

APPLICATION FOR TENANCY

Quick Facts:

1. So City Living is able to process your application quickly, please ensure you complete it thoroughly and in full.
2. Your application form must be accompanied by 100 points of identification, one of which must be a copy of your passport or driver's licence. This is required for identification purposes.
3. Along with the 100 points of identification, we also require; proof of your current address and proof of income.
4. If there is more than one applicant a separate form should be completed for each applicant.

Rental Property:

address of property

Personal Details:

name		date of birth
current address		
home phone	work phone	mobile phone
email		driver's licence number
car rego number	passport number	passport expiry date

Personal References:

referee one - name (not related to you)		relationship
home phone	work phone	mobile phone
referee two - name (not related to you)		relationship
home phone	work phone	mobile phone

Emergency Contact:

name		relationship
address		
home phone	work phone	mobile phone

100 Points of Identification Options:

- 40 Points - drivers licence, passport
- 30 Points - birth certificate, photo id
- 20 Points - medicare card, credit card, current wage advice, two previous rental receipts, vehicle rego certificate, banks statement, telephone account, electricity account, gas account

CITYLIVING

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Employment History:

current position	length of employment
employers name (company)	net income (per week)
contact name (manager)	contact's phone
previous employer (company)	length of employment
company name	net income (per week)

Tenancy History:

current landlord/agents name		work phone
mobile phone	rent per week	how long have you lived there?
reason for leaving		
previous address		
previous landlord/agents name		work phone
mobile phone	rent per week	how long have you lived there?
reason for leaving		

Occupancy Details:

number of adults	number of children	age(s) of children
do you have any pets, if yes, what types		do any occupants smoke?

Rental Details:

type of property	furnished (yes or no)	number of car space(s)
rent per week	commencement date	length of tenancy

Initial Costs:

rental bond (four weeks rent)
rent in advance (minimum two weeks rent)
total

Initial Payment:

The initial payment must be made in cash, by direct deposit or bank/building society/credit union cheque or money order. Personal cheques will not be accepted for any reason.
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How did you hear about this rental property?	
cityliving.com.au	rental list
domain.com.au	current city living client
realestate.com.au	sign board
other	

Application & Declaration:

Holding fee:

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 for Tenancy form is subject to the following conditions:

1. If the applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within seven days of the 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 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 one weeks rent of the residential premises.

holding fee	commencement date	length of holding fee
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Repairs or other work requested to be carried out by the landlord:

repairs or other work

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, along with the Residential Tenancy Agreement to be drawn up by the owner's real estate agent.

The applicant acknowledges and consents to City Living verifying personal, employment and tenant history references.

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility?

yes or no	if yes, what date was the application made?
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I, the applicant do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and confirm that the above information is true and correct.

I have inspected the above mentioned property and wish to take a tenancy for such premises for a period of months, at a rental of \$ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of the Residential Tenancy Agreement.

Privacy policy:

The personal information provided in this application by the applicant or collected from third parties is required in order for the agent to verify the applicant's identity and to process the application, as well as manage the tenancy. Personal information on this application about the applicant, along with information collected during the tenancy maybe disclosed for the purposes for which it was collected to other parties including; landlords, referees and other agents, along with third party tenancy reference databases. Information already held on tenancy databases may also be disclosed to the agent and landlord. If the applicant is successful and enters into a Residential Tenancy Agreement and the applicant does not comply with their obligations under that agreement, that fact, along with other relevant personal information collected about the applicant during the tenancy can be disclosed to the landlord, third party operators of tenancy reference databases and 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 contact details supplied on this application. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information requested on this application in not provided in full, 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 the adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets, or such services points located on the property are serviceable, or will otherwise meet the requirements of the tenant, so, tenants must rely on their own enquiries.



signature of applicant	date
signature of agent	date

NOTE - A copy of this application will be served to the applicant for retention on receipt by the agent.