

Residential Application Form

For your application to be processed you must answer all questions



A. AGENT DETAILS

Bruce Lyon Real Estate

Address: 8/74 Rawson Street, Epping
Phone Number: (02) 9869 7266
Fax Number: (02) 9868 2679
Email: info@brucelyon.com.au
Web: www.brucelyon.com.au

Property Manager:

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

	Postcode

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

	Postcode

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- | | | |
|---------------------------------|---------------------------------------|--|
| ☐ Newspaper | ☐ The Internet | ☐ Local Paper |
| ☐ Office | ☐ Office Window | ☐ Sign Board at property |
| ☐ Referral | ☐ Other (specify) | |

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 M.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain personal information about me from:

- The owner or the Agent of my current or previous residences;
- My personal referees for this application
- My current and past employers;
- Any person who maintains any record, listing or database of defaults by tenants; and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow trades people or equivalent organizations to contact me
- Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- 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 cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature of Applicant

Date

E. CONFIRMATION

I confirm the following:

- During my inspection of this property I found it to be in a reasonably clean condition.

☐ Yes ☐ No

- 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.

I acknowledge that I am permitted to reside in Australia for the full term of the lease and will provide a copy of any relevant visas.

Visa

Visa Expiry Date

F. APPLICATION

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of

Months, at a rental of \$ per week.

Signature of Applicant

Date



G. APPLICANT HISTORY

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

 Years Months

9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent’s phone no. Weekly rent Paid

 \$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

 Years Months

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

Name of landlord or agent

Landlord/agent’s phone no. Weekly rent Paid

 \$

Was bond refunded in full? If not why not?

H. STUDENT INFORMATION

Place of study

Course Name

Course Length

Student Number

Campus Contact

Contact Number

Course Co-coordinator

Contact Number

J. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

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

Employer’s address

Postcode

Contact Name

Phone No

Length of employment

Weekly Net Income

 Years Months

\$

15. Please provide your previous employment details

What is your occupation?

Employer’s name

Contact Name

Phone No

Length of employment

Weekly Net Income

 Years Months

\$

16. Centrelink Payments (including child support)

K. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname

Given Name/s

Relationship to you

Phone No.

18. Please provide 2 personal references (not related to you)

1. Surname

Given Name/s

Relationship to you

Phone No.

2. Surname

Given Name/s

Relationship to you

Phone No.



L. OTHER INFORMATION

19. Car Registration

Breed/type	council registration/number
1	
2	
3	

M. PAYMENT DETAILS

Property Rental

\$	per week	\$	per mth
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Rental Bond (4 weeks rent)	\$
First payment of rent in advance	\$
Tenants share of cost of preparing tenancy agreement:	\$
Sub Total	\$
Less: deduct Reservations Fee (see below)	\$
Amount payable on signing tenancy agreement (bank cheque or money order only)	\$

Please also note that rent is to be paid in advance at all times.

N. NOTES - OFFICE USE ONLY

O. NECESSARY DOCUMENTS

Before any application will be processed you will need to provide the following documents (if applicable). Please inform your property manager should you not be able to provide the listed documents below.

100 Points of Identification required:	Tick if Supplied	Property Manager Initial
Drivers Licence (40 points)	☐	
Passport (40 points)	☐	
Pay Advice (20 Points)	☐	
Bank Statement (20 points)	☐	
Personal Reference (20 points)	☐	
Reference From Previous Landlord/Agent (20 points)	☐	
Student I.D. (20 points)	☐	
Certificate of Employment (20 points)	☐	
Bank Card (20 points)	☐	
Credit Card (20 points)	☐	
Medicare Card (20 points)	☐	
Birth Certificate (20 points)	☐	
Vehicle Registration Certificate (20 points)	☐	
Telephone Account (20 points)	☐	
Gas Account (20 points)	☐	

P. OFFICE USE ONLY

Personal Reference Checked	☐
Tenancy Database Checked	☐
Employment Checked	☐
Previous Agent/Lessor Checked	☐
Lessor Notified - Approved	☐
Applicant Notified	☐
Property Manager Name	
Signature	Date