

# THE LEASING Network

## Residential Tenancy Application Form



### The Leasing Network

PO Box 3355, Bateau Bay NSW 2261  
T: 1800 452 052  
E: [info@theleasingnetwork.com.au](mailto:info@theleasingnetwork.com.au)  
W: [theleasingnetwork.com.au](http://theleasingnetwork.com.au)

Applicant Name:

Property Address:

## Identification requirements

The Leasing Network requires the following identification to be submitted along with this application. Should you not be able to provide any of the documents required, please contact our office for further information on substituting any documents.

**Please ensure you provide Min 100 points Identification - at least ONE item from each section is required - Photocopy ALL & bring originals:**

Section 1	Section 2	Section 3		
<input type="checkbox"/> (40) Driver's Licence	<input type="checkbox"/> (30) Latest 3 Pay Slips	<input type="checkbox"/> (30) Previous Tenancy Reference	<input type="checkbox"/> (10) Telephone Account	<input type="checkbox"/> (10) Birth Certificate
<input type="checkbox"/> (40) Passport	<input type="checkbox"/> (30) Current Bank Statement	<input type="checkbox"/> (20) Previous 2 Rent Receipts	<input type="checkbox"/> (10) Electricity Account	<input type="checkbox"/> (10) Medicare Card
<input type="checkbox"/> (40) Proof of Age Card	<input type="checkbox"/> (30) Centrelink Income Statement	<input type="checkbox"/> (20) Home owner MUST SUPPLY a recent rates notice	<input type="checkbox"/> (10) Gas Account	<b>TOTAL POINTS</b> <input type="text"/>
		<input type="checkbox"/> (10) Motor Vehicle Registration	<input type="checkbox"/> (10) Pet rego papers	

## 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. (signature at bottom of page)

## Deposit & Initial Payments

In accordance with section 24 of the Residential Tenancy Act 2010, it is hereby acknowledged that the reservation fee referred to in this application for tenancy form is subject to the following conditions:

1. The applicant is required to pay a reservation fee equivalent to one weeks rent to reserve the premises in their favour for a period of one week.
2. The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decided not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee should be refunded.
4. Should the applicant advise they will not be going ahead then the owner may keep the whole of the fee.
5. During the reservation period, no fee will be taken from another applicant nor will the premises be reserved to another's favour.

<b>Initial holding deposit</b>	1 weeks rent = \$ <input type="text"/> (payable in the form of EFT (Electronic Funds Transfer), Bank Cheque or Money Order)
<b>Bond</b>	4 weeks rent = \$ <input type="text"/> (via RBO)
<b>Advance rent</b>	1 weeks rent = \$ <input type="text"/>
<b>Total</b>	6 weeks rent = \$ <input type="text"/>

The tenant agrees to pay the above charges before possession of the premises are granted.

## Signature

By signing below, I hereby acknowledge that I have read and consent to the

1. <input type="text"/>	1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	2. <input type="text"/>	<input type="text"/>
<b>Print Name/s</b>	<b>Signature/s</b>	<b>Date</b>

Property Details

Address of Property

Rent per Week \$  Lease Commencement Date  /  /

Lease Term  6 mths  12 mths  Other:  I have inspected the property  N  Y - when:  /  /

No. of people that will occupy the property  Adults  Children Any smokers?  No  Yes

Names of ALL occupants (including children)  DOB:  /  /  DOB:  /  /

DOB:  /  /  DOB:  /  /  DOB:  /  /

Pets (specify species, breed & number)

Car Registration + Make & Model

Why is this property right for you?

Personal Details

(Applicant 2)

Title  Mr  Ms  Mrs  Miss  Other:

Full Legal Name

Date of Birth  /  /

Phone Numbers H:  W:  Mob:

Email Address

Drivers Licence

Passport No, State and Country of issue

Employment History

(Applicant 2)

Occupation  F/Time | P/Time | Casual

Current Employer

Contact Person and Phone Number  Ph:

Time at Current Employer and Net Income per week  Years  Months \$  p/w

Employer Address

Previous Employer

Contact Person and Phone Number  Ph:

Time at Prev Employer and Net Income per week  Years  Months \$  p/w

Utilities Connection



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

Lightbulb  Water  Phone  Wi-Fi  TV

**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.



Get in touch: 1300 854 478 enquiry@myconnect.com.au myconnect.com.au

### Rental History

Current Address

Time at Current Residence and Rent Per Week  Years  Months \$  p/w

Current Agent/Landlord

Contact Number

Email Address

Reason for leaving

Previous Address

Time at Prev Residence and Rent Per Week  Years  Months \$  p/w

Previous Agent/Landlord

Contact Number

Email Address

Bond refunded?  Yes  No - why:

Reason for leaving

### (Applicant 2)

Years  Months \$  p/w

Years  Months \$  p/w

Yes  No - why:

### 2 Personal References

1. Full Name

Relationship & Phone  Ph:

2. Full Name

Relationship & Phone  Ph:

### (Applicant 2)

Ph:

Ph:

### Student Details

Place of Study

Course Name & Length  Length:

Financial Support   
(ie. Parents, Centrelink, casual work)

### (Applicant 2)

Length:

### Emergency Contact

Full Name

Relationship to you

Phone

### (Applicant 2)

### Declaration

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 2010. I acknowledge that I will be required to pay rent in advance and a rental bond and that this application is subject to approval from the owner. I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises, accept the property as inspected and am not bankrupt. I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residences, my personal and work referees and 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. By signing below, I hereby acknowledge that I have read and consent to the above.

1.

2.

Print Name/s

1.

2.

Signature/s

Date