

# HARRISPARTNERS

## RESIDENTIAL TENANCY APPLICATION

Should there be more than one applicant a separate application form should be completed for each applicant.

Thank you for choosing a **Harris Partners** Property for your new home. Please complete and forward your tenancy application to our office at **404 Darling Street, Balmain** or via facsimile on **(02) 9810 6432** or alternatively via email to [rentals@harrispartners.com.au](mailto:rentals@harrispartners.com.au).

### 100 Points of Identification:

Drivers Licence	40 Points	Wage Advice	20 Points
Passport	40 Points	2 rent receipts	20 Points
Birth Cert.	30 Points	Car Rego Cert.	10 Points
Photo ID	30 Points	Telephone Account	10 Points
Bank statement	10 Points	Electricity Account	10 Points

### PREMISES

Address of premises applied for

### APPLICANT - PERSONAL DETAILS

Full name	Date of Birth
Present address	
Phone: Work	Mobile
Phone: Home	Fax
Email	
Driver's Licence No.	Passport No.

### PERSONAL REFERENCES

Name Referee 1	
Phone: Work	Mobile
Fax	Email
Name Referee 2	
Phone: Work	Mobile
Fax	

### EMPLOYMENT HISTORY

Occupation of Applicant	Date commenced
Employer's name	
Employer's address	
Phone: Work	Email
Previous employer's name	Period of employment
Previous employer's address	
Phone: Work	Email

### EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name	Relation:
Address	
Phone: Work	Mobile
Fax	Email

### TENANCY HISTORY

Name of present Landlord/Agent	
Phone: Work	Email
How long at present address	Current rent paid \$
Name of previous Landlord/Agent	
Phone: Work	Email
Address of previous property	
How long at previous address	Previous rent paid \$

### OCCUPANT(S)/TENANCY DETAILS

Period of Tenancy:	Weekly Rent:
Commencement Date:	Payment Period:
Note: Initial payment must be made via direct deposit or money order. Personal cheques and cash will not be accepted.	
Number of persons who will occupy premises: Adults ..... Children ..... Ages of Children .....	
Pets Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, number and type ..... Smoker(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.	
Signature of Applicant	Date

# APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent and request that pending consideration of my application, the Premises be reserved in my favour.

## RESERVATION FEE CONDITIONS

In accordance with Clause 12 of the Residential Tenancies Regulation 1995, it is hereby acknowledged that the taking of the reservation fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. 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 from ..... to ..... (The reservation fee is calculated on the basis that one day reserved equals one days rent, subject to a maximum of seven days rent).
2. The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential Premises concerned during the reservation period, the whole of the fee will be refunded.
4. If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out the repairs or other work specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.
5. If the prospective tenant decides not to enter into such an agreement and the Premises were not leased or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the Premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee.
6. If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential Premises concerned.

**Details of any repairs or other work to be carried out by the landlord in accordance with condition 4 above:**

.....

.....

**I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.**

**I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of ..... weeks, at a rental of ..... per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.**

I/We, **Inner West Residential Pty Ltd** Trading as **Harris Partners Real Estate**, the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and the accompanying Reservation Fee and agree:

- i. to reserve the Premises for the period and in accordance with the conditions above stated,
- ii. to notify the applicant within the reservation period whether or not the application has been approved,
- iii. and if the applicant has been approved to also prepare within the reservation period a Residential Tenancy Agreement/Lease of the Premises.

## PRIVACY POLICY

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 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 to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy 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 that 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 the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

**Applicant's Signature** ..... **Date** .....

**Real Estate Agent's Signature** ..... **Date** .....

Note: A copy of this document shall immediately after signing be delivered to the applicant for retention.

## OFFICE USE ONLY - DETAILS OF RENTAL

References checked by	Name on Lease:	
Employment	Type of premises:    Furnished Yes <input type="checkbox"/> No <input type="checkbox"/>	Payment Period:
Present Landlord/Agent	Rent per Period:	Lease Term:
Previous Finalised Credit	Commencement Date:	End Date:
References	RTA to be signed on	at ..... am/pm
Notes	<b>INITIAL PAYMENT</b>	
	Rental Bond	\$
	Rent	\$
	Sub Total	\$
	Less Deposit	\$
	Balance Due	\$

## IDENTIFICATION SUPPLIED BY APPLICANT:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Drivers Licence (40 Points) | <input type="checkbox"/> Wage Advice (20 Points)         | <input type="checkbox"/> Passport (40 Points) | <input type="checkbox"/> 2 rent receipts (20 Points)   |
| <input type="checkbox"/> Birth Cert.(30 Points)      | <input type="checkbox"/> Car Rego Cert. (10 Points)      | <input type="checkbox"/> Photo ID (30 Points) | <input type="checkbox"/> Telephone Account (10 Points) |
| <input type="checkbox"/> Bank statement (10 Points)  | <input type="checkbox"/> Electricity Account (10 Points) |   |  |