



**TENANCY APPLICATION FORM**

Please complete this application thoroughly to ensure a speedy process and response time.

**Please supply 100 points of identification with each and every application provided to One Agency.**

<b>Drivers license</b>	<b>25 points</b>	<b>Birth / Marriage Certificate</b>	<b>25 points</b>
<b>Passport</b>	<b>25 points</b>	<b>wage slips (minimum 2 slips)</b>	<b>15 points</b>
<b>Current rental ledger</b>	<b>10 points</b>	<b>(council/ water rates for current home owners)</b>	
<b>Bank Statement</b>	<b>10 points</b>	<b>Currently utility bill</b>	<b>15 points</b>

RENTAL PROPERTY: \_\_\_\_\_  
 Rent: \$ \_\_\_\_\_ pw                      Length of Tenancy: \_\_\_\_\_ months  
 Commencement Date: \_\_\_\_\_  
 My preferred method of rental payment is:      Weekly / fortnightly / Monthly

Applicant Name: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Drivers License No. \_\_\_\_\_ Drives License State of issue: \_\_\_\_\_  
 Car Rego No. \_\_\_\_\_ Passport No. \_\_\_\_\_  
 Passport Country of issue: \_\_\_\_\_

Additional Occupants who will be living at the Property  
 \_\_\_\_\_  
 \_\_\_\_\_

Ages & number of children (if any): \_\_\_\_\_  
 Do you have any Pets to occupy the property: Yes / No  
 If yes please list type of Pet: \_\_\_\_\_

Current Rental Details  
 Address: \_\_\_\_\_  
 Current Rent: \_\_\_\_\_ Length of tenancy: \_\_\_\_\_  
 Landlord/Agent: \_\_\_\_\_  
 Phone No: \_\_\_\_\_ Email: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_



Previous Rental Details

Address: \_\_\_\_\_
Rent: \_\_\_\_\_ Length of tenancy: \_\_\_\_\_
Landlord/Agent: \_\_\_\_\_ Phone No: \_\_\_\_\_
Email Address: \_\_\_\_\_
Was bond fully refunded: Yes / No If no why? \_\_\_\_\_
Reason for leaving: \_\_\_\_\_

Current Employment

Current Employer (company) \_\_\_\_\_
Address: \_\_\_\_\_ Length of employment: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Phone No: \_\_\_\_\_
Email Address: \_\_\_\_\_
Your Position: \_\_\_\_\_ Net income: \$ \_\_\_\_\_
Full time or Part time? \_\_\_\_\_ Additional Income? \_\_\_\_\_
le. Single parent income, study allowance etc.

Previous Employment

Current Employer (company) \_\_\_\_\_
Address: \_\_\_\_\_ Length of employment: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Phone No: \_\_\_\_\_
Email Address: \_\_\_\_\_
Your Position: \_\_\_\_\_ Net income: \$ \_\_\_\_\_

Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal References

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_



Confirmation

I confirm the following:

I declare that I have inspected the premises and during the inspection of this property I found it to be in a reasonable clean condition Y / N

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.

---

---

I acknowledge that this is an application to rent this property and that my application is subject to landlord approval & the availability of the property on the due date.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the NSW Residential Tenancies Act 2010. I acknowledge that I will be required to pay rental in advance and a rental bond.

I declare that all information contained in this application is true and correct, and given on my own free will. I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

HOLDING FEE

If your application is approved you will be required to pay a holding fee, equivalent to one week's rent to reserve the premises in favor of you for a period of seven days.

The premises will not be let during the Reservation period, pending the agreement of a Residential Tenancy Agreement.

Should the applicant decide not to proceed with the lease Agreement the landlord may retain the entire holding fee.

The holding fee is subject to the availability of the premises, should the landlords circumstances change & a tenancy Agreement not be entered into the whole of the holding fee will be refunded to the applicant.

Should the applicant proceed with the tenancy the reservation fee will be credited towards the first weeks rent.

Applicant signed: \_\_\_\_\_ Date: \_\_\_\_\_



# TRADING REFERENCE AUSTRALIA

Agency Name:-..... Phone:..... Fax:.....

**Address Property Applied For**

..... Suburb..... State..... Post Code.....

**TRA DISCLOSURE.**

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and / or the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and / or the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and / or the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and / or company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the

new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

**Print Name of Referee**

1..... Gender..... DOB.....

Address..... Home Phone.....

Mobile..... Relationship to you .....

**One** Agency The Forest  
Shop 1 'Darley House'  
The Centre, Darley Street  
P: 9975-2111  
E: [skye@oneagency.com.au](mailto:skye@oneagency.com.au)

Po Box 350  
Forestville NSW 2087  
F: 9975-5511  
W: [www.oneagencyforest.com.au](http://www.oneagencyforest.com.au)



**Print Name of Referee**

**2**.....Gender.....DOB.....

Address.....Home Phone.....

Mobile.....Relationship to you.....

*I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.*

*(If more than one applicant, "I" means "We" in this form). **"I have read and I understand the above information"***

**Print Name of Tenant**.....

**Signature of Tenant**.....**Date**.....

*TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.*

***This document can only be used by current TRA members and is Copyright to Trading Reference Australia Pty Ltd 2006***