

## **Residential Tenancy Application**

Please complete and forward your tenancy application to our office via facsimile on (02) 9810 6432 or alternatively via email to [rentals@harrispartners.com.au](mailto:rentals@harrispartners.com.au)

**Note: For your application to be processed you must provide photocopies of the following documentation:**

- Photo Identification - e.g drivers license, passport.
- Rental ledger or rent receipts – to provide proof of rental payment history
- Medicare Card
- Billing Invoice with your present residential address - e.g bank account, phone/mobile, electricity, gas.
- Proof of Financial Capacity to Support Rental Outgoing – current pay slips, letter from employer on company letterhead to confirm employment and wage/salary package, bank account statement. If self employed, your last tax return or a letter from your accountant. If unemployed a letter from the Department of Social Security confirming your payments.
- Home Owner or Selling a Property – If you own or are selling a home please provide a copy of your council or water rates, or possibly the selling agents details.

**It is imperative that each individual who wishes to occupy the premises if over the age of 18 years of age, complete a separate application form in full.**

**Address of Premises:** \_\_\_\_\_

**Full name:** \_\_\_\_\_ **Sex: M / F** **DOB:** \_\_\_\_\_

**Identification: Passport No:** \_\_\_\_\_ **D/Licence No:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Car Rego:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Phone H:** \_\_\_\_\_ **W:** \_\_\_\_\_ **M:** \_\_\_\_\_ **F:** \_\_\_\_\_

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

**Period At Current Address:** \_\_\_\_\_ **Rent/Owner Occupier** **Rent Paid:** \$ \_\_\_\_\_ **pw/pf/pm**

**Reason For Moving:** \_\_\_\_\_

**Current Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

**Period At Previous Address:** \_\_\_\_\_ **Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Period of Employment:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**If less than 12 months – Previous Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**If self employed – Accountants name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**In the case of an emergency – (next of kin who is not residing with you):** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Please provide two referees who are not relatives:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Number of Occupants**    **Adults:** \_\_\_\_\_ **Children:** \_\_\_\_\_ **Ages:** \_\_\_\_\_

**Pets:** \_\_\_\_\_ **Dog** \_\_\_\_\_ **Cat** \_\_\_\_\_ **If so what breed?** \_\_\_\_\_

**Please note that the permission that an animal be kept on the property is purely at the discretion of the owner and will be noted within the Special Conditions Annexure of the Residential Tenancy Agreement if permitted.**

**Requested Period of Tenancy:** \_\_\_\_\_ **6 months** \_\_\_\_\_ **12 months** \_\_\_\_\_ **Rent:** \_\_\_\_\_ **p/w**

**Proposed Commencement Date:** \_\_\_\_\_

**Preferred Payment Period:** \_\_\_\_\_ **\$** \_\_\_\_\_ **.** \_\_\_\_\_ **Paid Fortnightly** \_\_\_\_\_ **Per Calender Month** \_\_\_\_\_

**Please read and sign this when the Reservation Fee is accepted**

Reservation Fee and Acknowledgement of Reservation Conditions. I hereby Acknowledge; That the Applicant has paid a Reservation Fee of \$ \_\_\_\_\_ equivalent to \_\_\_\_\_ days rent to reserve the premises in favour of the Applicant for a period of \_\_\_\_\_ days (calculated on the basis that on the day reserved is inclusive of one days rent, and subject to a maximum of seven days rent.)

The premises will not be reserved during this period in favour of any other Applicant, and nor will a reservation fee be accepted from any other Applicant. The Reservation Fee will be refunded in full, should the Owner decline the Applicant.

The Reservation Fee will be credited to the Applicant's rent should the Owner accept the application.

In the case that the Applicant revoke their decision to proceed, the Owner may retain so much of the Reservation Fee as is equal to the amount of rent that would have been payable during the period that the premises were reserved. If part thereof, then the remainder of the Reservation Fee shall be refunded to the Applicant.

The Applicant agrees that they have sighted the property internally and externally and accepts the property with the facilities provided.

**Applicants Signature/s:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Agents Signature:** \_\_\_\_\_

**PRIVACY ACT 1988 – COLLECTION NOTICE**

The personal information the prospective tenant provides 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 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 to the Landlord, referees, other agents and third party operators of tenancy reference databases may also be disclosed to the Agent and/ or Landlord.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under the agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and / or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting our agency via email on [rentals@harrispartners.com.au](mailto:rentals@harrispartners.com.au) or by telephone on 02) 9818 3597, or by coming into our office in person located at 404 Darling Street, Balmain.

I hereby accept and acknowledge the terms and conditions contained herein:

**Applicants Signature/s:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---