



汎利行

APPLICATION FOR TENANCY – RESIDENTIAL

MUST FILL IN ALL (USE BLOCK LETTERS):

PREMISES APPLIED FOR: \_\_\_\_\_ | CARSPACE/GARAGE NO: \_\_\_\_\_
FULL NAME: Mr/Mrs/Miss/Ms: \_\_\_\_\_
DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ | PHONE: \_\_\_\_\_ | EMAIL: \_\_\_\_\_
PRESENT ADDRESS: \_\_\_\_\_
EMPLOYER'S NAME: \_\_\_\_\_ | OCCUPATION: \_\_\_\_\_
EMPLOYER'S ADDRESS: \_\_\_\_\_, PHONE: \_\_\_\_\_, HOW LONG? \_\_\_\_\_
PERSONAL REFERENCES: (1) \_\_\_\_\_ PHONE: \_\_\_\_\_, (2) \_\_\_\_\_ PHONE: \_\_\_\_\_
IN CASE OF EMERGENCY: NAME: \_\_\_\_\_, RELATIONSHIP: \_\_\_\_\_, PHONE: \_\_\_\_\_
DRIVER LICENCE No.: \_\_\_\_\_ | STUDENT CARD No.: \_\_\_\_\_ | PASSPORT No.: \_\_\_\_\_
ADDRESS OF FRIEND OR RELATIVE: \_\_\_\_\_, PHONE: \_\_\_\_\_
OTHER PEOPLE WHO WILL ORDINARY LIVE AT THE PREMISES. PLEASE LIST BELOW (PEOPLE WHOSE NAME IS NOT ON THE LEASE):
(1) NAME: \_\_\_\_\_ AGE: \_\_\_\_ PHONE: \_\_\_\_\_, (2) NAME: \_\_\_\_\_ AGE: \_\_\_\_ PHONE: \_\_\_\_\_
ADDRESS OF LAST OR PRESENT PREMISES RENTED: \_\_\_\_\_
NAME OF PRESENT LANDLORD/AGENT: \_\_\_\_\_, PHONE: \_\_\_\_\_
DO YOU HAVE PET/S?  YES  NO (IF YES: WHAT KIND? \_\_\_\_\_, WHAT BREED? \_\_\_\_\_, WHAT SIZE? \_\_\_\_\_, HOW MANY? \_\_\_\_)

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

---- APPLICATION ----

Once you have filled out the Application for Tenancy, the Applicant must also be accompanied by 'supporting documents', See the back of this page. No application will be accepted until all details have been verified by Trading Reference Australia. Friendly Properties Pty Ltd is not obliged to provide applicants with reasons should this application be unsuccessful. If You Are Approved – when you are notified that you have been approved, we will arrange a time for you to come and sign the Residential Tenancy Agreement at the Office. All parties to the agreement must attend and sign the Residential Tenancy Agreement. An appointment must be made to sign the agreement within 24 hours of approval and the commencement date of the Residential Tenancy Agreement. Documents Required – In order for the landlord to assess your application and your suitability as a tenant for the property, it truly helps to provide as much information as possible, and therefore providing us with copies of documents which listed at the back of this page will be beneficial and expedite the whole process. If any time you have questions please email your questions to – fppl@bigpond.net.au and you will be contacted.

Please note the following important points:-

- 1. Your application will not be processed if this application is not fully completed, signed and compulsory documents attached. A holding Fee equivalent of 1 week rent will be required once your application has been approved.
2. Rent is paid on a weekly, fortnightly and monthly basis by internet transfer or pay to bank nominated by the Agent.
3. A separate application is approved; you will be required for each applicant over 18 years of age.
4. If the applicant is approved, you will be required to provide either a Bank Cheque or Money Order or Direct Transfer for rental bond and the first 2 weeks rent.
5. Photocopying can be provided at a cost of \$0.50 cents per page. The application and all documents can be sent by email to – fppl@bigpond.net.au

---- HOLDING FEE & ACKNOWLEDGMENT OF HOLDING FEE CONDITIONS ----

I \_\_\_\_\_ the applicant for \_\_\_\_\_ acknowledge

- 1. I accept that my application has been approved by the Landlord/Agent and have a HOLDING FEE of \$ \_\_\_\_\_ equivalent to \_\_\_\_\_ days rental. This amount will be credited towards the payment of rental once the Residential Tenancy Agreement has been signed.
2. If the applicant decides NOT to proceed with the leasing of the subject property, the full holding deposit SHALL be forfeited to the Owner of the premises and also agree to pay the Agent \$80 should all the lease related paperworks have been already prepared by the Agent.

---- 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 Applicants identity, to process and evaluate the Applicant 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 the other parties including the landlord, referees, 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 obligation 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 above email address. 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.

I, the Applicant will accept the property in the condition as sighted on inspection.

My email address is \_\_\_\_\_. The Applicant acknowledges that should the applicant be successful, it shall be the tenant's responsibility to insure for Contents Insurance, (i.e. Tenant's Personal belongings) this is NOT covered by any insurance policy that the Landlord has and it is prudent for you to arrange your contents insurance. Would you like to receive a quotation of CONTENT'S INSURANCE – Email: Anthony@watkinstaylorstone.com.au for more information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Real Estate Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY

Please tick the appropriate type:-

TYPES OF PREMISES: 1 2 3 4 Studio | PARKING: Yes No | UNFURNISHED FURNISHED
 APARTMENT |  UNIT |  HOUSE |  TOWNHOUSE |  VILLA |  DUPLEX |  TERRACE |  SEMI-HOUSE |  CARSPACE |  GARAGE |  STORAGE

NEW LEASE START FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ FOR \_\_\_\_ WEEKS/MONTH AT RENT \$ \_\_\_\_\_ PER WEEK/PER MONTH. TO BE SIGNED ON \_\_\_\_/\_\_\_\_/\_\_\_\_ AT \_\_\_\_: \_\_\_\_AM/PM.

INITIAL PAYMENT – to be paid upon signing the new lease MUST PAID by BANK CHEQUES OR MONEY ORDER OR DIRECT TRANSFER (NO PERSONAL CHEQUES OR CASH ACCEPTED):

Rental Bond – 4 weeks rent \_\_\_\_\_ \$ \_\_\_\_\_ (Make Payable to: RENTAL BOND BOARD)
Two Weeks rent in advance (@\$ \_\_\_\_\_) \_\_\_\_\_ \$ \_\_\_\_\_
Less Deposit (if Paid) \_\_\_\_\_ \$ \_\_\_\_\_

Upon signing the New Lease total amount \_\_\_\_\_ \$ \_\_\_\_\_ make payable to: FRIENDLY PROPERTIES PTY LTD

N.B. A copy of this document shall immediately after signing be delivered to the Applicant for retention.



汎利行

**Tenancy Applications Identification**  
**Points Check List**

All the Tenancy Applicants must be over 18 years old and have to produce sufficient identification, which add up at least 80 points before any Residential Tenancy Application is being considered. All documents provided MUST be original copies no photocopies are accepted. If you can not provide any of the identifications listed below please tell the Agent before filling in the Application Form (at the back of this Page).

**35 POINTS :-**

- Current Driver License -----
- Current Passport -----
- Current Proof of Age Card with Photo -----
- Current Identity Card with Photo -----

**The Applicant MUST produce atleast one of the above**

Sub-Total:

**25 POINTS :-**

- Previous Agent Reference Letters -----
- Previous Rental Payment Ledger -----
- Previous Tenancy Agreement -----
- Employer’s Reference Letters -----
- Parent’s/Guardian’s Reference Letter (Students) -----
- Current Payslip -----

Sub-Total:

**20 POINTS :-**

- Birth Certificate -----
- Current Student Card -----
- Valid Pension Card -----
- Valid Medicare Card / Health Care Card -----
- Recent Bank or Credit Cards Statements -----
- Recent Telephone/Electricity/Gas Accounts Bills -----
- Current Council Rates or Water Rates Notices -----

Sub-Total:

**TOTAL POINTS:**

Other Reference can be provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_