

# Residential Tenancy Application

Premises applied for: \_\_\_\_\_  
Occupants: \_\_\_\_\_ Adults: \_\_\_\_\_ Children/Ages \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week  
Term: 6 Months ☐ 12 Months ☐ Start Date: \_\_\_\_\_ \*Please note rent is calculated and due calendar monthly  
Smoker: YES / NO  
Pets: \_\_\_\_\_ Type: \_\_\_\_\_ Indoor / Outdoor

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_  
Email: \_\_\_\_\_ Passport No/ Country of issue: \_\_\_\_\_  
Drivers Licence No: \_\_\_\_\_ State: \_\_\_\_\_ Car Registration: \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Lessor/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week  
**Previous Address:** \_\_\_\_\_ Period of Occupancy \_\_\_\_\_  
Lessor/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week

**Current Occupation:** \_\_\_\_\_ Employer/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_ Annual Salary: \_\_\_\_\_ Full Time/ Part Time/ Casual  
Manager: \_\_\_\_\_ Manager Ph: \_\_\_\_\_  
Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Contact Details: (not to be residing with you)**  
Next of Kin - Name \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
**Independent Referee: (not a relative)**  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE SIGN OVER PAGE ALSO**

## PRIVACY

Coogee Real Estate respects the right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act of 1988. Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us. However, the activities of all organisations directly relating to personal information of current or former employees contained in employee records are not covered by the Principles.

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including landlord, employment or personal referees, as well as to trades people, owners' corporation, government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases (TICA Default Tenancy Control Pty Ltd) and to third parties as required by law. Information already held on tenancy reference databases may also be disclosed to us. If the tenant fails to comply with their obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents, and operators of tenancy reference databases (TICA- Default Tenancy Control Pty Ltd). If this information is not provided, we may not be able to process the application and manage the tenancy.

## APPLICATION

I, the Applicant hereby apply for approval by the owner of the premises referred to in this form to becoming the tenant of those premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by Coogee Real Estate, and request that pending consideration of my application the premises be reserved in my favour.

I, the Applicant, do solemnly and sincerely declare that I am not bankrupt or undischarged bankrupt and affirm the above information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy for such premises for a period of \_\_\_\_\_ months, at a rent of \$ \_\_\_\_\_ per week (to be calculated & due calendar monthly) and that the rental to be paid is within my means. I undertake to pay a rental bond in the form of a bank cheque, money order or bank transfer or as requested upon the signing of a Residential Tenancy Agreement.

## HOLDING FEE DISCLOSURE

I/We agree to pay a holding fee of 1 weeks rent under the following conditions:

1. The premises will not be let during the holding period, pending the agreement of a Residential Tenancy Agreement.
2. The whole fee will be refunded if the Landlord does not decide to enter into a Residential Tenancy Agreement for the premises during the holding period.
3. If the applicant decides not to enter into a Residential Tenancy Agreement, and the premises are not let or otherwise occupied during the holding period, the Landlord will retain the holding fee.
4. If a Residential Tenancy Agreement is entered into, the fee is to be contributed towards rent for the premises.

I agree that I have read and understand the above information on the Privacy, Application and Reservation fee & conditions.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_



Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Gas	Phone	Internet	Pay TV
Insurance	Removalist	Truck or van hire	Cleaners	

☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



***This is a FREE service that connects all your utilities and other services.***

We can provide you peace of mind with our Always On Guarantee. Simply connect with one of our leading electricity and gas suppliers, and we guarantee your connections will be ready on the day you move in. Please refer to full terms & conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (even if your telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as agent for the service providers, and to market or promote any of the services listed above. This consent will continue [for a period of 1 year from the date of your execution of this application/until [28] days after you disconnect the last of the services in respect of which Direct Connect arranges for the connection].
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

## RESIDENTIAL TENANCY APPLICATION

### CHECKLIST

1. Before submitting an application the applicant is required to inspect the premises.
2. One application is to be completed per person.
3. Prior to any Tenancy Application being considered, each applicant is required to provide a photocopy of at least **one** document from **each** category listed below.
  - a. Rental ledger, tenancy reference, two recent real estate rent receipts
  - b. Current Australian drivers licence/photo ID, Australian passport
  - c. Visa details/confirmation to accompany non Australian passport
  - d. Current bank statement
  - e. Two most recent pay slips
  - f. Telephone, electricity or gas account
  - g. If you own real estate please provide water or council rates, strata levy
  - h. If self employed please provide business registration ABN, business bank statement, accountant details

4. If an application is approved a holding deposit of one weeks rent is to be paid to Coogee Real Estate within 24 hours\*

*\*This timeframe can be subject to change*

5. A successful applicant will be asked to pay the following upon signing the tenancy agreement:
  - a. **1 months rent in advance (unless otherwise advised or requested)**
  - b. **4 weeks rent as bond**

*\* Please ensure you have completed and signed the back page \**

I confirm the following:

I have inspected the property located at:

\_\_\_\_\_

During my inspection on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ the property was found to be in a satisfactory condition.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_