

RESIDENTIAL TENANCY APPLICATION FORM



With your application you MUST provide PHOTOCOPIES of the following documents: If we are required to make copies for you, we will charge \$1.00 per page, which is non-refundable.

Please tick (✓) all documents you are providing. All documents must have your name on it.

Forms of identification (2 at least)

- | | | |
|--|--|--|
| <input type="checkbox"/> Drivers Licence | <input type="checkbox"/> Passport | <input type="checkbox"/> Medicare Card |
| <input type="checkbox"/> Current Credit/Debit Card | <input type="checkbox"/> Birth Certificate/Proof of Age Card | |

Rental Ledger/Rent Receipt (must be provided if currently renting)

- | | |
|--|---|
| <input type="checkbox"/> Rental Ledger from Landlord/Agent | <input type="checkbox"/> Front page of current Residential Tenancy Agreement. |
|--|---|

Proof of income (2 at least)

- | | | |
|---|---|---|
| <input type="checkbox"/> 3 Pay slips | <input type="checkbox"/> Centrelink statement | <input type="checkbox"/> Bank statement |
| <input type="checkbox"/> Letter from employer (stating income length of employment) | <input type="checkbox"/> Self employed - provide details from your accountant | |

Confirmation of current residential address (2 at least)

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Phone/Mobile | <input type="checkbox"/> Utilities Bill (Gas/Electricity) | <input type="checkbox"/> Credit Card Statement |
|---------------------------------------|---|--|

If you own your own home or are selling

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Council Rates | <input type="checkbox"/> Water Rates | <input type="checkbox"/> Selling Agents Details |
|--|--------------------------------------|---|

If you are a student

- | | |
|---|--|
| <input type="checkbox"/> Current University acceptance letter (must be provided). | <input type="checkbox"/> If a parent or guardian will be supporting you with rental payments we must receive a completed application form also and a letter from them stating they will be your guarantor. |
|---|--|

How did you find out about this property?

- | | | |
|--|---|--|
| <input type="checkbox"/> Rental List / Local Agent | <input type="checkbox"/> Internet other | <input type="checkbox"/> For lease board |
|--|---|--|

IMPORTANT NOTICE TO APPLICANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquires as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquires.

- Cooper and Cooper Property Management do not take any responsibility for applications emailed to our company. Applicants should phone the office on (02) 4229 8233 to confirm emailed applications have been received. Ideally applicants should hand their applications directly to our office in person.
- If you are in a shared arrangement, all applicants must complete an application form.
- Applications that are incomplete will NOT be processed. If you have any questions whilst completing the form, please contact our office.
- The application form will take a maximum of 48 work hours to be processed, provided all documentation has been received and the landlord is able to be contacted for final approval.
- The agent on behalf of the owner reserves the right to deny or accept this application.
- The property will remain on the market until an application has been approved and a deposit has been received. If the application is accepted - one weeks rent deposit will be requested to be provided within 24 hours. Cash, Bank cheque or money order payable to Cooper and Cooper Property Management will be accepted. Personal Cheques will not be accepted.

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Property Address applying for:

	State	Postcode
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Tenancy requirements:

Commencement date	Rent per week	Length of tenancy

Applicants full name, address and contact details:

Given name	Surname

Address	State	Postcode
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Home phone	Mobile phone	Work phone

Email address

Date of birth	Drivers license #	Passport #	Passport expiry	Car rego

Current residential details

Current rent	Agent/Landlord	Phone	Length of tenancy

Why are you leaving?

Previous residential details

Current rent	Agent/Landlord	Phone	Length of tenancy

Why are you leaving?

Employment (if self employed please state your accountant)

Employer/Accountant	Position	Length of employment

Contact name	Phone number

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Previous employment

Employer/Accountant	Position	Length of employment
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact name	Phone number	
<input type="text"/>	<input type="text"/>	

University details

Name of course	Length of course
<input type="text"/>	<input type="text"/>
Institute	Advisors name and contact number
<input type="text"/>	<input type="text"/>

Occupancy details

Total number of occupants	Total number of children	Ages of children	Smoker(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Institute	Advisors name and contact number		
<input type="text"/>	<input type="text"/>		

Emergency contact details (must be completed)

Full name	Relationship
<input type="text"/>	<input type="text"/>
Address	Phone number
<input type="text"/> State <input type="text"/> Postcode	<input type="text"/>
Full name	Relationship
<input type="text"/>	<input type="text"/>
Address	Phone number
<input type="text"/> State <input type="text"/> Postcode	<input type="text"/>

References (must be completed)

Full name	Personal/Work
<input type="text"/>	<input type="text"/>
Occupation	Phone number
<input type="text"/>	<input type="text"/>
Full name	Personal/Work
<input type="text"/>	<input type="text"/>
Occupation	Phone number
<input type="text"/>	<input type="text"/>

RESIDENTIAL TENANCY APPLICATION FORM

Please read the following thoroughly.

1. I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those premises on the Terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owners Real Estate Agent.
2. I have inspected the premises & applying for it in its current state, condition & cleanliness.
3. The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquires as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquires.
4. I have inspected the above premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$...... per week.
5. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
6. I consent to the information provided in this application being verified and a reference check on the TICA Default Tenancy Control Database Pty Ltd being undertaken.
7. I, the applicant, solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt, and that the Information provided by me is true and correct.
8. I undertake to pay a rental bond of (4) Four weeks rent, and (2) Two weeks rent in advance by either **Bank Cheque** or **Australian Money Order** upon signing the Residential Tenancy Agreement. A Tenant is not required to pay more than (2) Two weeks rent in advance unless the applicants offer to do so.
9. I agree I have received all **(6) Six pages** of the application form and agree to all the terms and conditions.

NOTE: CASH AND/OR PERSONAL CHEQUES WILL NOT BE ACCEPTED.

PRIVACY POLICY:

The agent is committed to the principles of the Privacy Act 1998 (Cth). All steps are taken to ensure that any personal information collected is protected from un-authorized use.

If you dispute part or all of the amount specified in this statement, and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter.

By law legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

Signature

Date

IMPORTANT NOTE

If a Holding Deposit is to be taken the following conditions are to be inserted (NSW ONLY). Holding Deposit and acknowledgement of holding deposit conditions.

It is hereby acknowledged:

1. That the applicant will pay a holding deposit of \$...... equivalent to one week's rent to reserve the premises in favour of the Applicant for the period of one week only.
2. The tenant can not be asked to pay a holding deposit unless the tenant's application has been approved by the landlord and the holding deposit does not exceed (1) One weeks rent.
3. If the applicant has paid a holding deposit, the landlord can not enter into a Residential Tenancy Agreement for the residential premises with another person within (7) Seven days of the payment of the holding deposit (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord's Agent that the tenant no longer wishes to enter in the Residential Tenancy Agreement.
4. I acknowledge that the holding deposit will be retained by the landlord only if the tenant enters into the Residential Tenancy Agreement or if the Applicant decides not to proceed they in turn forfeit the whole amount of the Holding Deposit.
5. A holding deposit can not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
6. If a residential tenancy agreement is entered into after the payment of the holding deposit, the deposit must be paid towards rent.
7. That the Holding Deposit will be banked into a Trust Account and any refund given will be way of direct Transfer into the Applicant's nominated Bank Account.

Davco Realty Pty Ltd t/as Cooper & Cooper Property Management, acting for the Landlord of the premises, acknowledge receipt of the above Application:

1. To hold the premises for the period of one week and in accordance with the conditions above stated.
2. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

RESIDENTIAL PET APPLICATION FORM

Property Address applying for:

	State	Postcode
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Applicants full name:

Given name

Surname

Given name (2)

Surname (2)

We request the landlord's permission to keep a pet (detailed below) on the premises.

Pets name _____

Type _____ Colour _____

Size _____ Temperament of pet _____

Age of pet _____ Weight _____

I/We agree to comply with the following strict conditions:

- To keep the yard clean and free from animal droppings.
- We will arrange for flea fumigation of the property prior to vacating the premises & carpet steam cleaning.
- We will not allow the animal inside the residence.
- We will repair any damage to the damage to the premises caused by the animal.
- Other than any pet listed above and approved by the owner, we will not keep any other animals of any kind on the rental premises, (even a short term or temporary basis), including dogs, cats, birds, fish, reptiles or any other animals.
- We agree that this agreement is only for specific pets described above and we will not harbour, substitute or "pet sit" any other pet, and we will remove any of the pets offspring within 60 days of birth (should this occur).
- We agree not to leave food or water for the pet outside the premises where it may attract other animals and or insects (pests).
- We agree to abide by all local, city or state laws, licensing & health requirements regarding pets, including vaccinations.
- The pet shall not cause any sort of nuisance or disturbance to neighbours. Noise day or night, must not disturb others. We agree to do whatever necessary to keep our pet from making noise that would annoy others, and we will take steps to immediately rectify complaints made by neighbours or other tenants.
- We agree that should the above work not be carried out, the agent will do so at our expense.

We understand that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet, and is also grounds for further action.

Pet references:

The agency has permission to call any/all of these listed to verify the information given by the tenant.

Vet Name

Phone number

Landlord/Agent

Phone number

Pet emergency care taker:

Full name

Address

Phone number

Signature

Date

