

Tenancy Application Form

Identification Checklist

Camelle Property require the following identification to be supplied with this application. All occupants over the age of 18yrs who wish to reside in the premises are required to complete an application form in full, including ID. If you can not meet these requirements, please contact our office to discuss.

Please provide one item from each category

- Photo Identification:** Passport Current driver's license Proof of age card
- Proof of address:** Council/ water rates Utilities bill Bank statement Lease agreement
- Proof of rental history:** Current or most recent tenant ledger Proof of ownership (if a property owner)
- Proof of income:** Most recent bank statement 2+ recent payslips
- Other Identification:** Medicare card ATM Card Vehicle registration Credit card

Property Details

Address of Property

Rent per Week Lease Commencement Date / /

Lease Term 6 months 12 months Have you inspected the property? Yes No

How many people will occupy the property? Adults Children

Names of other Applicants:

If there are people residing at the premises who will not be listed on the lease agreement, please list their names here (include children):

Pets (specify species, breed and number)

Personal Details

Title Mr Ms Mrs Miss Other Preferred Salutation

Full Legal Name

First Name Middle Name Surname

Date of Birth / / Mobile Number

Home Number Work Number

Email Address

Driver's License No State of Issue

Passport No Country of Issue

Rental History

Current Address

Time at Current Residence Years Months Rent per Week

Current Agent/Landlord Contact No

Previous Address

Time at Previous Residence Years Months Rent per Week

Previous Agent/Landlord Contact No

Employment History

Occupation		Employer	
Address			
Contact Person		Phone No	
Time at Current Employer	Years	Months	Net Income per Week
Previous Occupation		Previous Employer	
Address			
Contact Person		Phone No	
Time at Previous Employer	Years	Months	Net Income per Week

Student Details

Place of Study			
Course		Course Length	
Financial Support (ie. Parents, Centrelink, casual work)			

References

Professional Reference			
Relationship to you		Phone No	
Personal Reference			
Relationship to you		Phone No	

Emergency Contact

Full Name			
Relationship to you		Phone No	
Address			

Privacy Act

The personal information you provide 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 Landlords and their advisors, referees, other agents and third party operators of tenancy reference databases. The privacy statement explains how the Agent and the Owner use and disclose personal information which they hold about you and the privacy rights you have in relation to that information.

A reference in this privacy statement to:

How the Owner and the Agent may use your personal information.

The Owner and the Agent may each use your personal information in connection with: Their business, including in connection with; the purchase, development, sale and leasing of land, including this building; the proposed sale of an interest in the Owner or Agent's business; raising finance in connection with the matters specified in paragraph (i); the management of the building and the Owner's portfolio of land; internal reporting; reporting to related entities, financiers and advisors; and direct marketing (such as newsletters); The management and administration of the lease; Processing of application details through a tenancy database.

Who the Owner and Agent may disclose your personal information to.

The Owner and Agent may disclose your personal information, if they consider it necessary to do so; If required by law; or to any one or more of the following: their related entities; persons in connection with a proposed sale of an interest in the Owner or Agent's business (including purchasers of the building; any agents engaged by the Owner and notified to you; contractors and service providers involved in the management and maintenance of the building; professional advisors in connection with the lease, the premises or the building; the Owner's financiers; the Owner's Corporation and, if relevant, the building management committee for the building; any of whom may be located outside of Australia; Tenancy Databases (this includes TRA, TICA, NTD any other related Tenancy Databases).

Your Rights.

You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require. You may request access at any time to personal information which the Owner or Agent hold about you and ask them to correct it if you believe it is incorrect or out of date.

Privacy Act Acknowledgement

I/we authorize you to give information to obtain information from all credit providers, Landlords, other agents and references named in this application. I/we confirm that I/we have read and understand the Privacy Policy that the lessor/ agent has made available to me. I/we have been advised that a consumer affairs booklet can be obtained from the Office of Fair Trading or Rental Bond office. (signature below)

Deposit and Initial payments

In accordance with section 24 of the Residential Tenancy Act 2010, it is hereby acknowledged that the reservation fee referred to in this application for tenancy form is subject to the following conditions:

1. The applicant is required to pay a reservation fee equivalent to one weeks rent to reserve the premises in favour of the applicant for a period of one week.
2. The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee should be refunded.
4. Should the applicant advise they will not be going ahead then the owner may keep the whole of the fee.
5. During the reservation period, no fee will be taken from another applicant nor will the premises be reserved to another's favour.

Initial holding deposit 1 weeks rent

Upon signing of the lease, the following amounts will be due and payable in the form of a cheque or money order. The tenant agrees to pay the below charges before possession of the premises are granted.

Bond: 4 weeks rent
Advance rent: 1 weeks rent
Total: 6 weeks rent

Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises 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 Residential Tenancies Act 2010. I acknowledge that I will be required to pay rent in advance and a rental bond and that this application is subject to approval from the owner.

I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises, accept the property as inspected and am not bankrupt. I authorize the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residences, my personal and work referees and 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. By signing below, I hereby acknowledge that I have read and consent to the above.

Signature

By signing below, I hereby acknowledge that I have read and consent to the above.

Print Name

Signature

Date


Are you applying for other properties?

Yes No

How to Return Your Form

Once you have completed your application, please attach the identification documents and submit through one of the following methods. If there are multiple occupants applying for one property, each occupant must fill out an application form and submit documents.

 In Person : 16 George Street, Hornsby NSW 2077

 Fax : 02 9477 6788

 Via Mail : 16 George Street, Hornsby NSW 2077

 Email: kaitlyn@camelle.com.au

If you have any further questions regarding your application, please feel free to contact us.