

Dear Applicant

RE: APPLICATION FORM TO FOLLOW

Thank you for your intention to make application for the property you have viewed.

Please read carefully the Application Form and Tenancy Guide and note that I may wish to visit your current premises. Please fill in the application form with as much detail as possible. Please do not send through without the support documentation as detailed below.

PLEASE SUPPLY

The fully completed and signed application form with references and contact details, please try to ensure your references details have a home and work number and if possible are home owners who have visited your current address or known you for a long time.

An application form

A copy of your drivers license both front and rear as well as your medicare card or a banking card.

A copy of a recently paid bill which shows your current address.

A copy of two recent pay slips or proof of income from whatever source.

A copy of your current ledger to date.

Your current ledger is very valuable and if possible please attach this to your application with details for verification. Please note that if you have not leased a property you may need to show more information which will help establish your ability to pay rent. I will verify all the information you give and will contact you if I need further information. I may also wish to sight the originals.

I will endeavour to visit your current premises if you live in the local area. Please note this is a request that I ask of almost all applicants who live within an area approximately half an hour to an hour drive from my office.

Please contact me once you have the applications completed and other paper work copied and ready to be faxed, emailed or delivered to my office. Please ensure your information is accurate and contact details are obvious and multiple so that I can process your application as quickly as possible.

I look forward to a trusted and professional relationship.

Yours faithfully

Vicki Hurst
Real Estate Agent



Suite D, 39 John Street, Camden NSW 2570
 PO Box 643, Camden NSW 2570
 Phone: (02) 46 55 6716
 Fax: (02) 4655 6165
 Mobile: 0407 663 763
 Email: Vicki.hurst@bigpond.com
 www.vhrpropertylink.com.au

APPLICATION FOR TENANCY

ADDRESS OF THE PROPERTY YOU ARE APPLYING FOR:

APPLICANT DETAILS

TITLE: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>		Date of Birth:	/	/
Full Name:				
Present Address:				
			Post Code:	
Work Phone:	Mobile:			
Home Phone:	Fax:			
Email:				
Vehicle Registration No:	Drivers Licence No:			
Passport No:	Expiry Date:		/	/
Bank or Building Society:	Branch			
BSB:	Account Number:			

PERSONAL REFERENCES

Referee 1 – Name:	Mobile:
Work Phone:	Home Phone:
Email:	Relation to you:
Referee 2 – Name:	Mobile:
Work Phone:	Home Phone:
Email:	Relation to you:

EMPLOYMENT HISTORY

Occupation of Applicant:	Date Commenced:	/	/
Employer’s Name:			
Employer’s Address:			
Refer to:	Post Code:		
Work Phone:	Mobile:		
Fax:	Email:		
Previous employer’s name:			
Previous employer’s address:			
Work Phone:	Mobile:		
Refer to:	Email:		
Period of Employment:	/	/	to / /

EMERGENCY CONTACT – in case of an emergency, relative only and not living with you

Name:	Relation to you:
Address:	
Home Phone:	Mobile
Work Phone:	Email:



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CURRENT TENANCY DETAILS

Name of present Landlord/Agent:	Refer to:
Address:	
Phone:	Mobile:
Fax:	Email:
Period of tenancy:	Current rent paid:
Reason for leaving:	

PREVIOUS TENANCY DETAILS

Address of previous property leased:	
Name of previous Landlord/Agent:	Refer to:
Address:	
Phone:	Mobile:
Fax:	Email:
Period of tenancy:	Rent paid:
Reason for leaving:	

Did you receive your Bond Refunded in full? Yes No if no, please briefly explain why below

OCCUPANT(S) DETAILS

Number of persons who will occupy the premises: Adults.....Children.....Ages of Children.....

Pets: Yes No If yes, please provide further details:

Number of pet/s:.....Age/s:.....Type/s:.....De-sexed: Yes No
 (Note: should your application be successful you will be required to sign a pet declaration)

Smoker(s): Yes No

DETAILS OF RENTAL

Type of premises:
 Furnished or Unfurnished

Rent: \$.....per week. Rent payments must be direct deposit or bank transfer. No cash payments can be made to the agent.

Commencing from / / for a period of.....months

Residential Tenancy Agreement to be signed on/...../.....atam/pm

Details of any repairs or other work to be carried out by the Landlord.....

INITIAL PAYMENT

Rental bond equivalent to four weeks rent..... \$.....
 Rent equivalent to two weeks rent \$.....

Total to be paid and funds cleared prior to the signing of the lease..... \$.....



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OFFICE USE ONLY
 FAX:
 ATTN:
 FROM: Vicki Hurst
 RE: Rental reference required for the applicant as detailed below

APPLICANT NAME:
 CURRENT PROPERTY ADDRESS:
 WEEKLY RENT PAID:.....PERIOD OF TENANCY:.....
 PREVIOUS PROPERTY ADDRESS:
 WEEKLY RENT PAID:.....PERIOD OF TENANCY:.....

The applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I the Applicant do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I the Applicant am in a position to pay the rent required to lease the property. I have read the renting guide and will abide by the terms and conditions of the residential lease agreement and understand that special conditions will be attached to the lease for individual signing.

PRIVACY POLICY

The personal and related 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 inclusive of special conditions 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 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.

Signature of Applicant:

Date: / /

Signature of Real Estate Agent:

Date: / /