

TENANCY APPLICATION FORM

CANADA BAY
REAL ESTATE

Canada Bay Real Estate

30 Consett Street, Concord West NSW 2138

(02) 9702 5293 | 0412 371 583 | erojas@canadabayre.com.au

ADDRESS OF PREMISES: _____

How many people will normally occupy the property? Adults Children – (Age/s) _____

Do you have pets? Yes No If so, please provide details type/breed? _____

APPLICANT DETAILS

Applicant 1

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

Date of Birth

Marital Status

Driver's License No.

Passport No.

Mobile Phone No

Home Phone No

Email address

Applicant 2

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

Date of Birth

Marital Status

Driver's License No.

Passport No.

Mobile Phone No

Home Phone No

Email address

Rental Details

Present Address

Postcode:

Years at this Address

Rent

Reason for leaving

Agent

Tel

Rental Details

Present Address

Postcode:

Years at this Address

Rent

Reason for leaving

Agent

Tel

(cont'd) Applicant 1
Address of Previous Premises

	Postcode:
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Years at this Address	Rent

Reason for leaving

Agent	Tel

Previous Rental Details
Address of Previous Premises

	Postcode:
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Years at this Address	Rent

Reason for leaving

Agent	Tel

Employment Details

Employer Name

Occupation

Period of Employment	Tel

If less than 2 years, advise previous employer:

Period of Employment	Tel

(cont'd) Applicant 2
Address of Previous Premises

	Postcode:
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Years at this Address	Rent

Reason for leaving

Agent	Tel

Previous Rental Details
Address of Previous Premises

	Postcode:
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Years at this Address	Rent

Reason for leaving

Agent	Tel

Employment Details

Employer Name

Occupation

Period of Employment	Tel

If less than 2 years, advise previous employer:

Period of Employment	Tel

ANNEXURE

PART A

1. To process this application, you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this annexure may be passed onto the Tenancy Information Centre of Australia in the event of a default occurring.

Upon approval of your application:

- i. Rental Monies - Balance of rental monies payable must be paid in full by BPAY, Cash, Bank Cheque or Money Order.
- ii. Bond Lodgement – You are required to lodge your rental bond using Rentals Bonds Online.

Note: Where the tenancy has more than one tenant, you will need to decide which tenant is going to be the “Principal Tenant” and advise your agent providing an email address, to initiate the Bond lodgement process. The principal tenant, acts on behalf of all tenants and is responsible for registering with Rental Bonds Online & paying the Bond Money to NSW Fair Trading.

Nominated “Principal Tenant” Name

Principal Tenant Email Address

PART B

A) Have you ever been evicted by any landlord or agent? YES ☐ NO ☐ If yes, give details:

B) Have you ever been refused another property by any other landlord or agent? YES ☐ NO ☐ If yes, give details:

C) Are you in debt to another landlord or agent? YES ☐ NO ☐ If yes, give details:

D) Were any deductions made from your rental bond at your last address? YES ☐ NO ☐ If yes, give details:

E) Do you agree not to let your rent fall into arrears? YES ☐ NO ☐

F) Have you ever had to attend the NSW Civil and Administrative Tribunal (NCAT)? YES ☐ NO ☐ If yes, give details:

G) I can confirm I have inspected the property that I am applying for: YES ☐ NO ☐

H) During my inspection of this property I found it to be in a reasonably clean condition: YES ☐ NO ☐

I) If NO, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord’s approval.

PART C

1. When are you able to take possession: _____
2. Are you using Department of Housing Bond: YES ☐ NO ☐

IMPORTANT NOTICE TO APPLICANTS

- Every person over the age of 18 must complete an application and provide references.
- The application must be completed in full, it will not be processed without a copy of the following documents:
 - a. **Rental Ledger Or Rent Receipts** - Showing history of you rental payments
 - b. **Photo Identification** - Drivers License or Passport
 - c. **Proof Of Income** - Pay slip or Employment Contract. If self employed, a letter from your accountant or your tax return. If unemployed, a letter from Department of Social Services confirming your payments.
 - d. **References** - A written rental reference and any other written references. If you have sold your home, provide a copy of your rates notices or water bill and the selling agent's details.
 - e. **A copy of your Visa and right to work in Australia**
- We do not accept transfers of Bonds
- You are responsible to arrange facilities such as electricity, gas and telephone
- The agent reserves the right to deny or accept this application. No further correspondence will be entered into.

RESERVATION OF PREMISES

- ☐ Subject to the acceptance of this application and in the consideration of the payment of a deposit, the applicant wishes to reserve the premises, subject to the terms and conditions set out in this form and any subsequent Residential Tenancies Agreement. This form acts as acknowledgement of this application and the receipt of monies.
- ☐ If the applicant advises that he/she does not wish to take the premises, then the deposit will be NON REFUNDABLE.
- ☐ During the reservation period no fee will taken from any other applicant nor will the premises be reserved in another's favour.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. If you would like to access the personal information we hold about you, you may contact your Property Manager.

AGENT AUTHORITY

I/We (the applicant/s) here authorise you, as the agent to conduct any enquiry with the Tenancy Information Centre of Australia Pty Ltd and Trading Reference Australia Pty Ltd or any other searches which may verify the information provided by me. I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases. I understand that I am under no obligation to sign this consent form, but in failure to do so may result in my application being refused. I declare the above information is true and correct and has been willingly supplied to assist in the assessment of my application.

Print Name/s

Current Address

Applicant/s Signatures

Date

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

PRIVACY CONSENT AND TERMS: By signing this application form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

You may receive a call from Connect Now regarding connecting the utilities at your new rental property.

OFFICE USE ONLY

Rent: \$ _____ Commencing Date: / / Period _____

First Payment of Rent in Advance \$_____

Less Reservation Fee (if applicable) \$ _____

Rental Bond Payable ONLINE to NSW Fair Trading \$_____

TOTAL AMOUNT PAYABLE \$_____

	Connect Now
	Connect Now – Portal