

## RESIDENTIAL TENANCY APPLICATION

One Application Per Person over 18

To assist you in ensuring your application is processed in an expedient manner, please return your application to: [nsw@guardianproperty.net.au](mailto:nsw@guardianproperty.net.au) . Alternatively online applications can be made via **1Form** by locating the property online and clicking the “**Apply Now**” button.

- Attach copies of all necessary documentation
- Complete the application in full
- Sign and date the Terms & Conditions on the back page

Failure to complete your application in full and return with required documentation will delay processing and could result in the property being leased to another applicant.

We recommend that you advise your current agent (property owner) that we will be contacting them to confirm details of your tenancy.

Initial rent payments can be made via DEFT (preferred), money order or bank cheque – we **do not** accept cash or personal cheques. Guardian prefers future rental payments to be made via Bpay to ensure monies can be easily identified and allocated to your ledger to avoid any unnecessary issues arising.

To assess your tenancy application, Guardian Property requires the following supporting documents from each of the 3 categories below:

Category	Document Type	Documents
1	Primary Identification	<ol style="list-style-type: none"> <li>1. <b>Drivers License</b> or <b>Proof of Age Card</b> (must show signature)</li> <li>2. <b>Passport or Birth Certificate</b> (should you <b>not</b> have the above)</li> <li>3. <b>Medicare Card/s</b></li> </ol>
2	Rental or Address History	<ol style="list-style-type: none"> <li>1. <b>Tenancy Ledger</b> (from Real Estate Agent)</li> <li>2. <b>Rental Receipts</b> only if private landlord (bank statement showing rental deposits)</li> <li>3. <b>Rates Notices</b> (if home owner)</li> </ol>
3	Proof of Income	<ol style="list-style-type: none"> <li>1. <b>Recent Pay-Slips</b> (two or more preferred)</li> <li>2. <b>If self employed</b> (recent Tax Return or Profit &amp; Loss Statement)</li> <li>3. <b>Centre Link Statement/s</b></li> <li>4. <b>Bank Statement</b></li> </ol>

Please **ensure you sign** and read the Terms & Conditions as part of your application.

# Residential Tenancy Application



## Property Details

Application Address			
What date did you inspect the Property?			
Weekly Rent \$	Bond (equivalent to 4 weeks rent) \$		
Preferred Commencement Date		Preferred Lease Term	
Adults	Children	Vehicles	Pets

## Personal Details

Full Name	Sex	Male / Female	
Date of Birth	Smoker	Yes / No	
Drivers Licence	State Issued	Expiry	
All Day Phone/Mobile	Home/Work Phone		
Email			
Current Address			
Emergency Contact			
Relationship		Phone	
Contact Address			

## Other Occupants

Number of other Occupants		
Name	Age	On Lease?
Name	Age	On Lease?
Name	Age	On Lease?
Name	Age	On Lease?
Name	Age	On Lease?

## Vehicles

Primary Vehicle	Make	Registration
Other Vehicle		

## Current Address

Current Address	
Occupancy Length	Weekly Rent
Agent/Landlord	
Email	Phone
Reason for Leaving?	

## Previous Address

Previous Address	
Occupancy Length	Weekly Rent
Agent/Landlord	
Email	Phone
Reason for Leaving?	

**Other Details**

Applications pending on other properties?
Has your tenancy ever been terminated?
Are you in debt to another landlord or agent?
Deductions ever taken from your Bond?
Anything affecting future rental payments?
Are you registered for Social Housing
Do you currently own a property?

**Current Employment**

Company Name		
Company Address		
Industry	Position/Occupation	
Manager	Phone	
Email		
Nature of Employment	Part time / full time /contractor /casual / not employed / self-employed / student	
Length of Employment		
From Date	To Date	
Annual Salary \$	Net Monthly \$	Net Weekly \$

**Previous Employment (If Current employment is under 12 months)**

Company Name		
Company Address		
Industry	Position/Occupation	
Manager	Phone	
Email		
Nature of Employment	Part time / full time /contractor /casual / not employed / self-employed / student	
Length of Employment		
From Date	To Date	
Annual Salary \$	Net Monthly \$	Net Weekly \$

**Additional Income**

Centrelink Payments	Net Weekly:
Other Income	Net Weekly:
Other Income	Net Weekly

**Pets**

Type/Breed	Age	Reg No
Type/Breed	Age	Reg No

**References (Cannot be relatives, partner or other applicants)**

Referee Name	Phone	Relationship
Email		
Referee Name	Phone	Relationship
Email		
Referee Name	Phone	Relationship
Email		

## Utility Connection



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost!

We will contact you within 24 hours to confirm.

**Ph: 1300 850 360      Fax: 1300 661 160**

ELECTRICITY | PHONE | GAS | INTERNET | PAY TV

### DECLARATION:

I consent to the disclosure of this page of the Tenancy Application Form to On The Move for the purpose of contacting me with regards to services related to moving home.

I acknowledge that neither the Agent nor On The Move accept any responsibility for the delay in, or failure to arrange or provide for any connection or disconnection of a utility, or for any such loss in connection such delay or failure.

I acknowledge that the Agent and On The Move may receive a benefit in relation to any services organise.

By signing this application form, I acknowledge that I am the client or have obtained permission from the client to be contacted by On The Move.

### Terms & Conditions

By signing below, I acknowledge that I have read, understood and agree with the following Terms & Conditions.

I acknowledge that the agent in question cannot confirm that any phones lines to the property are operable or able to be reconnected and that it is my responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line.

I agree to provide proof of income as part of this Application such as recent income verification pay slips, accountant letter or Centrelink statements.

Upon approval of a tenancy application, a holding deposit equivalent to two (2) weeks rent will be required. The property is taken off the market when this has been paid to Guardian Property. Should you decide to withdraw your application after payment has been made then the equivalent of one (1) weeks rent will be forfeited to the Landlord.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require me to pay the two (2) weeks rent as a holding deposit within 24 to 48 hours of acceptance, to peruse the terms of the General Tenancy Agreement and upon acceptance of the same, execute all relevant documents and facilitate payment for any applicable monies (bond).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and I understand that all Federal Privacy Act requirements will be adhered to by the Agency.

Tenancy databases are used to protect a property owner's investment. Guardian Property use TICA to check the rental history of all applicants. If you are listed on a tenancy database that we use, we are required by law to let you know and provide you with the contact details of the database operator so you can find out information about your listing. If you would like more information about tenancy database laws please visit [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) or call 13 32 20.

I consent to my information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include, however are not limited to, tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information. The agreement, should it commence is a contract between the lessor and the tenant and as such, personal information will be passed on to the lessor as the owner of the property.

I understand that should my application be denied by the lessor, that there is no legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of within 4 weeks in accordance with the Privacy Act guidelines. (If you would like a copy of the agency privacy policy, please request one from our staff).

Name of Applicant

Signature

Date: