

# Residential Tenancy Application Form

For you Application to be processed you must answer all questions on all pages (1-3).

## A. AGENT DETAILS

### Skyline Real Estate

3/14 Frenchs Forest Road, Frenchs Forest 2086

Ph: (02) 9452 3444

Fax: (02) 9452 4555

Web: [www.skylinerealestate.com.au](http://www.skylinerealestate.com.au)

Email: [reception@skylinerealestate.com.au](mailto:reception@skylinerealestate.com.au)

## B. PROPERTY DETAILS

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

Postcode

### 2. Lease commencement date?

Day Month Year

### 3. Lease term?

Years Months

### 4. Weekly Rent

\$

### 5. How many people will normally occupy the property?

Adults Children – Ages

## C. PERSONAL DETAILS

### 6. Please give us your details

Mr.  Ms  Miss  Mrs.  Other

Last Name

First Name

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Date of Birth

Driver's Licence Number

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Driver's Licence Expiry Date

Driver's Licence state

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Car Registration

State Registered in

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Passport no.

Passport country

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### 7. Please provide your contact details

Home phone no.

Mobile phone no.

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Work phone no.

Fax no.

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Email address

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### 8. What is your current address?

Postcode

**REAL ESTATE OFFICE USE ONLY**

**SOURCE: AGENT**

PROPERTY MANAGER: \_\_\_\_\_

TENANT ID: \_\_\_\_\_ AGENT ID: \_\_\_\_\_

Application lodged via Internet with Direct Connect

P:1300 664 715 F:1300 664 185 [www.directconnect.com.au](http://www.directconnect.com.au)

## C. FREE UTILITY CONNECTION SERVICE

# myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone: 1300 854 478 Fax: 1300 854 479  
[enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)  
[www.myconnect.com.au](http://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 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.



**Yes, Please Contact Me**



*Tick here to opt out*



### D. APPLICANT HISTORY

9. How long have you lived at your current address?  
 Years  Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$

12. What was your previous residential address?  
  
 Postcode

13. How long did you live at this address?  
 Years  Months

14. Landlord/Agent details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$

### E. EMPLOYMENT HISTORY

15. Please provide your employment details  
 What is your occupation?  
  
 Employer's name (inc. accountant if self employed or institution if a student)  
  
 Employer's address  
  
 Postcode  
 Contact name  Phone number   
 Length of employment  Years  Months Gross/Net Income  \$

16. Self Employment  
 Registered Company Name  
  
 Registered Business address  
  
 Postcode  ABN / ACN No.   
 Website Address  Gross/Net Income  \$  
 How Long in Business  Licence Number   
 One Major Creditor  Phone No.

### F. CONTACTS

17. Please provide a contact in case of emergency  
 Surname  Given name/s   
 Relationship to you  Phone no.

### G. REFERENCES

18. Please provide 2 personal references (not related to you)

1. Surname  Given name/s   
 Relationship to You  Phone no.

2. Surname  Given name/s   
 Relationship to You  Phone no.

### H. OTHER INFORMATION

19. Please provide details of any pets:  
 Breed / type  Council registration / number   
 1.   
 2.

20. Do you own a lawn mower?  
 Yes  No

21. Government Assistance  
 Type of Payment  Fortnightly Payment  \$

22. How did you find out about this property?  
 Newspaper  The Internet  Local Paper  
 Office  Office Window  Sign Board at Property  
 Referral  Other (specify)

23. Are you a smoker? YES  No

### I. CALCULATIONS (OFFICE USE ONLY)

Tenant will be paying Weekly / Fortnightly / Monthly  
 by EFT / Direct Debit from their account

First Payment of rent in advance	\$ <input type="text"/>
Rental Bond	\$ <input type="text"/>
Lease Preparation Fee	\$ <input type="text"/>
Total Owng	\$ <input type="text"/>
Reservation Fee - Deductible if Applicable	\$ <input type="text"/>
<b>Amount payable on signing tenancy agreement (Internet Transfer or Branch deposit only)</b>	\$ <input type="text"/>

### J. SPECIAL INSTRUCTIONS (OFFICE USE ONLY)

• Garden/Lawns	Tenant/ Owner	<input type="text"/>
• Pool	Tenant/ Owner	<input type="text"/>
• Pets	Yes/No	<input type="text"/>
• Inclusions (e.g. furniture, appliances, heaters)		<input type="text"/>
• Other		<input type="text"/>

### K. COMMENTS

**L. RESERVATION**

A Reservation fee will only be accepted upon request by an agent.

The reservation fee (one weeks rent) is to be provided to our office upon acceptance of the application in order to secure the property. (EFT or direct debit only)

In consideration of the reservation fee paid by the applicant/s the landlord's agent acknowledges that:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement:
- b) The whole fee will be refunded if the Landlord decides not to enter into a residential tenancy agreement for the premises for the Reservation period:
- c) If the entering into the agreement is conditional on the landlord carrying out the repairs or other work, and the landlord doesn't carry out the repairs or other work during the specified period, the whole fee will be refunded:
- d) If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder:
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

**M. DECLARATION**

I/we hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord, I/we agree to enter into a Residential Tenancy Agreement.

I/we acknowledge that this application is subject to the approval of the owner/landlord. I/we declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I/we declare that I have inspected the premises and am not bankrupt. I/we authorise the Agent to obtain personal information from:

- (a) The owner or 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I/we give the agent permission to register and record details to any tenancy recording services in relation to our tenancy information if there is an unresolved breach of the tenancy agreement which could have an adverse effect on your ability to obtain future rental accommodation. I/we am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) recover any outstanding debt that has been registered by the court

I/we have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.

I/we have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

I/we have been informed, understand and agree that all future rent payments may be paid via EFT/ Direct Debit or Deposit at my bank branch to Skyline Real Estate bank account. I understand that **CASH AND CHEQUE'S ARE NOT ACCEPTED** in the office.

<b>Tenant Signature</b>	<b>X</b>	<b>Date</b>	
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**N. THE FOLLOWING DOCUMENTS ARE REQUIRED FOR EACH APPLICANT AND FORM PART OF THE APPLICATION**

**REQUIRED INFORMATION (ALL OF THE FOLLOWING)**

- LAST 4 RENT RECEIPTS OR TENANT LEDGER FROM AGENT
- 2 RECENT PAYSLIPS (WITHIN CURRENT MONTH)
- DRIVERS LICENCE/PHOTO I.D
- MEDICARE CARD
- 2 LAST TAX RETURNS (SELF-EMPLOYED)

**ADDITIONAL INFORMATION (ANY 2 OF THE FOLLOWING)**

- WRITTEN REFERENCE FROM AGENT
- PASSPORT
- BANK ACCOUNT STATEMENT
- COPY OF HOME TELEPHONE ACCOUNT, GAS, AND CURRENT MOTOR VEHICLE REGO PAPERS ETC.