

Application to Lease - Page 1 of 2

For your application to be processed you must answer all questions, and sign each page.

Flat / Unit / Town-House / Villa / Duplex / House / Other



1/1822 The Horsley Drive, HORSLEY PARK NSW 2175

Tel: 02 9620 2777 Email: rentals@davidsestateagents.com.au

PROPERTY DETAILS

1. Address of property applied for?

1a. Lease term requested?

26 Weeks 52 Weeks Other

Rent per week

\$

2. Requested Commencement Date

/ / 20 or A.S.A.P. Approved YES / NO

3. How many people will occupy the premises ?

Adults Children Ages:

PERSONAL DETAILS (APPLICANT 1)

4. Please give us your details

Mr. Mrs. Ms Miss

Surname / Family Name

Given name/s

Date of Birth

5. Current address

Driver's licence no.

Driver's licence state

Passport no.

Language Spoken

Home phone no.

Mobile phone no.

6. EMPLOYMENT DETAILS: What is your occupation

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name

Phone no.

Length of employment

Net income

 \$ P/W P/F

Years

Months

P/W P/F

DECLARATION (APPLICANT 1)

I declare that the information contained within this application and given by myself is true in every detail. I / We have viewed the premises and agree to sign an agreement on the day nominated.

Signature

Date

 X

Property Manager

ESSENTIAL DOCUMENTS * (Tick all which you can supply)

- * RENT ledger from a previous Agent / Landlord, or
- * RENT receipts from previous tenancy (Properly dated)
- * Drivers Licence for NSW
- * Proof of Income (Such as 3 most recent pay slip)
- * Passport (Must be still current)
- * Photo identification with a recognized ID card
- Birth Certificate (If Licence & Passport is NOT available)
- Council rates of any owned properties
- Electricity and / or telephone and / or gas bill
- Medicare card / Credit card
- Latest bank statement or loan repaid proof
- Other form of information to assist this application

PERSONAL DETAILS (APPLICANT 2)

7. Please give us your details

Mr. Mrs. Ms Miss

Surname / Family Name

Given name/s

Date of Birth

8. Current address

Driver's licence no.

Driver's licence state

Passport no.

Language Spoken

Home phone no.

Mobile phone no.

9. EMPLOYMENT DETAILS: What is your occupation

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name

Phone no.

Length of employment

Net income

 \$ P/W P/F

Years

Months

P/W P/F

DECLARATION (APPLICANT 2)

I declare that the information contained within this application and given by myself is true in every detail. I / We have viewed the premises and agree to sign an agreement on the day nominated.

Signature

Date

 X

Property Manager

Application to Lease - Page 2 of 2

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APPLICANT/S RENTAL / ACCOMODATION HISTORY

10. How long have you lived at your current address

Years Months

11. Why are you leaving this address

12. Agent/Landlord/Owner details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

Have you ever had part/all of your bond withheld by an agent/landlord

YES / NO Amount \$ Rent / Cleaning / Other

DETAILS

Please answer the following questions:

	yes	no
Have you ever been evicted by any landlord or agent ?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused another property ?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent ?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a reason your rent payment may be affected ?	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

13. Email address

14. Car Registration

Make & Model

15. Do you own any **PETS** that will be housed with you? Yes No

Breed/Type Council registration / No.

CONTACTS / REFERENCES

16. Please provide contact of a relative, in case of emergency.

Name & Contact No.

Address:

17. Please provide name & contact number for a person not related to you

Name & Contact No.

Address:

(APPROVAL)

Lease term approved

Commencement date

26 Weeks / 52 Weeks / Other / / 20

I / We agree to sign a lease agreement on

Mon. Tues. Wed. Thurs. Fri. Sat

/ / 20AM / PM

Agreed by Applicant 1

Agreed by Applicant 2

Checked by:

Approved by:

ACKNOWLEDGEMENT

IT IS HEREBY ACKNOWLEDGED THAT;

The Applicant, when approved, will pay **only** by cash or Electronic Funds Transfer a Reservation Fee equivalent to one (1) week rent (the first week's rent) to reserve the premises in favor of the Applicant for a period of seven (7) days (calculated on the basis that one day reserved equals to one day's rent).

The premises will not be let during the Reservation Period, pending the execution of a residential tenancy agreement.

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.

Should the Applicant decide not to proceed, the owner may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved. A refund of the remainder (if any) of the Reservation Fee will be made to the Applicant on a pro-rata basis.

If a residential tenancy agreement is entered into, the Reservation Fee is to be contributed towards rent for the premises.

APPLICANTS DECLARATION

I am of legal capacity (18 years old or more) and declare 'I am not a bankrupt'.

I hereby offer to rent the property from the owner under a lease agreement to be prepared by the Agent. I acknowledge that I will be in attendance to sign a lease agreement on the day and time nominated.

I agree to pay the **rent when due** at all times.

I agree to pay all **future rent** by an agreed method as offered by the landlord's agent, **other than cash**.

I **have inspected** the premises on/...../20.....

and agree to sign a lease agreement prepared by the landlord's agent, in the same condition as inspected.

I declare that I **will allow** the landlord and/or the landlord's agent access for inspections whenever requested as per law, with reasonable notice.

APPLICANT'S PRIVACY AUTHORITY:

I authorise Davids Estate Agents to obtain and use personal information as to my suitability as a tenant, from:

- (a) The owner or Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants;

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.

I 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 tradespeople or equivalent organisations with contact details
- (d) lodge, claim, transfer to or from The Rental Bond Board
- (e) refer to Tribunals or Courts & Statutory Authorities (where applicable)
- (f) refer to debt collection agents or lawyers (where applicable)

I am aware that, if information is not provided or, I do not consent to the use to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises this application refers to and **NOTE** that this **application** always remains the property of Davids Estate Agents.

Applicant 1
X

Applicant 2
X

Property Manager: Date:

(OFFICE USE ONLY)

Payment Details

First **2 weeks rent** in advance \$

+ Rental **Bond = 4 weeks rent** \$

Sub Total \$

Less: Deposit paid (Receipt Number) \$

Amount payable on signing tenancy agreement \$