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## **Residential Tenancy Application Form**

### **Please Note:**

- 1. This application must be completed in full for it to be processed**
- 2. Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification**
- 3. A separate application form must be completed for each resident over the age of 18 years**

**Essential documents** (these must be provided before your application can be processed)

- ☐ Current Driver's license/ passport/ proof of age card
- ☐ Pay advise/ Centrelink income statement
- ☐ Motor vehicle registration
- ☐ Utility bill (power, gas, phone, internet)
- ☐ Bank statements (past 4 weeks)
- ☐ Tax return (if self-employed)
- ☐ Council rates notice (if owner of current or previous address)
- ☐ Tenancy history ledger (please ask your current property manager for a copy and attach to your application)

**Supporting documentation** (additional identification to support your application. Please provide at least one from the following list:

- ☐ Previous tenancy agreement
- ☐ Rental bond receipt
- ☐ Pension/ health care card
- ☐ Birth certificate

**Address of property:** \_\_\_\_\_

Length of tenancy:	months	years	Commencement date:
Rent: \$	per week		

Number of occupants that will reside in this premise: \_\_\_\_\_

Number and ages of children (if any): \_\_\_\_\_

### **Applicant 1**

Last Name:	First Name:	Middle Name/s:
Home phone:	Work phone:	Mobile phone:
Date of Birth:	Driver's License Number:	State of issue:
Passport Number:	Number of vehicles:	Rego details for vehicle/s:
Country of issue:	Make and model of vehicle/s listed above:	

### **Current Rental details**

Address:		
Current rent: \$	per week	Number of occupants:
Agent/Landlord:	Current contact number:	Address:
Reason for leaving:		
Did you pay a bond for this property?		
Do you expect to receive ALL or PART of your bond back on vacating the premises?		
If you do not expect to receive all bond monies paid, please list what the bond will be allocated for:		

### **Previous Rental Details**

Address:		
Rent: \$	per week	Number of occupants:
Agent/Landlord:	Current contact number:	Address:
Reason for leaving:		
Did you pay a bond for this property? Yes / No		
Did you receive ALL or PART of your bond back on vacate of the property?		
If you did not receive all or part of your bond back, please list what the bond was allocated to:		

**Current Employment Details**

Company:	Position:
Contact Manager:	Phone Number:
Mobile Number:	Email Address:
Length of employment:	Full time / Part time / Casual
Net Income per week: \$	

**Previous Employment Details**

Company:	Position:
Contact Manager:	Phone Number:
Mobile Number:	Email Address:
Length of employment:	Full time / Part time / Casual
Net Income per week: \$	

**Previous Employment Details**

Company:	Position:
Contact Manager:	Phone Number:
Mobile Number:	Email Address:
Length of employment:	Full time / Part time / Casual
Net Income per week: \$	

**Pets**

Please list all pets/animals that will be residing at the property.

Do you own any pets:	If so, what breed/s:
Number of pets:	Microchip Number 1:
Microchip Number 2:	Microchip Number 3:

**Applicant 2**

Last Name:	First Name:	Middle Name/s:
Home phone:	Work phone:	Mobile phone:
Date of Birth:	Driver's License Number:	State of issue:
Passport Number:	Number of vehicles:	Rego details for vehicle/s:
Country of issue:	Make and model of vehicle/s listed above:	

### Current Rental details

Address:		
Current rent: \$	per week	Number of occupants:
Agent/Landlord:	Current contact number:	Address:
Reason for leaving:		
Did you pay a bond for this property?		
Do you expect to receive ALL or PART of your bond back on vacating the premises?		
If you do not expect to receive all bond monies paid, please list what the bond will be allocated for:		

### Previous Rental Details

Address:		
Rent: \$	per week	Number of occupants:
Agent/Landlord:	Current contact number:	Address:
Reason for leaving:		
Did you pay a bond for this property? Yes / No		
Did you receive ALL or PART of your bond back on vacate of the property?		
If you did not receive all or part of your bond back, please list what the bond was allocated to:		

### Current Employment Details

Company:	Position:
Contact Manager:	Phone Number:
Mobile Number:	Email Address:
Length of employment:	Full time / Part time / Casual
Net Income per week: \$	

### Previous Employment Details

Company:	Position:
Contact Manager:	Phone Number:
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Length of employment:	Full time / Part time / Casual
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## Pets

Please list all pets/animals that will be residing at the property.

Do you own any pets:	If so, what breed/s:
Number of pets:	Microchip Number 1:
Microchip Number 2:	Microchip Number 3:

## Confirmation

### I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition. ☐ Yes ☐ No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.

4. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.

### Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week.

I undertake to pay the monies detailed below to Amanda Johnson Realty upon signing the Residential Tenancy Agreement.

### Statement of costs:

**Rental Bond** (four weeks rent) \_\_\_\_\_

**Rent in Advance** (two weeks rent) \_\_\_\_\_

**Total** \_\_\_\_\_

If a holding fee is being paid on the property, the following conditions will apply:

1. A Holding Fee will only be accepted once an application has been approved by the landlord.
2. The Holding Fee of \$\_\_\_\_\_, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.

6. That the Holding Fee will be banked into a Trust Account, therefore refund will only be by EFT.

Amanda Johnson Realty, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree to reserve the premises for the period in accordance with the conditions above stated.

**Applicant 1:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant 1:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_