



## Residential Tenancy Application Form

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification. A separate application form must be completed for each tenant over the age of 18 years.

**1. Each applicant must provide at least 100 points.**

- Current driver's licence / Passport / Proof of age card ( 40 points )
- Tenant ledger / Most recent four rent receipts ( 40 points )
- Medicare card / Credit Card ( 10 points )
- Bank Statement / Utility account ( 10 points )

**2. Application must be submitted to the Century 21 Total Real Estate by 2 P.M. the following Monday**

**3. Once the application has been approved, A holding deposit must be paid within one(1) working day:**

- a. **By post, at P.O.BOX 1111 Eastwood, NSW 2122**
- b. **To the century 21 Eastwood office, at Level 3, 33-43 Rowe Street Eastwood, NSW 2122**
- c. **Into the following bank account**  
Account name: Century 21 Total Real Estate  
Bank: Macquarie Bank BSB: 182 222 Account No: 303198824

**THE PROPERTY WILL NOT BE SECURED UNTIL WE RECEIVE A DEPOSIT.**

**4. Residential tenancy agreement must be signed within 7 days after approval.**

**5. All rental payment will be collected by DEFT payment system except for the first payment (pleases refer to [www.deft.com.au](http://www.deft.com.au))**

**6. Free utility connection service is available through our office**

Suite 8, Level 3 / 33-43 Rowe Street Eastwood NSW 2122

Tel : 9874 8888 Fax : 9874 4588

[info@century21eastwood.com.au](mailto:info@century21eastwood.com.au)

[www.century21eastwood.com.au](http://www.century21eastwood.com.au)

**Property Details**

address of property		
length of tenancy months	rent per week	commencement date

**Applicant Details**

name		email	
address			
home phone	work phone	mobile phone	
drivers licence number	date of birth	number of vehicle	
passport number	country of issue	motor vehicle registration	
number of occupants	number of children	age of children	

**Current Rental details**

address		
current rent \$ per week	period of occupancy months	reason for leaving
agent/landlord	contact number	

**Previous Rental Details**

previous address		
rent	period of occupancy	reason for leaving
agent/landlord	contact number	

**Current Employment Details** (if less than 6 months please complete previous employment details)

current employer(company)		
contact name	contact number	your position
length of employment	net income per week	full time or part time

**Previous Employment Details**

previous employer(company)		
contact name	contact number	your position
length of employment	net income \$ _____ per week	full time or part time

**Self Employment Details (if applicable)**

company or business name		
business address		
business type	accountant name	contact number

**Student Information**

place of study	course name	course length
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**Emergency Contacts**

name	relationship	contact number
address		

**References (not relatives)**

name	occupation	contact number
address		
name	occupation	contact number
address		

**Office use only**

Item		✓	Initial
Rent	\$		
Bond	\$		
Other	\$		
<b>Total</b>	\$		
Less Deposit	\$		
Owing	\$		

Item	✓	initial
Personal Reference Checked		
Tenancy Database Checked		
Employment Checked		
Previous Agent/Lessor Checked		
Lessor Notified - Approved		
Applicant Notified		

**Reservation fee**

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received

- A Holding Fee may only be requested following approval of the application by the landlord
- A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant.
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee.
- A Holding Fee should be attributed to rent upon the tenancy commencing

The Applicant agrees to pay a Holding Fee of \$ \_\_\_\_\_.

The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

**Privacy Disclosure Statement**

We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia(TICA), National Tenancy Database (NTD) and/or Trading Reference Australia(TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

**I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_