SYDNEY SIDE REAL ESTATE

phone 02 8347 2277
address 429 Gardeners Rd, Rosebery NSW 2018
website www.sydneysiderealestate.com.au
email sales@sydneysidere.com.au
rentals@sydneysidere.com.au

Tenancy application form

Thank you for choosing to apply for a property managed by **SYDNEY SIDE REAL ESTATE**. To help us process your application form quickly, please complete this application thoroughly and note the following important points.

1. This application must be accompanied by the minimum of 100 point identification checklist (see below)
2. If there is more than one applicant, a separate application form is required for each applicant.
3. When this form has been completed, please return along with points identification to our office by scanning and emailing to **rental@sydneysiderealestate.com.au** / or hand deliver to our office at **Sydney Side Real Estate – located at 429 Gardeners Road, Rosebery NSW 2018**

100 POINT IDENTIFICATION CHECKLIST REQUIREMENTS

ESSENTIAL

Last Four Rent Receipts or Tenant Ledger	**40 Points**
Passport and/or Current Visa	**30 Points**
Drivers License	**30 Points**
Photo ID	**20 Points**

PROOF OF INCOME -

Current Payslip, Bank Statement, If self-employed – Tax returns	**20 Points**

ADDITIONAL INFORMATION REQUIRED

Current Motor Vehicle Registration Papers	**10 points**
Written References from Previous Agents	**20 Points**

The following accounts: Electricity, Phone, Mobile, Gas, Birth Certificate & Medicare Card	**10 Points (each)**

IF YOU OWN YOUR OWN PROPERTY YOU NEED TO PROVIDE COUNCIL RATES, LEVY NOTICES OR WATER RATE NOTICES (10 POINTS EACH)

IF YOU ARE NOT ABLE TO MEET ALL THESE REQUIREMENTS PLEASE DISCUSS THE MATTER WITH DANI ON 8347 2277 or 0412 466 737

APPLICANTS ARE REFERRED TO A TENANCY DATABASE COMPANY FOR CONFIRMATION OF ALL DETAILS GIVEN

SYDNEYSIDE REAL ESTATE

phone 02 8347 2277
address 429 Gardeners Rd, Rosebery NSW 2018
website www.sydneysiderealestate.com.au
email sales@sydneysidere.com.au
rentals@sydneysidere.com.au

RENTAL PROPERTY

Property Applied For (Address)

APPLICANTS DETAILS

Title Christian Name Middle Name Surname			Email
Present Address (Street Nº/Name, Suburb, City, State, Postcode) – REQUIRED			
Home Phone Number	Work Number		Mobile Number
Your Date of Birth Your Age Gender i.e. 5/June/1989	Drivers Licence Number	Drivers License Card Number	State of Issue for Licence
Passport Number Country of Issue	Car Registration Number		State of Issue for Car Registration

EMPLOYMENT DETAILS

Employers (Company) Name		
Contact Person/Position	Contact Person's Number (Landline only)	Your Job Position
Wages Per Annum or Per Week	Period of Employment	Employer's Address (Street, Suburb, Postcode)

RENTAL HISTORY

Landlord/Agent Name Reason for Leaving?		How long at these premises	Current Rent $ pw
Contact Person	Landlord/Agent Contact No. (Landline only)	lord/Agent Address Land	
Have you given notice to your Managing Agent Please tick [ ] Yes [ ] No			

OCCUPANCY DETAILS

No. of Occupant who will live in this Property	Number & Ages of Children (if applicable)	Number & type of Pets (if applicable)

PREVIOUS RENTAL HISTORY

Landlord/Agent Name Reason for Leaving?		How long at these premises	Current Rent $ PW
Landlord/Agent Address		Landlord/Agent Office No.	Contact Person

TENANCY REQUIREMENTS (*REQUIRED)

What term of lease would you like? Please tick [ ] 6 months or [ ] 12months	Rental Price Per Week Preferred rental payment Fortnightly or Monthly (please circle)	Date you wish to commence the lease

NOTE: In case of an emergency it is important that we have details of relatives or friends that we may contact on your behalf

EMERGENCY CONTACTS

This person may be MOTHER/FATHER/SISTER/BROTHER/FRIEND

Name	Relationship to You	Daytime Contact Number
Address of Contact Person		

2nd CONTACT DETAILS

Name	Relationship to You	Daytime Contact Number
Address of Contact Person		

OFFICE USE ONLY

Rental: FN / M $_____ Bond Amount: $_____ Commencement Date: _____ Lease Sign Date: _____

Lease Term: _____ Tenant Id Number: _____ Owner's Name: _____

SYDNEY SIDE REAL ESTATE

phone 02 8347 2277
address 429 Gardeners Rd, Rosebery NSW 2018
website www.sydneysiderealestate.com.au
email sales@sydneysidere.com.au
rentals@sydneysidere.com.au

myconnect

- FREE Service
- Choice
- One easy phon e call
- No Obliga on

☐ YES ! I would like myconnect to contact me regarding the connection of my utilities.

ph: 1300 854 478 fax: 1300 854 479

In one quick phone call myconnect will confirm your details and arrange the connection of electricity, gas, water, telephone and internet services as you need them

The myconnect service is free of charge to you. We offer a range of products that are cost effective and suited to your requirements from trusted suppliers.

IMPORTANT INFORMATION

PRIVACY STATEMENT

THIS SECTION ALLOWS US TO SPEAK TO YOUR MANAGING AGENT/LANDLORD OR EMPLOYER WHEN CHECKING YOUR REFERENCES

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact us. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

I the applicant grant permission for Sydney Side Real Estate to use my information for the purpose of processing application in conjunction with the information I have supplied in this application form.

SIGNED BY THE APPLICANT

Applicant's Signature	Print Applicant's Name	Dated

All applicants for tenancy in this office are processed through a point system and therefore would be required to act on the following:-

1. Photo Identification – Passport, Driver's License or Student I.D. Card
2. If you owned your own property, please provide a rate notice as proof eg. Council Rate or Water Rate Notice
3. Supporting proof of income e.g. payslip or employer's letter
4. A Tenant Reference Australia Disclosure Form to be signed for reference checking
5. Bank Statement of funds if a student or self employed
6. If self employed full details of your Accountant with his A.B.N. & A.C.N

CONFIRMATION

I confirm the following:

1. I acknowledge that my application is subject to the landlord's approval.
2. I declare that the information I have provided to be a true record.
3. I consent to the information provided in this application being verified and a reference check on the Trading Reference Australia (TRA) being undertaken.
4. During my inspection of this property that I found it to be in a reasonably clean condition Yes \ No
5. If "No" I believe the following items should be attended to prior to the commencement of my tenancy.

   .....

   .....

   I acknowledge that this is subject to the landlords approval.

IF YOUR APPLICATION IS SUCCESSFUL A HOLDING FEE IS REAUIRED, THE FOLLOWING CONDITIONS WILL APPLY

1. A holding fee will only be accepted once an application has been approved by the landlord. A written confirmation will be sent by the agent to the successful applicant advising this.
2. The holding Fee is equivalent to one (1) weeks rent to reserve the premises in favour of you for the period of seven (7) days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Reservation Fee be received from any other applicant.
4. That should the **Landlord accept your application** and should you not want to proceed with the property after paying a deposit, the landlord may retain the full amount of the holding deposit.
5. The holding fee will be paid towards the initial rent for the premises.
6. The holding fee will be banked into a Trust account and any refund will be given will be by way of EFT.

SYDNEY SIDE REAL ESTATE

phone 02 8347 2277
address 429 Gardeners Rd, Rosebery NSW 2018
website www.sydneysiderealestate.com.au
email sales@sydneysidere.com.au
rentals@sydneysidere.com.au

SYDNEY SIDE REAL ESTATE ACTING FOR AND BEHALF OF THE LANDLORD OF THE PREMISES, ACKNOWLEDGES RECEIPT OF THE ABOVE APPLICATION AND THE ACCOMPANYING RESERVATION FEE AND AGREES.

1. To reserve the premises for the period in accordance with the conditions stated above.
2. Prepare a Residential Tenancy Agreement for the premises