

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

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?

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

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move Promise
- There is no obligation to proceed with connection

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** On The Move may need to disclose personal information to utility companies to arrange your services. On the Move and Guardian Property may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: www.onthemove.com.au/legal-and-privacy. Standard connection fees may apply.

No, I will connect my utilities of my own accord.

Unless I have otherwise indicated, I consent to the disclosure of this application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my utility services. I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that Guardian Property does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Guardian Property, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.



We guarantee that your electricity and gas will be connected on your agreed move-in date*.

*Terms and conditions apply. Full details at onthemove.com.au/on-the-move-promise-terms-and-conditions

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 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: