



# TENANCY APPLICATION FORM

*Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed.*

*In addition to this application form, we require;*

- *100 points of Identification (should include photographic ID),*
- *Proof of income (i.e 4 most current pay slips, letter of appointment)*
- *Proof of current address (i.e copy of lease or rent receipts)*

## • Location 2065 •

Tel 02 9439 3188 | Fax 02 9439 6032

Suite 209 Habitat Building

11 Chandos Street, St Leonards NSW 2065

Email: [ledaa@location2065.com](mailto:ledaa@location2065.com)

• Investment Portfolio Specialists •



**Location 2065**

**Address:** Suite 209,11 Chandos St, St Leonards 2065

**Phone:** 02 9439 3188

**Fax:** 02 9439 6032

**Email:** ledaa@location2065.com

**Residential Tenancy Application Form**

Please fully complete both sides of this form for your application to be processed.

**1. Property Applying For**

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rent Payable for Property \_\_\_\_\_

Name(s) of other Applicants to Occupy Property \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ID: 16647**

**2. If self-employed, please complete the following**

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

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

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

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

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

A.B.N. \_\_\_\_\_

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

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

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

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

**4. Utility Connection Service**



Phone: **1300 554 323**  
Fax: **1300 889 598**  
Email: **info@connectnow.com.au**  
Internet: **www.connectnow.com.au**

**A Free Service -  
Connecting Your Home Services Has Never Been Easier!**

connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. This is a value-added service independent of your tenancy application - you are not obligated to use connectnow.

If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.

While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

**3. Personal Details**

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Car Registration Number \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No

Pension Type \_\_\_\_\_ No

Home Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

**Please provide a contact number you are available on all day**

Contact number: \_\_\_\_\_

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to Connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at [www.connectnow.com.au](http://www.connectnow.com.au)) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither Connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that Connectnow will be paid a fee by the service provider and will pay a fee to the Agent in respect of the provision of the service provided to me by Connectnow.

**Call me to connect**  **Yes**

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_





**Location 2065**

**Address:** Suite 209,11 Chandos St, St Leonards 2065

**Phone:** 02 9439 3188

**Fax:** 02 9439 6032

**Email:** ledaa@location2065.com

**Tenancy Privacy Statement**

Please fully complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21<sup>st</sup> December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Location 2065 collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

**Address:** Suite 209,11 Chandos St, St Leonards 2065

**Phone:** 02 9439 3188

**Fax:** 02 9439 6032

**Email:** ledaa@location2065.com

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

**PLEASE NOTE:**

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in cash to Location 2065.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

**TENANCY ACCEPTANCE**

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

**UNSUCCESSFUL APPLICATIONS**

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

**SUCCESSFUL APPLICATIONS**

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Location 2065 Partners Real Estate that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

**Signed by the:**

**Applicant** \_\_\_\_\_

**Print Name** \_\_\_\_\_

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

**Witness** \_\_\_\_\_

## RESERVATION OF PREMISES

Subject to the acceptance of this application and in the consideration of the payment of \$ \_\_\_\_\_ the applicant wishes to reserve the premises for 7 days subject to terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgment of this application and the receipts of monies.

Should the owner accept this application the reservation fee will be credited back towards the rent, however should the application be refused then the fee is fully refundable.

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 entire fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent). If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

During the reservation period no fee will be taken from any other application nor will the premises be reserved in another's favour.

### **The Applicant States that;**

- i) The information given in this application is true and correct and this is a fundamental precondition of the owner entering into the Residential Tenancy Agreement.
- ii) He is not bankrupt or insolvent,
- iii) The premises have been inspected and any rental bond And initial payment of rent will be made in cash or bank/building society cheque

\_\_\_\_\_  
Signed:

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

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

### **Tenancy Terms**

Period \_\_\_\_\_ Weeks/Months, commencing on \_\_\_\_\_

Rent is \_\_\_\_\_ p.w

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond \$ \_\_\_\_\_

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

Less Reservation fee (if applicable) \$ \_\_\_\_\_

Total Amount Payable \$ \_\_\_\_\_

Applicant \_\_\_\_\_ Real Estate Agent \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE: If your dispute part or all of the amount specified by the Agent in this itemised account, and if you have been unable to resolve the dispute, you may apply to the Consumer, Trader and Tenancy Tribunal for determination of the matter. By law legal action to recover the amount specified in the itemized account cannot commence until 28 days after it has been served to you.**