



Residential Tenancy Application Form

For your application to be processed you must answer all questions on both pages

A. AGENT DETAILS
ELLEN FORD PROPERTIES PO Box 104 Warners Bay NSW 2282 Mobile: 0408 638 786 Email: infor@ellenfordproperties.com.au
B. PROPERTY DETAILS
1. What is the address of the property you wish to lease? <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> Postcode
2. Lease Commencement Date: <input type="text"/> <input type="text"/> Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year
3. Lease Term <input type="text"/> Years <input type="text"/> Months
4. How many people will normally occupy the premises? <input type="text"/> Adults <input type="text"/> Children <input style="width: 50px;" type="text"/> Ages of children
C. PERSONAL DETAILS

5. Please fill in your details	
Mr <input type="checkbox"/>	Ms <input type="checkbox"/>
Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>
Other <input type="checkbox"/>	
Surname	Given Name/s
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Date of Birth	
<input style="width: 100%; height: 20px;" type="text"/>	
Driver's Licence No.	Licence State
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Passport No.	Passport Country
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Pension No.	Pension Type (If applicable)
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
6. Please provide your contact Details:	
Home Phone	Mobile Phone
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Work Phone	ABN
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Email	
<input style="width: 100%; height: 20px;" type="text"/>	
7. Your Current Address	
<input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 100%; height: 20px;" type="text"/>	

E. APPLICATION HISTORY

8. How long have you lived at your current address?

Years Months

9. Agent/landlord details of this property (if applicable)

Name of landlord or Agent

Landlord or Agents Phone Rent Paid

10. What was your previous residential address:

11. How long did you live at this address?

Years Months

12. Agent/Landlord details of this property:

Name of landlord or Agent

Landlord or Agents Phone Rent Paid

Was bond refunded in full? If not, why not?

F. EMPLOYMENT DETAILS

13. Please provide your employment details and four weeks of payslips

What is your current occupation?

Employers Name (incl. accountant if self employed)

Employers Address:

Contact Name Phone No.

Length of Employment Net Income
 Years Months

14. Please provide your previous employment details

Employers Name (incl. accountant if self employed)

Occupation

Length of Employment Net Income
 Years Months

G. CONTACTS / REFERENCES

ALL PAGES AND SECTIONS OF THIS APPLICATION MUST BE COMPLETED

D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section J.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including all pages) is true and correct and given of my own free will.

I declare that I have inspected the property and that I am not bankrupt.

I authorize the Agent to obtain personal information from:

- a) The owner or the Agent of my current or previous residence;
- b) My personal referee and employer/s;
- c) Any record, listing or database of defaults by tenants;
- d) If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.
- e) I am aware that the Agent will use and disclose my personal information in order to
 - i. Communicate with the owner and select a tenant
 - ii. Prepare lease/tenancy documents
 - iii. Allow tradespeople or equivalent organisations to contact me
- f) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- g) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- h) Refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent can-not provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact de-tails above.

Signature

Dated

15. Please provide a contact in case of emergency:

Contact Name	Phone No.
<input type="text"/>	<input type="text"/>
Relation to You	Address
<input type="text"/>	<input type="text"/>

16. Please provide Two References (not related to you or personally known to you)

Surname	Given Name
<input type="text"/>	
Relation to You	Phone No
<input type="text"/>	<input type="text"/>
Surname	Given Name/s
<input type="text"/>	
Relation to You	Phone No
<input type="text"/>	<input type="text"/>

H. OTHER INFORMATION

17. Car Registration

18. Please provide details of any pets

Breed/type Council registration/number

I. PAYMENT DETAILS

\$ per week

First 2 weeks of Rent	\$ <input type="text"/>
Bond	\$ <input type="text"/>
Amount Payable on Signing	\$ <input type="text"/>

CASH OR BANK CHEQUE ONLY

J. HOLDING PERIOD

Complete this section if you wish to reserve the property for a period of time:

HOLDING FEE HOLDING PERIOD

The Landlord's Agent undertakes:

- (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 does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) The whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to enter into a residential tenancy agreement;
- (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.

Signature of the Landlords agent Date

PRIVACY ACT 1988 COLLECTION NOTICE

We use personal information collected from you for the intentional purpose as well as for security purpose.

We may also use that information to contact you with respect of the property to which it is related, and others that we believe may interest you, and in providing the information you agree to this, unless you advise us differently.

If the information is not provided we may not be able to provide an effective service to you.

Other than the circumstances allowed under the Privacy Act 1988, we do not disclose information of this kind to third parties.

Should the information collected be no longer required we will destroy it unless you advise that you wish to reclaim once it is no longer needed.

You can also correct this information if it is inaccurate, incomplete or out of date.

100 POINT IDENTIFICATION CHECK

Please provide with your application 100 points of identification from the following list

IDENTIFICATION	SCORE	TICK
Passport (only one per applicant)	70	
Citizenship certificate	70	
Birth certificate	70	
Current Bank Statement	50	
Current licence issued under a law (e.g. drivers licence)	50	
NSW Photo Card	50	
Employment ID		
<input type="checkbox"/> ID card issued by employer (name & address)	35	
<input type="checkbox"/> ID card issued by employer (name only)	25	
<input type="checkbox"/> Government Health Care Card (name & address)	35	
Letter from employer (within last 2 years)		
<input type="checkbox"/> Confirming name & address	35	
Rates notice	35	
Credit/debit cards/passbooks (one only per institution)	25	
Medicare card	25	
Membership card		
Club, union or trade, professional bodies	25	
Educational institution	25	

