



TENANCY APPLICATION FORM

Property applied for: _____

Rent per week: \$ _____ Total no. of occupants: _____

Length of Tenancy: _____ months Tenancy to commence: ____/____/____

Applicant:

Family Name: _____ Other Names: _____

Date of Birth: _____ Email: _____

Mobile: _____ Work: _____ Home: _____

Driver's License No: _____ Vehicle registration No. _____

Pets: Y/N Smoker: Y/N No. of Children: _____ Age of Children: _____

1. EMPLOYMENT REFERENCES:

Net weekly income: _____ (Self-employed / Student / Housewife)

Name of Company: _____ Contact Person: _____

Position: _____ Length of employment: _____

Phone: _____ Fax: _____

If employed there for less than 6 months, previous employer: _____

Phone: _____ Length of employment: _____

2. AGENT/LANDLORD REFERENCES:

Name of current Real Estate agency / Landlord: _____

Contact: _____ Phone: _____

Address of premises rented: _____

Length of occupancy: _____ Rent per week: _____

If sharing, was your name on the lease: Yes/ No

Reason of Leaving: _____

Signature: _____ Date : _____



3. OTHER REFERENCES: (Please provide a minimum of TWO(2) references)

#1 Name: _____ Mobile: _____

Relationship: _____

#2 Name: _____ Mobile: _____

Relationship: _____

Emergency contact: _____ Mobile: _____

Relationship: _____

DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor / agent contacting and / or conducting any enquiries and / or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I have inspected the property and am over 18 years of age and have read and understood the contents of this agreement and have competence and capacity to enter into this agreement.

I further confirm and declare that:

1. I wish to rent the above-mentioned property, commencing _____/_____/_____ for a period of _____ months at a rent of \$_____ per week and that this is within my means of support.
2. I understand that the week deposit that I pay along with this tenancy application will be fully refunded if the Landlord / Agent does not approve this tenancy application.
3. If the prospective tenant decides not to enter into such an agreement and the Premises were not leased or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the Premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee.
4. If a Residential Tenancy Agreement is entered into the reservation fee is to be paid towards rent for the residential Premises concerned.

We, **NEW MILESTONE PTY LTD** trading as **NEW CITY PROPERTIES**, the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and the accompanying reservation fee and agree:

- i to reserve the Premises for the period and in accordance with the conditions above stated,
- ii to notify the applicant within the reservation period whether or not the application has been approved,
- iii and if the applicant has been approved to also prepare within the reservation period a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicant's signature: _____

Name: _____ Date: _____