPLICANT 2 – REFERENCES

Please provide details of two references per applicant.

1. Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## APPLICANT 2 – VEHICLE DETAILS

Do you own a vehicle?  Yes  No

Make: \_\_\_\_\_

Model: \_\_\_\_\_

## PET INFORMATION

Do you own a pet?  Yes  No

Please specify details of your pet (including age and breed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PRIVACY DISCLOSURE DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I have inspected the premises and agree to accept the premises in its present condition.

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 acknowledge that should my application for tenancy of the premises be approved, I agree to pay the equivalent of one (1) week's rent to the Landlord's agent as a holding deposit pending the signing of the tenancy documents whereby the holding deposit reverts to the first week's rent. I further acknowledge that an additional week's rent, bond and lease preparation fee will also become payable upon signing the tenancy documents.

I authorise the Agent to obtain personal information from:  
(a) the owner of 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 communicate with the owner and select a tenant

- prepare lease/tenancy documents
- allow organisations/trades people to contact me
- lodge/claim/transfer to/from the Residential Tenancies 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.

### **Print Name/s**

Applicant 1:

Applicant 2:

### **Signature/s**

Applicant 1:

Applicant 2:

### **Date**