

# APPLICATION FOR TENANCY

**CROLL REAL ESTATE PTY LTD**  
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**BEFORE ANY APPLICATION WILL BE ACCEPTED THE FOLLOWING MUST BE PROVIDED TO THIS OFFICE:**

- PHOTO IDENTIFICATION (Driver's License/Proof of Age card/Passport) **AND**
- Proof of Income (Pay Slip/Employment Contract/Bank Statement)

All sections of this application **MUST** be answered in full & accompanied by supporting documentation and the Privacy Statement signed before this application will be processed. If the information is not provided we may not be able to process your application.

All occupants over the age of 18 years must be named as a tenant on any approved agreement, and complete details for each adult will therefore be required.

Initial payment must be made by bank deposit/internet banking, or money order/bank cheque. Personal cheques will not be accepted.

**PREMISES ADDRESS:** \_\_\_\_\_

## PERSONAL DETAILS

Title:  Mr  Mrs  Ms  Miss  Dr  Other      Date of Birth    \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ Fax: (Work) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License/Passport No: \_\_\_\_\_ Vehicle Registration No: \_\_\_\_\_

Bank/Credit Union/Building Society: \_\_\_\_\_ Branch: \_\_\_\_\_

BSB: \_\_\_\_/\_\_\_\_ Account No: \_\_\_\_\_

## EMPLOYMENT DETAILS

Occupation: \_\_\_\_\_ Casual / Part Time / Full Time

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date commenced: \_\_\_\_/\_\_\_\_/\_\_\_\_ Weekly Income (after tax): \$ \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**TENANCY HISTORY**

Present Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Name of Agent/Landlord: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Length of tenancy: \_\_\_\_\_ Current rent paid: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**IF LESS THAN 12 MONTHS AT CURRENT ADDRESS, PLEASE PROVIDE PREVIOUS TENANCY DETAILS**

Previous Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Name of Agent/Landlord: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Length of tenancy: \_\_\_\_\_ Current rent paid: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**OCCUPANT(S) DETAILS**

Number of persons who will occupy Premises: Adults: |\_\_\_| Children |\_\_\_| Ages of Children |\_\_\_\_\_|

Pets:  Yes  No If Yes, Number: \_\_\_\_\_ Breed/Age: \_\_\_\_\_

Smoker(s):  Yes  No

**DETAILS OF RENTAL**

Rent \$ \_\_\_\_\_ per week, payable  Fortnightly  Calendar Month (choose payment frequency)

Commencing from \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of  6 months  12 months (choose preferred lease term)

**APPLICATION**

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become a 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 owner's Real Estate Agent.

**HOLDING FEES FOR APPROVED APPLICANTS**

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee equivalent to 7 days rent to hold the premises in favour of the Applicant for a period of 7 days from the date of payment.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the Premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards the rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the Premises.

## **ACKNOWLEDGEMENTS**

**I, the Applicant, acknowledge and consent to the Agent verifying employment and tenancy references.**

**I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the information provided in this application is true and correct.**

**I have inspected the Premises and wish to take a tenancy for such Premises as nominated.**

**I affirm that the rental to be paid is within my means, and I undertake to pay a rental bond upon the signing of a Residential Tenancy Agreement.**

Croll Real Estate Pty Ltd do hereby acknowledge and agree that we act for the owner of the named Premises, and if the Applicant is approved for tenancy we agree to prepare within the holding period, if any, a Residential Tenancy Agreement of the Premises.

## **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 Applicant's identity, to process and evaluate the Application 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 to other parties including to the Landlord, referees, other agents, and third party operators of tenancy reference databases. Information already held on tenancy 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 obligations 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 address and contact numbers contained in this application. 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.

## **NOTICE TO PROSPECTIVE TENANTS**

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 enquiries 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 on their own enquiries.

Prior to or at the time of taking up occupancy of the Premises, the Tenant agrees to open utility accounts for electricity and gas (if required) with their preferred supplier, and further agrees to pay all accounts for utilities, telephone/internet and cable television for the duration of the tenancy. The tenant will close all utility accounts and settle any final amounts with the utility providers at the conclusion of the tenancy.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Agent's Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:** A copy of this document shall immediately after signing be delivered to the Applicant for retention.