



# Sydney

Property Manager

## TENANCY APPLICATION FORM

**Dundas Valley:**

Shop 2, 28-36 Yates Ave, Dundas Valley NSW 2117

**Tel:** 02 8897 5531

**Email:** [info@sydneypropertymanager.net](mailto:info@sydneypropertymanager.net)

**Applicant Name**

**Property Address**

### IMPORTANT INFORMATION

All applicants are required to physically inspect the premises internally before submitting an application.  
One application per adult is required. Unsuccessful applications will be shredded and disposed of by our office within 7 days.

### REQUIRED SUPPORTING DOCUMENTS

**The following documentation is required when submitting your application:**

*(Without these documents, your application will NOT be processed)*

**100 points of ID:**

- (50 pts) Drivers license or Passport
- (30 pts) Medicare card
- (20 pts) Pension/Health care card
- (20 pts) Debit/Credit card

**You must also provide:**

- Current bank statement
- Most recent Pay slip x 3 or Centrelink Income Statement (or both if you work and receive centrelink)
- Current Rental Ledger (if currently renting)
- Car registration papers or recent bill showing your current residence
- If you own your own home: Rates Notice for the property

**If self employed, in addition to the above, please provide:**

- Copy of business registration and ABN
- Profit/Loss statement from Tax Agent
- Most recent monthly business Bank Statement

You can also include any other documents that will support your application.

**The landlord's decision to approve or decline your application will be based on the number and quality of references and documents you provide. Your paperwork will need to demonstrate your ability to pay the rent.**

**Providing as much information and supporting documents and reference will benefit your application.**

### IF YOU ARE APPROVED FOR THE PROPERTY

**If you are approved for the property, you are required to pay:**

**A NON-REFUNDABLE holding deposit - equivalent to 1 weeks rent. This must be paid within 24 hours of approval.**

### FREE UTILITY CONNECTION SERVICE



**MyConnect will contact you to connect your utilities for FREE**



- Yes, Please Contact Me**
- Interpreter required
- OR Tick here to opt out

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

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



1300 854 478 enquiry@myconnect.com.au myconnect.com.au

### HOW DID YOU HEAR ABOUT THIS PROPERTY?

- SIGNBOARD AT PROPERTY
- WINDOW DISPLAY
- REFERRAL
- LOCAL PAPER
- OFFICE
- INTERNET
- OTHER (specify)

## PROPERTY DETAILS

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

2. Rent payable for property: \$ \_\_\_\_\_

3. Preferred: Lease commencement date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lease term: \_\_\_\_ Months \_\_\_\_ Years

4. How many tenants will occupy the property? Adults \_\_\_\_ Children \_\_\_\_ Ages of Children \_\_\_\_

5. Are you a smoker? Yes  No  Social

6. Please provide details of any pets: (Number, Type/Breed etc)

## PERSONAL DETAILS

7. Please provide your details

Mr  Mrs  Ms  Miss  Other

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

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

Car Registration: \_\_\_\_\_

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

Passport No: \_\_\_\_\_ Country: \_\_\_\_\_

Pension Type: \_\_\_\_\_ No. \_\_\_\_\_

Alternate I.D: \_\_\_\_\_ No. \_\_\_\_\_

8. Please provide your contact details

Home Ph: \_\_\_\_\_

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

Work Ph: \_\_\_\_\_

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

## CURRENT SITUATION

9. Do you:  Own (Attach rates notice)  Rent  Other (specify): \_\_\_\_\_

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

11. Why are you leaving this address?

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

Landlord/Agent Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Rental amount: \$ \_\_\_\_\_ per week

Was the bond refunded in full? Yes  No

If no, why? \_\_\_\_\_

## PREVIOUS RENTAL HISTORY

13. Were you the:  Owner  Renter  Other (specify): \_\_\_\_\_

14. Previous Address

15. How long did you live at this address?

16. Why did you leave this address?

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

Landlord/Agent Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Rental amount: \$ \_\_\_\_\_ per week

Was the bond refunded in full? Yes  No

If no, why? \_\_\_\_\_

## EMPLOYMENT DETAILS

18. Please provide your CURRENT employment details

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Employment Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Length at Employment: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths

Income weekly: \$ \_\_\_\_\_

19. Please provide your PREVIOUS employment details

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Employment Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Income weekly: \$ \_\_\_\_\_

## IF SELF EMPLOYED

### 20. Provide the following details if you are self employed

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Business Type: \_\_\_\_\_

Position Held: \_\_\_\_\_

ABN: \_\_\_\_\_

Accountant Name: \_\_\_\_\_

Accountant Phone: \_\_\_\_\_

Solicitor Name: \_\_\_\_\_

Solicitor Phone: \_\_\_\_\_

## PERSONAL REFEREES

### 21. Please provide 2 personal references (not related to you nor friends)

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

Occupation: \_\_\_\_\_

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

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

Occupation: \_\_\_\_\_

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

## PAYMENT DETAILS

Property rental: \$ \_\_\_\_\_ per week

Rent in Advance (2 weeks rent): \$ \_\_\_\_\_

Rental Bond (4 weeks rent): \$ \_\_\_\_\_

Sub Total: \$ \_\_\_\_\_

Less Holding deposit: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

### Holding Deposit

Upon acceptance of your application, you will be required to pay a holding deposit of one (1) weeks rent. Should you decide to later withdraw your application, the full holding deposit will be forfeited.

## DECLARATION/AUTHORITY

I hereby offer to rent the property from the Landlord 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 Landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given on my own free will. I declare that I have inspected the premises and am not bankrupt.

I acknowledge that should I put down a holding deposit before my application has been approved by the Landlord and I later withdraw my application, the full holding deposit will be forfeited to the Agent.

I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence;

Applicant Signature

X

Applicant Print Name

Date

## PRIVACY ACT

The personal information you provide in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisors, referees, other agents and third party operators of tenancy reference databases. The privacy statement explains how the Agent and the Owner use and disclose personal information which they hold about you and the privacy rights you have in relation to that information.

A reference in this privacy statement to:

### How the Owner and the Agent may use your personal information.

The Owner and the Agent may each use your personal information in connection with: Their business, including in connection with; the purchase, development, sale and leasing of land, including this building; the proposed sale of an interest in the Owner or Agent's business; raising finance in connection with the matters specified in paragraph (i); the management of the building and the Owner's portfolio of land; internal reporting; reporting to related entities, financiers and advisors; and direct marketing (such as newsletters); The management and administration of the lease; Processing of application details through a tenancy database.

### Who the Owner and Agent may disclose your personal information to

The owner and Agent may disclose your personal information, if they consider it necessary to do so; If required by law; or to any one or more of the following: their related entities; persons in connection with a proposed sale of an interest in the Owner or Agent's business (including purchasers of the building; any agents engaged by the Owner and notified to you; contractors and service providers involved in the management and maintenance of the building; professional advisors in connection with the lease, the premises or the building; the Owner's financiers; the Owner's Corporation and, if relevant, the building management committee for the building; any of whom may be located outside of Australia; Tenancy Databases (this includes TRA, TICA, NTD any other related Tenancy Databases).

### Your Rights.

You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require. You may request access at any time to personal information which the Owner or Agent hold about you and ask them to correct it if you believe it is incorrect or out of date.

### Privacy Act Acknowledgment

I/we authorize you to give information to obtain information from all credit providers, Landlords, other agents and references named in this application. I/we confirm that I/we have read and understand the Privacy Policy that the lessor/Agent has made available to me/ I/we have been advised that a consumer affairs booklet can be obtained from the Office of Fair Trading or Rental Bond office.

### Applicant Print Name

Applicant Signature

X

Date

(b) My personal referees and employer/s;

(c) Any record of 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 future default database, and to agents/landlords of properties I may apply for in the future.

I am aware that if information is not provided or I do not consent to the uses of 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.